

BOND COUNTY COMMUNITY  
UNIT #2 HIGH SCHOOL



STUDENT HANDBOOK

2020-2021

1000 E. STATE ROUTE 140  
GREENVILLE, IL 62246  
PHONE: (618) 664-1370  
[www.ghs.bccu2.org](http://www.ghs.bccu2.org)

Student Name: \_\_\_\_\_

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# STUDENT HANDBOOK

The purpose of this handbook is to inform the students and parents of the policies and procedures which are necessary in order to maintain an orderly and safe learning environment, and it is not intended to create a contractual relationship with the student. Students and parents are urged to familiarize themselves with the contents of this handbook. This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The board's comprehensive policy manual is available for public inspection through the District's website <http://www.bccu2.org> or at the Board office, located at 1008 N. Hena Street, Greenville, IL. Most of the answers to questions concerning school issues are contained herein. However, students and parents are urged to contact the school if they have other questions or need further information.

On behalf of the faculty and the administration, welcome to the Bond County Community Unit #2 High School. We are proud of our school, its goals, its accomplishments, and its tradition. As a student here you will have a direct impact on the future of this school. We hope that you will share with us a pride of belonging, and we wish each of you success in your endeavor as a high school student. Bond County Community Unit #2 High School is fully recognized by the Illinois State Board of Education.

## MISSION STATEMENT

We, of Bond County Community Unit Number Two, offer a safe, positive, disciplined, environment in which students may be empowered to discover and develop their personal and academic strengths for lifelong enjoyment and learning, developing into positive, responsible, and contributing members of an ever-changing and pluralistic society.

## PHILOSOPHY OF THE SCHOOL

A wholesome, mature citizenship in American democratic society is the primary concern of our high school. The school recognizes that each individual is important, that each has his/her interests, abilities, and needs, that promotion of maximum development of the abilities and personality of each student is vital, and that all are entitled to equal educational opportunity. Each individual also has obligations to society. Hence, the school provides opportunities for the student's acquisition of certain common skills, information, and attitudes essential to group living. School is more than preparation for life; it is group living where one experiences friendliness, cooperativeness, competition, responsibility, intelligent citizenship, and opportunity for leadership in both social and academic areas. These goals can be accomplished only through cooperative planning by students, parents, faculty, and the Board of Education.

**BOARD OF EDUCATION** - The local authority for the administration of our High School is vested in our Board of Education that is composed of seven members elected by the voters of the unit district. The Board in turn employs the administrators and teachers to take active charge of the school. It is the duty of the Board of Education to develop policies in accordance with the law to meet the educational needs of the district. The Board holds open meetings on the third Monday of each month.

## BOARD MEMBERS

Dr. Edmar Schreiber - President	Mr. Dan Sidwell
Ms. Randi Workman- Vice-President	Ms. Laura Wall
Mr. Nate Prater – Secretary	Mr. Brian Zeeb

## ADMINISTRATION

Superintendent	Mr. Wes Olson
Principal	Ms. Kara Harris
Assistant Principal	Mr. David Weller

## SECRETARIAL STAFF

High School Office	Ms. Meg Reynolds
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Guidance Office	Ms. Karen Simmonds
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**FACULTY**

Mr. Joe Alstat .....	Driver Ed/Athletic Director
Ms. Jennifer Rinkel.....	English
.....	Special Education
Mr. Todd Cantrill.....	Social Studies
Mr. Sean Courty .....	English
Ms. Erin Cummings.....	Physical Education
Ms. Jennifer Dannaman.....	Special Education
Mr. Steve Dannaman .....	Guidance Counselor
Mr. Ryan D'Arcy .....	Social Studies
Ms. Marsha Disch .....	Science
Ms. Pam Doll.....	Science
Mr. Ivan Estevez .....	Spanish
Ms. Deb Evans.....	Special Education/Aide
Mr. Lee Coakley.....	Spanish
Mr. Brian Grove.....	Science
Mr. Tim Gusewelle.....	Art
Ms. Erin Haake.....	Mathematics
.....	Library
Mr. Todd Hutchinson.....	Physical Education
Mr. Mark Jurgena.....	Social Studies/Special Ed
Ms. Erika Knolhoff .....	Science
Ms. Laura Levad .....	Special Education
.....	Special Education
Ms. Theresa Lindell.....	Mathematics
Mr. Terry Marshall.....	Industrial Arts
Ms. Patti Maurer.....	Family Consumer Science
Ms. Megan McPeak .....	Music
Ms. Laura Miller.....	English
Ms. Dawn Mulholland.....	Guidance Counselor
Ms. Catherine Perkins.....	Special Education/Health
Mr. Jason Pierce .....	Special Education
Mr. James Romack .....	Mathematics
Ms. Kedra Schuster.....	Business Education
Ms. Mary Stice .....	Business Education
Ms. Lorna Stowers .....	English
Mr. Steve Zimmerman.....	Agriculture
Ms. Krista Zurliene .....	Mathematics

**CUSTODIAL STAFF**

Mr. Ryan Carter	Mr. Rick Clanton
Ms. Beth Clanton	Mr. Greg D'Arcy

**AIDES**

Ms. Tiffany Lile	Ms. Tracy Woker
Ms. Toni Wylde	

**ACADEMIC DISHONESTY/CHEATING** - Any student engaged in academic dishonesty in any form will receive a **zero** for the assignment. This includes accepting and/or turning in work not completed by that student, providing work to other students, or copying work from an internet resource without proper documentation. Additional disciplinary action may also be taken. The second offense in the same class may result in an F for the semester. This is used as a criteria for National Honor Society.

**ACCIDENTS AND ILLNESS** - The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home. However, no student will be sent home unless the school has had contact with a responsible adult. We ask all parents to keep the office informed of any changes to emergency information, phone numbers, addresses, etc.

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

### **ALTERNATIVE CLASS ROOM - DETENTION**

As an alternative to out of school suspensions, principals may assign students to alternative classroom (detention). The room to be used will be established by the principal.

#### ***Rules for ACR***

1. The ACR begins promptly at 3:30 p.m. and ends at 5:30 p.m. on Tuesday and Thursday.
2. Students must be actively engaged in homework or reading the entire period. They are not allowed to "just sit".
3. Students will not be allowed to eat, drink, use a cell phone, or listen to portable devices.
4. Transportation arrangements are the responsibility of the student.

Absences from ACR assignments will be excused if the student had an excused absence from school the day of the ACR or became ill at school and left on the day of the ACR after properly checking out. Any unexcused absence from an ACR assignment will be treated as a failure to serve. Students who work or have other school events to attend on the night of an ACR assignment may ask to have one (1) ACR moved to the next available ACR date offered. If students have more than one (1) date that has a conflict, they must make arrangements in their work schedules or miss the other school event.

Failure to serve an ACR will result in suspension. The number of days and type of suspension will be based the number of ACR assignments which have not been served. Students who repeatedly violate school policy and accumulate over six (6) ACR assignments will be subject to suspension. **Students who fail to follow the ACR rules will be treated as a failure to serve the ACR assignment.**

**ANIMALS ON SCHOOL PROPERTY** – In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **ARRIVAL AT SCHOOL/BEFORE SCHOOL GATHERING AREAS**

**Drive to school** - proceed to your assigned parking place. You must exit your vehicle once you park and proceed to a designated gathering area.

**Ride bus to school** - exit bus and proceed to a designated gathering area.

**Walk to school** - proceed to a designated gathering area.

**Parents bring to school** - exit vehicle and proceed to a designated gathering area. Drop off areas are along the roadway east of the gymnasium and the parking lot south of the cafeteria.

Students are not allowed in the hallways before school officially opens each day. A bell will sound as a signal for students to enter the hallways. Students who arrive before this bell should go to the cafeteria area or the auditorium lobby. Regardless of the area in which the student elects to gather, he/she will be held to the same behavioral standards as if school were in session.

**ARRIVING LATE OR LEAVING EARLY** - Students who arrive more than 10 minutes late to school must sign in at the office before going to class. Students who need to leave school before the normal dismissal time must sign out in the office. Before a student is allowed to sign out the school must have verbal or written permission from the student's parent/guardian.

**ASBESTOS STATEMENT** - Bond County Community Unit #2 facilities may contain asbestos and/or asbestos containing building materials. These materials have been identified and are maintained to IDPH standards. Management plans and sampling data are at each specific location and a copy of each plan is maintained in the District office as required by IDPH.

## **ATTENDANCE POLICY**

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

Irregular attendance is one of the major causes of academic failure. Although students who have excused absences have full makeup privileges for the work missed, it is very difficult for students to fully "make up" the information missed. One of the most important things parents can do to help their children succeed is to ensure that they are in attendance every day.

- It is the **responsibility of the parents** to notify the school each day the student is absent.
- When a student is absent, the absence will be marked **EXCUSED** if the parent or guardian calls the office (**664-1370**) the morning of the absence and presents proper justification for the absence. However, if the parent or guardian fails to call, the absence will be marked **TRUANT**. The school will attempt to contact parents, at home or at work, on the day of an absence when no call is received. A truant absence will be changed, for both attendance and classroom purposes, to an excused absence if the parent or guardian sends written justification for the absence with the student **on the day** the student returns to school.
- For attendance purposes, a student will have a maximum of three (3) school days to have a truant absence changed to an excused absence. After three (3) days the truant absence **will not** be changed and appropriate consequences may apply.
- Classroom teachers will treat students who return to school with a truant absence as **TRUANT**. Therefore, the student will be expected to continue all class work as if they had been present the day(s) before. If, within the allowed three days, the absence is reclassified as excused for attendance purposes, the student must present an excused slip provided by the office in order to receive credit for work missed during those day(s). Therefore, be sure to **call on the day the student is absent or send a note justifying the absence on the day the student returns to school**.
- For attendance purposes, being absent any 2 periods of a day constitutes a 1/2-day absence, while 5 periods or more constitutes a full day's absence.

## **TYPES OF ABSENCES**

**Excused:** As approved by administration, students will be excused for the following: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for

the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other situations as determined by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. Any absence that is known in advance requires a pre-planned absence request from the office (see below). Complete make-up privileges are allowed for excused absences and suspensions. The school may classify excessive absences as unexcused, unless accompanied by a physician's statement. Medical notes must have specific appointment times listed or state that the student is to be excused for an entire day. Medical notes should be turned into the office upon the students' return to school. Three (3) days will be allowed for a medical note to change an unexcused absence to an excused absence.

**Pre-Planned:** If a student is aware that they are going to be out of school in advance, the principal or secretary should be notified and a parent approved form needs to be filled out and signed by all teachers 3 days in advance of days requested. This form then needs to be returned to the office verifying that the teachers are aware of the absence. Building principal will then determine if an absence will be excused. **Failure to have this form filled out and returned to the office will result in the absences being unexcused.** It is expected that the student will be caught up on all assignments upon return. **NO PREPLANNED ABSENCES WILL BE GRANTED OR APPROVED DURING HUNTING SEASON, STATE MANDATED TESTING, OR SEMESTER EXAMS. No more than 5 days of pre-planned absences will be excused for any school year.**

**Unexcused:** A student fails to attend class for a valid reason that is not classified as excused. There will be no make-up privileges allowed for an unexcused absence.

**Truant:** A student fails to attend class without valid justification. There will be no make-up privileges allowed for a student whose absence is classified as truant. Students will be disciplined for being truant from school. Truancy is a violation of state law, and the school will notify the proper authorities when students are truant. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney, and/or appropriate school discipline. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

**BULLETIN BOARDS/SIGNS/POSTERS** - The bulletin boards near the main office and guidance office will include material directly related to the school. Students should read the bulletin board regularly in order to keep abreast of the activities of the school. All items to be placed on the bulletin board, as well as any other signs or posters, must be approved by the office before display.

**BULLYING, INTIMIDATION & 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, immigration status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations: During any school sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities; through

the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school (in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school related activity, function, or program.) 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 that has or can be reasonably predicted to have the effect of one or more of the following: placing the student in reasonable fear of harm to the student's person or property; causing a substantially detrimental effect on the student's physical or mental health; substantially interfering with the student's academic performance; substantially interfering with the student's 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 building principal, district complaint manager or any staff member with whom the student is comfortable speaking or online at <http://www.bccu2.org/index.php/parents/2012-05-18-15-56-20>. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

**BUS TRANSPORTATION** - The Bond County Unit District #2 provides a fleet of busses to offer safe transportation to and from school. Parents must designate one primary and one alternate bus stop (both a.m. and p.m.) for their student(s). Students are not permitted to ride a bus other than the bus to which they are assigned. Requests for transport on a bus other than the student's primary bus or alternate bus will not be permitted. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school if the student does not have alternative transportation to school.

Because safety is of prime concern, the district's school discipline code also applies to student behavior on the bus. In the interest of the student's safety and in compliance with State law, students are expected to observe rules as identified by transportation director and drivers. Students who misbehave on a bus will be reported to the Principal. Inappropriate behavior on the bus will result in a suspension of bus privileges. It will then be the responsibility of the parents to provide transportation for the student to and from school. Video and audio cameras may be active on buses to record student conduct and may be used for the purpose of investigation into misconduct or accidents on



the bus.

**CELLULAR TELEPHONES** – Cell phones may be used by students during lunch and before or after the school day. Usage in class may be approved by administration. Any student using their phone inappropriately will be subject to disciplinary action.

**CERTIFICATE OF HIGH SCHOOL COMPLETION** – A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

**CLASS OFFICERS** - Class officers are nominated by petitions, which require signatures of fifty (50) students in their class and three (3) faculty signatures. During the school year committees are formed to carry out the various activities and responsibilities of the classes. Class sponsors must approve all class activities before the principal makes final approval.

**CLOSED CAMPUS** – Once students arrive on school property, they are **not** to leave unless they follow the procedure of signing out in the main office. Failure to do so may lead to disciplinary action.

**CLUBS AND ORGANIZATIONS** - Participation in clubs and organizations is an integral part of the high school experience. Students are urged to belong to at least one of the many clubs or organizations at GHS.

**Drama Club** - Students who are interested in drama and/or a working part of the fall play. Members are responsible for producing the fall play.

**FCCLA** – Students in homemaking classes are eligible for membership in the Future Career and Community Leaders of America. Regular meetings are held and club projects carried on.

**FFA** – Students in agriculture classes are encouraged to belong to FFA. This organization promotes a greater interaction between the theory and practice of agriculture. Members participate in inter-school judging contests, leadership activities, community activities, exhibits, and promote the annual parent/member banquet.

**Graduate** – The school yearbook is published by members of the Graduate staff. Interested students apply for positions on the staff.

**Light Force** – Students regularly enrolled and wishing to take part in the discussion and activities of the club will be welcomed to explore the truths as each person interprets them for themselves.

**Art Club** – open to students willing to be actively involved in art functions and promote art.

**National Honor Society** – Rules for membership in the National Honor Society are established by the National Association of Secondary School Principals. Membership shall be based upon scholarship, service, leadership, and character. To be eligible for election to membership, the candidate must have been in attendance for at least one semester in this school.

The minimum grade point average to meet the scholarship requirement is 3.5 (not rounded up). The grade point average used to determine eligibility includes the cumulative total of only academic grades after five semesters.

Each student must have been involved in at least three service projects, including but not limited to: membership in FFA, FCCLA, Student Council, Pep Band, Marching Band, Pep Club, or involvement as a member of pompons, flag team, musical activities, drama activities, or athletic teams. Involvement in out-of-school activities such as church work, 4-H work and community clubs and organizations are also considered for the service qualification.

In addition, to fulfill the leadership requirement, a student must have held at least one elected office either in or out of school during his or her high school years and must belong to two or more school organizations or activities. Participation in sports, drama, or music activities will be considered as meeting only one leadership requirement and only one service requirement each, regardless of multiple activities within each area.

The National Honor Society has defined acceptable character as:

- Integrity - no recorded incidents of cheating or intentional dishonesty
- Positive Behavior - No record of skipping classes or of knowingly violating school regulations. No record of civil offenses
- Cooperation - Willingness to assist classmates, faculty, etc.
- Ethics - Wanting to do the right thing in most situations. Displays attitudes in keeping with the ideals of the National Honor Society and the philosophy of Bond County Community Unit #2 High School
- Once membership in National Honor Society is attained, the above requirements must be maintained or violation can result in dismissal from the Society

**Pep Club** - Pep Club members are involved in promoting various school activities and school spirit.

**Student Council** - Student representatives to promote the school and provide service.

**COLLEGE VISIT/MILITARY PROCESSING** – Junior students may elect to take one day and senior students may elect to take two days during the school year to visit a college which they are interested in attending or for military processing. These days will be classified as excused absences when:

- **Prior arrangement** has been made with the college/military
- A College Visitation form (obtained from the office) is on file in the High School office
- Verification of the visit is provided to the office upon returning to school

**These visits will be considered unexcused absences if arrangements are not made prior to the visit.**

**COMMUNICABLE DISEASES** - The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

**COMPUTER USE** - Students have access to computers in computer labs, the Media Center, and in classrooms. Students are encouraged to use computers as part of their regular class work. Students are allowed access to the Internet if they and their parents sign an Internet usage form. Students must follow the rules governing computer usage as outlined in the Internet usage form and those stipulated by the classroom teacher. Violations of these rules will lead to disciplinary action that could include the revocation of the privilege of using the computers. Student access to Internet sites is monitored by school personnel.

## **DEPARTURE FROM SCHOOL**

**Pedestrians** - Please use sidewalks and marked pedestrian crossings.

**Parents** - The parking lot north of the school, the roadway east of the gymnasium, or Hena Street south of the school are the areas designated as a student pick up area. Please pick students up from these areas.

**Drivers** – Drivers are required to exit the parking lots in a safe manner.

**Buses** – Pickup area is the cafeteria parking lot of the main building.

Bus riders are not to leave school grounds while waiting for their bus. Buses have the right of way.

**DIABETES – CARE FOR STUDENTS** - If your child has diabetes and requires assistance with

managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any changes which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. Consider the need for a Section 504 Accommodation Plan

For further information, please contact the Building Principal.

**DISCIPLINE OF SPECIAL EDUCATION STUDENTS** – The district shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Educations’ Special Education rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

**Behavioral Interventions** – Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduced identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

## **DRESS AND GROOMING REGULATIONS**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment or present health or safety hazards. **The following list is merely a guideline to help students understand what is expected of them when it comes to dress and grooming.**

- Hats, caps, hoods, scarves, bandannas, sunglasses, or any other headgear may not be worn in the school building. These items should be placed in a locker upon entering school and not carried around to classes.
- Pajamas, house shoes, and slippers are not to be worn to school.
- Clothing with inappropriate slogans, language, pictures (such as references to alcohol, tobacco, firearms, controlled substances or obscene connotations) are not to be worn.
- Clothing that is excessively revealing such as short skirts, short-shorts, tank tops, loosely fitting, low cut, halter tops, mesh shirts (unless a shirt is worn underneath) or shirts which expose the midriff are not to be worn. Shorts and skirts should be no shorter than fingertip length when arms are hanging at the side. Straps of tops should be at least two fingers in width.
- Clothing which is dirty, excessively torn, or ragged should not be worn.
- Pants should not sag below the waist.
- Chains attached to clothing are not to be worn.
- Footwear must be worn at all times.
- Students with long hair or clothing that may present a safety hazard will not be allowed to work around machinery.
- No coats are to be worn in the building after the day has started.

Violations of these above regulations may lead to disciplinary action. The building administrator will make any final decisions about dress and grooming.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children

between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Special Education office (1008 North Hena) or online at [https://web.midstatespec.org/Public 20Forms/Parental 20Rights 20Revised 20October 202009.pdf](https://web.midstatespec.org/Public%20Forms/Parental%20Rights%20Revised%20October%202009.pdf).

The district conducts annual screening of children under the age of five and actively seeks out and identifies all children ages 6 through 21 within the district who may be eligible for special education and related services. (23 IAC 226.100). The district **has in place procedures for requesting and conducting an initial evaluation** of children: Concerns about student performance should be discussed with your child's teacher. Parents have the right to request an evaluation to consider eligibility for special education and the need for specialized services. Written requests are preferred but can also be made in person verbally. Requests for consideration of evaluation need to include: area of concern (i.e., reading, math, attention); suspected disability; remedy or support that you are seeking. For questions or assistance in requesting an evaluation, please contact the BCCU2 Office of Special Education, 618 664-5004. Parent rights provided by the Illinois State Board of Education, are available upon request from the special education office or available online.

In **responding to a request for evaluation**, the district utilizes **screening data and conducts preliminary procedures** (e.g., observation of child, assessment for instructional purposes, consultation with the teacher or other requestor, conference with child) to **determine if evaluation is required**. (23 IAC 226.110(c)(2)). If it is determined an evaluation won't be conducted, provides written notice to the parents of the decision, including the reasons for and the right of the parent to challenge the decision. If an evaluation is to be conducted, convenes a team, identifies the necessary assessments (with input from the parents), notifies the parents of the team's conclusions and requests the parents' consent. (23 IAC 226.110(c)(3)). The **evaluation or reevaluation includes a review of existing evaluation data**, including: i) parent-provided evaluations and information, ii) current classroom-based, local or state assessments and classroom observations and iii) observations made by teachers. (34 CFR 300.305(a)(1)). Using the review of existing data and input from the child's parents, it is determined **what additional data, if any, are needed to determine**: i) if the child **has or continues to have a disability** and the **educational needs** of the child, ii) the **present levels of academic achievement** and related **developmental needs** and iii) whether the child **needs or continues to need special education** and related services. (34 CFR 300.305(a)(2)). If the IEP team determines that no additional data are needed, the district **notifies the parents of that determination and the reasons for it** and the parent's **right to request further assessment**. (34 CFR 300.305(d)(1)). A **re-evaluation** of each child with a disability is conducted: if the public agency determines *[based on student progress and performance data]* that the **child's needs, including improved academic achievement and functional performance**, warrant re-evaluation. (34 CFR 300.303(a)(1)); if the **child's parent or teacher** requests a re-evaluation. (34 CFR 300.303(a)(2)); not more than once a year unless the parent and district agree otherwise and **at least once every 3 years**, unless the parent and the district agree it is unnecessary. (34 CFR 300.303(b)). The results of parentally-obtained (at public or private expense) **independent evaluations that meet district criteria** are considered in determining eligibility. (34 CFR 300.502(c)(1)).

The district provides parents with 10 days' notice prior to a meeting and takes necessary action to facilitate parent understanding and participation, including providing an interpreter for those parents who are deaf or whose native language is other than English. (23 IAC 226.530). A **team of qualified individuals, including the child's parent(s)**, makes the determination of whether a child has a disability and the educational needs of the child. (34 CFR 300.306(a)(1)). When interpreting evaluation data, the team carefully **considers information from a variety of sources**. (34 CFR 300.306(c)). District policies, procedures and practices result in **regular reviews of referral and eligibility decisions** for special education, including methods, types of measures and frequency with which identification decisions are made. (23 IAC 226.700). **If a child with an IEP transfers** into the district, the new district reviews the child's IEP to ensure FAPE, including developing a new

IEP and/or conducting an evaluation, as appropriate.(23 IAC 226.50(a); 34 CFR 300.323(e)(f)). **Each child's IEP is reviewed periodically**, but not less than annually, to determine *[based on student progress and performance data]* **whether the annual goals for the child are being achieved**. If goals are being achieved, the district considers the need for re-evaluation to **review continued eligibility**. (34 CFR 300.324(b) & 300.303(a)(1)).

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

**ELECTED OFFICIALS** - In order to serve as an elected official, students must: be enrolled full-time for the entire year; maintain a 2.00 grade point average each quarter; maintain good school citizenship and not have any civil law infractions. Students who fail to meet the criteria will be removed from office and the group they represent will choose a temporary replacement. If they are determined to be in good standing at a later date, they may be reinstated to the elected office. Offices include: class officers and student council.

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Amy Jackson.

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

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

**EXAMINATION DAY ATTENDANCE** - Attendance on final examination days is required for students. Students who are unexcused on a final examination day will receive a zero for their semester exam grades.

**FEES** - Students are responsible for various fees throughout the school year. The School Board sets the amount of these fees annually. These fees should be paid by the second week of school. All students are expected to pay a book rental fee that covers book rental as well as the rent for a P.E. lock and a hall lock. Additionally, fees are charged for rental of individual equipment or for consumable items in classes such as: industrial arts, art, band, chorus, home economics, science, physical education, and driver education. A participation fee is also charged in the athletic program. Fees that may be paid according to the student activities, but are not required by the school, are: class dues, parking fees, insurance, class ring, school yearbook, organization dues and senior announcements. The school is not responsible for any graduation expenses if a student has not successfully completed all state and local requirements for graduation. Students with outstanding obligations may be denied participation in field trips. Seniors with outstanding obligations may not be allowed to participate in the graduation ceremony.

**Fines, Fees, and Charges: Waiver of Student Fees** - The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may

receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, or the student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present: an illness in the family; unusual expenses such as fire, flood, storm damage, etc.; seasonal employment; emergency situations; or when one or more of the parents/guardians are involved in a work stoppage.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

**FIELD TRIPS** - Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Arrangements must be made for any missed work and completed as directed by the teacher in order to receive credit.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons: failure to receive appropriate permission from parent/guardian or teacher; failure to complete appropriate coursework; behavioral or safety concerns; denial of permission from administration; or other reasons as determined by the school.

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 664-1370.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

**FOOD AND DRINK** - Food and drink items are allowed only in closed clear containers and must be kept in lockers at all times except when being taken to lunch.

**FOOD SERVICE** - A full service cafeteria based on a prepaid lunch account is available. Students will be notified as to their account balance and any student with a negative balance may be denied further charges. Free or reduced price meals are available for qualifying students. For an application, contact food services from 8:30 a.m. to 3:30 p.m. at the GES office, phone (618) 664-3117 x134.

Deliveries of foods from outside sources are not permitted. Eating is permitted only in designated cafeteria areas. Students are to be in one of the cafeteria areas or may use the lobby restrooms. Students are expected to adhere to normal rules of etiquette including cleaning up their eating area. Violations may result in disciplinary action.

**FUND RAISING PROJECTS** - The principal must approve all activities for the purpose of raising money for classes, teams or organizations. Forms are available in the office to request such activities and must first be approved by the sponsors before submission to the principal.

**HALL PASSES** - Any time students are in the hallways, other than passing periods; they must have their signed agenda passport. Students in the halls without a pass will be sent back to class and/or subject to disciplinary action.

**HEAD LICE** - The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

**HEALTH: FEVER, VOMITING, DIARRHEA** - Any temperature greater the 99.5 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) in order to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is in the best interest of the child or the child's classmates (with compromised immune systems). Children with diarrhea and vomiting should remain home until they are symptom free for 24 hours. The only exception is if the diarrhea or vomiting is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea and vomiting is not infectious.

**HOME AND HOSPITAL INSTRUCTION** - A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

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

For information on home or hospital instruction, contact the building principal. To be considered for these services, a completed Home and Hospital Service form will be turned in and approved by the superintendent.

**HOMECOMING** - Homecoming is held in the fall with homecoming activities centering on a home football game. The entire student body will vote to elect the queen. The senior class will select five queen candidates from the senior class. Each of the other classes will select two princess candidates to be a part of the queen's court. Homecoming escorts will be selected using the same format. All members of the homecoming court must meet academic eligibility requirements and not have excessive disciplinary incidents as determined by the administration. Guests to the homecoming dance must be a high school student to age 20 and be approved by administration.

**HOMELESS CHILD'S RIGHT TO EDUCATION** - When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. BCCU#2 provides services and assistance according to the McKinney-Vento Homeless Education Act.

**HOMEWORK** - The Board of Education believes that homework is an inherent part of the teaching/learning process that provides students with an opportunity to engage in independent practices of skills acquired in the classroom. It serves as an extension of classroom instruction, not as a substitution, and should prepare the student to benefit from subsequent learning opportunities. Homework also helps to develop independence in study and work habits of students. It makes possible the use of various learning resources not available during school time and a framework where students may learn without hindrance of time limitations. Because homework is an independent activity, it often provides for creative thinking and learning opportunities. Homework provides students with enrichment opportunities for which time cannot be found during the school day. The Board expects all teachers to make reasonable homework assignments based on student needs, grade level, and sound educational purposes. **Copying or providing material to be copied on any work is considered academic dishonesty and is not acceptable.**

## **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

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

**Eye Examination** - All students entering Kindergarten or the school for the first time must present proof before the first day of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by the first day, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day.

**Dental Examination** - All children entering Kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.



Exemptions - A student will be exempted from the above requirements for:

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

**INSURANCE PROGRAM** - The school district is generally not liable for student injuries that take place at school or on district property. We strongly encourage you to maintain insurance coverage on your child. Verification of private insurance or the purchase of school insurance is a requirement for participation in athletics and the Okaw Vocational Program.

**LOCKERS** - School lockers, including P.E. and hall lockers, are the property of the school and are subject to being searched. Each student is assigned a locker for their books and other personal belongings and should not use any other student's locker. Students are required to lock their lockers using locks issued by the school. Any student who loses his/her lock will be required to replace it for a fee. School personnel will remove any personal lock on a locker. The school is not responsible for items lost out of lockers. Signs or pictures are permitted on the inside of lockers with use of magnets only. Any items on lockers will be removed and discipline action may be taken. No open containers of drink or food items are permitted in lockers. School officials reserve the right to search lockers anytime they deem a search is necessary.

**LOITERING** - Students should always be in their designated area. Inordinate times in the restrooms, hallways, or lobbies (including during lunch) is prohibited.

**MAKE-UP WORK** - Students are responsible for obtaining and completing any assignments that are missed due to an excused absence or suspension. Students will be allowed one day for each excused absence or suspension to complete any assignments missed. However, students should expect to complete scheduled assignments, quizzes, tests, and examinations on the day they return to class. Students who are unexcused from school will not be allowed to make up missed work. Deadlines for make-up work due to an extended illness or extraordinary situation will be determined by the teachers involved and the principal. Students anticipating a prearranged absence such as a field trip, college visit, or family trip, are required to obtain assignments prior to that absence and complete them before they leave if required or by the day they return.

**MANDATED REPORTERS** - All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed

and signed an Authorization for Student Self-Medication Form. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Please refer to board policy 7:270 for designated caregiver administration of medical cannabis.

**MOTOR VEHICLE RULES AND REGULATIONS** - All student parking lots are reserved parking. The Illinois Motor Vehicle Code shall in all respects be complied with while on school property. In addition, the following rules shall also apply to all operators of motor vehicles on school property;

- Pedestrians have the right of way at all times.
- Speed limit: 15 miles per hour.
- Cruising of school property is prohibited. Once a vehicle enters school property it should be parked immediately.
- Students who drive a vehicle to school must park in their assigned parking spot.
- Parking should only be done in designated areas. Do not park along roadways or on the grass.
- Once a vehicle is parked the occupants must vacate the vehicle immediately.
- The school district reserves the right to search any vehicle on school property.

Remember parking on school property is a privilege. Any violation of the above rules can lead to disciplinary action and the revocation of the privilege of parking on school property.

**PARKING** - Students may park their vehicles in designated spots on the lots on school days during school hours. Vehicles should be parked in the appropriate spot and must be driven under the speed limit of 15 miles per hour while in the lot. Vehicles parked without permission or in incorrect places may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students driving recklessly on school campus will be subject to disciplinary action. Parking on school property is a privilege. Students who intend to drive frequently must sign up for an assigned parking spot and must pay the appropriate parking fee. Students who drive their vehicles to school infrequently should request permission to park in an unassigned parking area. Students must maintain proof of insurance on any car parked on school property, and an office issued parking tag must be displayed in cars at all times. Students who fail to follow the motor vehicle rules or park illegally may lose their privilege to park on school property.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near an unattended and unsecured vehicle.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

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

**PESTICIDE MANAGEMENT POLICY** - The school district has the school buildings sprayed, as needed on the second Friday of every month starting at 3:30 p.m. The pesticides are applied by a professional company and are considered safe for school building use. If your child has allergies to pesticides or if you suspect that your child may have a reaction to the pesticides, you should contact the school. Parents or guardians who wish to be notified of the spraying should notify the school in writing at the beginning of the school year.

**PROM** - The Prom is a junior/senior dance sponsored by the junior class. All students and guests attending must wear formal or dress clothing. Senior and junior class members may invite one out-of-school or underclass guest (high school student to age 20) with prior approval by the principal. Class members must register the guest with the office a week in advance of the prom, turn in the guest approval slip with all required signatures, and assume all responsibility for the conduct of their guest. Voting on the Prom queen and king will be done by all GHS students upon arrival at the Prom. All members of the prom court must meet academic eligibility requirements and not have excessive disciplinary incidents as determined by the administration.

**PUBLIC DISPLAY OF AFFECTION** – Public displays of affection including handholding and kissing are not permitted at the school during school hours. Offenders may be subject to disciplinary action.

**REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION** - The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

**RESPONSE TO INTERVENTION (RTI)** - Response to Intervention (RTI) is a way to provide instruction for reading and math at each student's level. In accordance with Federal and State regulations, BCCU2 has developed procedures and programs for reading and math screening, interventions, and monitoring student progress. The focus is to help students learn by addressing reading and math problems earlier within the general education setting. Results will be reviewed along with standardized assessments to provide benchmarks for progress in reading and math at all grade levels. A team of teachers will review screening results, standardized assessments, and grades to determine if there are any areas of weakness for students. The areas targeted for intervention will include reading and math.

Screening/Assessments track progress and guide teachers in customizing lessons. Students work in small groups on a regular basis. Scientifically researched-based programs (interventions) will be used to help identify students to strengthen weak areas of concern. Supports in addition to the regular classroom setting may include: additional reading/math time with a partner/teacher; small group instruction within/outside the classroom; and/or consideration for Title One and/or Special Education Services.

Interventions and progress will be monitored on a regular basis and adjusted as needed. Parents will be notified if their child is recommended for additional reading/math support. Results of Universal Screenings will be shared with parents at grade card time. Progress will also be reviewed at Parent-Teacher Conferences.

**SAFETY DRILL PROCEDURES AND CONDUCT** - Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

**SCHOOL CLOSING** - Announcements concerning school closing due to inclement weather or other emergencies will be relayed using Skylert phone system, district website, social media, and

broadcast over local and regional radio and television stations. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

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

**SEX EDUCATION** – Sex education must be age appropriate, medically accurate and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases.

**SEX OFFENDER NOTIFICATION LAW** - State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

**SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS** - State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

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

**Student Behavior - Copies of all School District policies on student behavior are available online through the School District's website or in the school office.**

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's law).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

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

### **Disciplinary Measures**

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

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

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

## **Corporal Punishment**

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

## **Weapons Prohibition**

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

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

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

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

## **Gang & Gang Activity Prohibited**

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

## **Re-Engagement of Returning Students**

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

## **SEARCH AND SEIZURE PROCEDURES**

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

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.



The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**STUDENT PRIVACY PROTECTIONS** – Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of the request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information – School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: (1) Political affiliations or beliefs of the student or the student's parent/guardian, (2) mental or psychological problems of the student or the student's family, (3) sexual behaviors or attitudes, (4) illegal, anti-social, self-incriminating, or demeaning behavior, (5) critical appraisals of other individuals with whom the students have close family relationships, (6) legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers, (7) religious practices, affiliations, or beliefs of the student or the student's parent/guardian, (8) income other than that required by law to determine program eligibility. The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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

**STUDENT RECORDS** - A student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recording that are created in part for law

enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 10 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. The district will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, irrelevant, or improper.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Students Records Act authorizes disclosure without consent.
5. The right to a copy of any school student record proposed to be destroyed or deleted.
6. The right to prohibit the release of directory information. Any parent/guardian or eligible student may prohibit the release of directory information by delivering a written objection to the building principal within 30 days of the date of this notice.
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
8. The rights contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue. SW, Washington, D.C. 20202-4605

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION** – Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website or may be obtained from the school office.

**TARDINESS** - Students who arrive after the passing period has ended or are not in their assigned seats will be considered tardy. Students who arrive more than 10 minutes late for a class will, in addition to being counted tardy, be classified as unexcused for the class period. Since tardiness is disruptive to the education of all class members, the following disciplinary actions will be administered: After an accumulation of five tardies a student will receive ACR detention(s). Additional tardies will incur progressive disciplinary measures which include more detentions as well as suspensions. Tardies accumulate throughout each semester.

**TEACHER QUALIFICATIONS** - Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including: whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under an emergency or other provisional status through which State licensing criteria have been waived; whether the teacher is teaching in a field of

discipline of the teacher's certification; and whether any instructional aides or paraprofessional provided services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

**TELEPHONE CALLS** - Students will not be called to the telephone to answer incoming calls except in cases of extreme emergencies. If parents need to have an urgent message delivered, the office personnel will take the message and see that the student receives it. Reminders of various types of appointments, job changes, information concerning students coming home right after school, and similar messages will not be considered urgent. Students and parents are urged to keep all telephone messages to a minimum. **Conversations on this phone may be monitored.** Students are not to use the telephone during the school day unless they have permission from the main office. Students using the phone may be subject to a nominal fee.

**TEXTBOOKS** - Textbooks for each class will be provided through a rental agreement with the district. Students who lose textbooks during the year or whose textbooks show excessive wear will be assessed a rebind or replacement charge according to a predetermined payment.

**TOBACCO FREE CAMPUS** - Bond County Community Unit #2 High School is a tobacco and smoke free campus.

**VIDEO SURVEILLANCE** - A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building and grounds. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**VISITORS** - All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and wear the tag. Visitors are required to proceed immediately to their location in quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

**VOLUNTEERS** – All school volunteers and chaperones must complete the "Volunteer Information Form" and be approved by the school board prior to assisting at the school. Forms are available in the school office. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## GUIDANCE INFORMATION

**GUIDANCE SERVICES** - The guidance staff is concerned with counseling students about their educational and vocational planning as well as about problems of personal or social nature. Guidance services may include:

- Provide the student with materials about various vocations to enable them to appraise the opportunities available after graduation from high school.
- Acquaint the student with college and technical school entrance requirements, costs, and scholarship and loan possibilities.
- Help the student match their abilities and interests, by means of testing, with the requisites of

various vocational areas. The testing program provides the students with information that will help them choose a career.

## REGISTRATION AND GRADUATION REQUIREMENTS

### Minimum Requirements for Graduation

- English – 8 credits
- Social Studies – 4 credits (3 credits must be in American History and Gov/Civics)
- Science – 4 credits
- Math – 6 credits and completion of Algebra
- Consumer Economics – 1 credit
- Health – 1 credit
- Physical Education – 6 credits
- Fine Arts or Vocational – 2 credits
- Total credits for graduation to equal no less than forty-four (44) credits.

Ninth graders should have a scheduled study hall unless they have maintained a B average in the core classes during their 8th grade year.

All students with an accumulated grade point average of less than 2.5 will be limited to twelve credits per year. Students who need the additional credits to graduate in four years may enroll in fourteen credits per year with parent and administrative approval.

**No student shall participate in graduation exercises or be presented a diploma until the student has met, in full, the graduation requirements of the State of Illinois Department of Education and the Unit No. 2 Board of Education.**

**EARLY GRADUATION** - Any student planning to graduate at the end of the first semester of his/her senior year must give notice in writing to the Guidance Office by October 1 of that year. A copy of these procedures can be obtained from the guidance office. Students must be aware that by graduating early they may not be allowed to participate in certain events and activities. Candidates for early graduation **must meet all requirements for graduation** by the time he/she intends to leave school. Written parental approval must accompany the request at the time of the application. If a student reconsiders and decides to stay in school, he/she may do so by notifying the guidance office.

Corresponding credits from any college or junior college shall not be considered for early graduation. Any student who has met all the requirements to graduate at the end of his/her 7th semester but chooses to continue their education can do so; however, if the student is enrolled in four or more classes during their 8th semester, he/she is a full-time student and must be in school the entire day. Those students enrolled in less than four classes are considered a part-time student and may be at school only when his/her class is in session.

Part-time students (those students not coming to school the entire day) may not participate in any capacity in any of the following activities or similar activities: athletics, athletic manager or statistician, band trip, musical, plays, pompons, flags, FCCLA, FFA, yearbook, Key Club, Cheerleader, Prom King or Queen, work in the office, library, or cafeteria. Part-time students may attend the Prom, National Honor Society induction, remain an inactive member of the National Honor Society, and participate in the graduation exercises.

### RECOMMENDED SUBJECTS FOR COLLEGE ENTRANCE

English	8 credits	Social Studies	6 credits
Math	6 credits	Science	6 credits
Foreign Language, Fine Arts, or Vocational		4 credits	

**DRIVER EDUCATION** - To be eligible for driver education, students must receive a passing grade in at least eight (8) courses during the previous 2 semesters. Four (4) of these eight (8) courses must be at the high school level.

**REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING** - Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

**REQUIRED CLASS LOAD** - The school requires that a student must carry a minimum of five credits per semester plus Physical Education with the exception of the second semester of the senior year. During the second semester, a senior, who has fulfilled all requirements for graduation, may take less than four academic subjects. It is advisable that the student should have four years of experience in a four-year high school. In some cases pupils may be allowed to earn credit by correspondence or extension courses. Such courses are to be first approved by guidance and administration. Any fees due for these courses must be paid in advance. No courses will be approved unless, due to circumstances beyond the student's control, such courses are necessary in order to graduate. In these cases, no more than four credits are to be approved where the student is able to attend school. Grade reports, transcripts, certification, or other information about the student will be withheld if the student fails to meet his/her obligation to the school.

**SCHEDULE CHANGES** - Students have five school days at the beginning of each semester to drop or add classes if approved. Classes dropped after five days will result in a semester grade of F.

**PARENT-TEACHER CONFERENCES** - Parents will be notified of their child's academic progress through mid-quarter reports and report cards. At the end of the quarter, report cards are sent home. Should questions concerning your child's progress arise, please feel free to contact the school personnel by phone or email. Parents and students who wish to talk with a teacher about a problem should request a conference with the teacher before or after school, or at a time during the day that is convenient for both. Teachers may also request conferences with parents or students in order to arrange individual help or to clear up misunderstandings. District conferences are scheduled yearly.

**REPORT CARDS** - Report cards are issued at the end of each quarter with students receiving a letter grade in each class for each quarter. A student's semester grade is the result of averaging two quarter grades plus the semester examination based on department determination of semester exam percentage. Only the semester grade is used in determining credit for a class and is the only grade recorded on the student's permanent record.

**GRADING SCALE**

Percent	Grade	GPA	Percent	Grade	GPA	Percent	Grade	GPA
100-93	A	4.0	82-80	B-	2.7	69-67	D+	1.3
92-90	A-	3.7	79-77	C+	2.3	66-63	D	1.0
89-87	B+	3.3	76-73	C	2.0	62-60	D-	0.7
86-83	B	3.0	72-70	C-	1.7	59-0	F	0.0

**GRADE POINT AVERAGE** - Grade point average (GPA) shall be calculated using grades in all subjects with the exception of physical education, behind the wheel, band, and chorus. All subjects except physical education, behind the wheel, band and chorus shall be classified and referred to as academic subjects. GPA shall be calculated quarterly for the purpose of determining honor roll. GPA shall be calculated at the end of each semester to determine cumulative grade point average and class rank.

**Quarter GPA** shall be determined by using the quarter grade issued by the teacher in each class with the above noted exceptions. The grades will be equally weighted for all academic subjects in determining quarter values. Each quarter academic grade will be converted to its equivalent point value. The total point value for all subjects will be calculated and this point value will be divided by the number of academic grades for the quarter. The resulting value will be rounded to three decimal places to determine quarter GPA.

**Semester GPA** shall be determined by using the semester grade issued by the teacher in each

academic subject with the exception of driver education. For driver education, each quarter will be included separately in the calculations. Point values for grades determined by the Board of Education and will be used for academic subjects. Each academic grade will be converted to its equivalent point value. The point value for all subjects will be calculated and this point value will be divided by the number of credits attempted for the semester. The resulting value of credits will be rounded to three decimal places to determine semester GPA.

Cumulative GPA shall be determined by adding the cumulative points for all semesters completed and dividing by the sum of all academic credits attempted for all semesters completed. Cumulative GPA will be rounded to three decimal places.

**CLASS RANK** - Class rank is determined each semester. It is based on the cumulative GPA at the time of calculation. If two or more persons are tied with the same cumulative GPA, they shall be assigned the same class rank. In the event of tied class ranks, the rank of the student(s) after the tied individuals will be assigned the rank number for the appropriate location in the total number of students in the class. Example: Three students are tied with the same cumulative GPA for first in a class of 123 students. They will all be given a class rank of 1/123. The students with the next highest cumulative GPA would be given a rank of 4/123.

**ACADEMIC HONORS** - Students who excel academically can achieve the following honors:

*Summa Cum Laude*—students with a 3.9 - 4.0 GPA after 7 semesters

*Magna Cum Laude*—students with a 3.70 - 3.899 GPA after 7 semesters

*Cum Laude*—all students with a 3.5 - 3.699 GPA after 7 semesters

These students will be formally recognized for their achievement during the graduation ceremony by wearing special markings on their graduation attire. Additionally, those designated as *Summa Cum Laude* may have a speaking part in the graduation exercise. The selection for speaking parts will be based on class rank order. If there are no *Summa Cum Laude* qualifiers or fewer qualifiers than the number of speaking parts, *Magna Cum Laude* qualifiers may be included by class rank order to fill the speaking parts.

## HONOR ROLL

**Quarter Honor Roll** - All students who achieve a quarter GPA of 3.0 with no grade lower than a C shall be listed on the quarter honor roll. A student must be enrolled in at least four academic subjects to be eligible for the quarter honor roll.

**Semester Honor Roll** - All students who achieve a semester GPA of 3.0 with no grade lower than a C shall be listed on the semester honor roll. A student must be enrolled in at least four academic subjects to be eligible for the semester honor roll.

**TRANSFER OF CREDIT POLICY** - Students are encouraged to further their education through various avenues. These guidelines establish the acceptable procedure for attaining transfer credits.

**Students in Grade 9-12:** Any student who has failed a course or courses may transfer a comparable credit or credits earned during summer school at an accredited high school. These courses must be jointly approved by the counselors and the principal prior to entering the course.

**Early Graduate Candidates:** Corresponding credits from any college or junior college shall not be considered for early graduation.

**Students in Semesters 7-8:** Any student, who because of lack of credits, cannot graduate after four years of attendance and who is enrolled in semester 7 or semester 8 may transfer the collective equivalent of four (4) credits earned by correspondence from Indiana University or by attendance at an approved Kaskaskia College center. A three-hour college semester course is the equivalent of one high school credit. These credits may be in addition to make-up credits earned at an accredited high school summer program. These courses must be jointly approved by the counselors and the principal prior to student enrollment.

**Post Semester 8 Students Age 20 and Under:** Any student who has attended 8 semesters of high school and who is deficient four (4) or less credits for graduation may receive four (4) or less

credits toward graduation through approved courses from accredited Jr. Colleges, Colleges, and Universities. These courses must be approved by the counselors and the principal prior to student enrollment.

**Limitations to Transfer Credits:** No more than four collective credits shall be accepted from Jr. Colleges, Colleges, and Universities. Transfer credits shall be granted by adherence to the policies above.

**Exceptions:** Any exception to the above policies must be presented in writing to the administration.

**SUMMER SCHOOL** - Summer school may be offered as a fee based class. The amount of the fee is set annually by the Board of Education and is payable upon enrollment in the class. Summer school classes may include English, math, and the classroom phase of driver's education.

**DUAL CREDIT COURSES** - The high school offers dual credit courses through Kaskaskia including but not limited to the following: Biology, History, Mathematics, Spanish, English Composition and Business. Placement in the Math and English dual credit classes are dependent on the required ACT or ASSET score.

**PHYSICAL EDUCATION EXEMPTION POLICY** - Students in grades 11 and 12 may be excused from participating in physical education or adaptive physical education for the following reasons:

1. Ongoing participation in an interscholastic athletic program as defined by the Illinois High School Association (IHSA)
2. Enrollment in a specific academic course not included in existing state or local minimum graduation standards, but required by a post-secondary institution the student plans to attend when the addition of such a course to the student's schedule would result in a course load of more than the District's normal practice
3. Enrollment in a class necessary to meet specific state and local graduation requirements when the addition of such a course to the student's schedule would result in a course load of more than the District's normal practice
4. Enrollment in a marching band program for credit and requesting the excuse due to ongoing participation in such marching band program
5. Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Only those students without a scheduled study hall will be considered for exemptions. Exempt students will be assigned to study hall during their exemption period. The participant is expected to notify the guidance office and will be reassigned to a physical education class when his/her participation due to exemption ends.

## BOND COUNTY COMMUNITY UNIT #2 EXTRA-CURRICULAR POLICY

### I. Mission Statement

Bond County Community Unit #2 Schools are committed to offering students the chance to develop their talents by offering a wide range of extra-curricular activities. In choosing to participate, the students must realize that their involvement as representatives of BCCU #2 is a privilege, not a right. Participating in an extra-curricular activity involves a commitment by the student to adhere to the Code of Conduct. As representatives of Bond County Unit #2 Schools, students must understand that their decisions and actions will be scrutinized by the public and their peers while performing or competing, at practice and within the community. This unique position in comparison to the general school population carries additional responsibilities. The Administration expects students who

participate in extra-curricular activities to be leaders and models for acceptable behavior. These criteria are reflected in the following pages and within the Code of Conduct.

**II. Objectives**

- A. To balance extra-curricular activities with all other student's academic responsibilities and considerations.
- B. To encourage, build and promote the individual's moral character.
- C. To develop in each participant a feeling of pride, a sense of accomplishment and a desire to excel.
- D. To develop excellent extra-curricular activities of which the participants, school and community can be proud.
- E. To promote an appreciation for hard work and good sportsmanship at BCCU#2 schools.
- F. To promote activities which are free of drug, alcohol and/or tobacco (drug, alcohol, and tobacco free activities) for all students who participate in extra-curricular activities while in attendance at BCCU#2 schools.

**III. Coverage**

- A. This Extra-Curricular Code covers students who participate in any BCCU #2 extra-curricular activities listed in Item IV. The Extra-Curricular Code is in effect throughout the calendar year 24 hours per day, whether or not school is in session, including vacation periods and holidays. The rules apply on and off campus and go into effect as soon as the student/parent sign the School Handbook OR the Parent Permission Form, which should be signed before a student is allowed to workout (including summer activities) or practice with a specific team.
- B. If a student violates the Extra-Curricular Code, but at the time of the violation is not participating in any extra-curricular activities, the consequences of the Code violation will be enforced at the time the student next participates in an athletic and non-athletic activity, regardless of the year.
- C. If a student participates in both athletic and non-athletic extra-curricular activities, and violates the Code, the student will serve suspensions in the current sport AND activity. If the student is not involved in a current sport and/or activity, the suspension(s) will take place during the next sport and/or activity.

Example A: A student is a member of the Scholar Bowl team in the winter and the track team in the spring. The student violates the BCCU2 Extra-Curricular Code in September. The student would serve the penalty for Scholar Bowl in the winter AND track in the spring.

Example B: Student X is a member of the basketball team in the winter and the softball team in the spring, and is NOT involved in any non-athletic activities nor a fall sport. This student violates the BCCU2 Extra-Curricular Code in September. The student would serve the penalty during basketball season (the next sport season), and not softball.

**IV. Extra-curricular Activities Offered at Bond County Unit #2 Schools**

**HIGH SCHOOL GIRLS' ATHLETICS**

Tennis	Golf	Volleyball	Basketball
Track	Soccer	Softball	Cheerleading
Cross Country			

**HIGH SCHOOL BOYS' ATHLETICS**

Golf	Soccer	Football	Basketball
Track	Tennis	Baseball	Cross Country

**HIGH SCHOOL NON-ATHLETIC EXTRA- CURRICULAR ACTIVITIES**

(not directly linked to curriculum or classroom instruction)

Dance	Drama	FFA	Flags
Musical	Scholar Bowl	Bass Fishing	

**JUNIOR HIGH ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

Boys Baseball	Boys and Girls Basketball	Girls Volleyball
Boys and Girls Track	Cheerleading	Junior High Musical
After School Art		



**V. Extra-Curricular Requirements** - Each student must have completed a Handbook/Extra Curricular signoff which is included as part of the handbook each year. This form must be signed by the student and his/her parent or guardian. In addition, all students participating in IHSA sponsored activities will fill out the required Parent Permission form to demonstrate having proper insurance coverage and must also pay the required Athletic Fee before playing in a scheduled contest.

- A. **Current Physical Exam:** Each athlete must have a current physical exam form from his/her doctor indicating that they are physically fit to participate in sports. A copy of this exam must be on file BEFORE the student may practice or compete in a sport. All physical exams are good for 395 days.
- B. **Insurance Coverage:** There is an assumption of risk for a student participating in Extra-Curricular activities, whether during participation or travel. A student must have insurance coverage through the school insurance or parent or guardian insurance plan. Proof of coverage must be on file at the school BEFORE the student may practice or compete in a sport or activity. The Parent Permission Form needs to be signed by student and parent/guardian and returned to the coach, supervisor or Athletic Director.

## **VI. Academic Requirements**

Students will be ineligible to participate during each weekly period if they do not receive passing grades for twenty-five (25) credit hours for the previous week and will be ineligible for a semester if they do not pass twenty-five (25) credit hours for the previous semester (High School). Students must follow the academic eligibility guidelines as established by the IHSA and IESA. Academic Eligibility is checked weekly for athletic teams that are in-season and quarterly for non-athletic activities.

If a student is ruled academically ineligible for 4 weeks (consecutive or non-consecutive) during a respective season, the student may be removed from the team for the duration of that season. A student who would like to participate in a sport or activity during the next season must meet with the coach or sponsor and Athletic Director prior to the next season to discuss a plan for academic success.

## **VII. General Requirements**

- A. Suspension and/or expulsion from school that are imposed as a result of the District's Extreme Discipline Measures Policy (715.11) shall result in a concurrent athletic suspension and possible dismissal from any participation.
- B. Participants must travel to and from activities which are more than five (5) miles away from BCCU#2 schools in transportation provided by the schools. The only exceptions are:
  1. Injury which requires alternate transportation.
  2. Written permission given to the coach or sponsor from the student's parent or guardian for the student to ride with the parent or guardian.
  3. Prior arrangements are made at least one (1) day prior to the activity between the participant's parent or guardian and coach or sponsor for the student to ride with other adults named in writing by the parent or guardian.
- C. Any participant who has been under a doctor's care for a disorder, which has caused him/her to be medically unable to participate in an athletic activity or Physical Education, cannot begin participating again until the school receives a written release from the doctor.
- D. Curfew hours apply to in-season only. Hours: 11:00 PM during the week and 12:00 midnight, Friday and Saturday. One-hour curfew after school activities that extend beyond these times. Violations will be dealt with at the head coach's/sponsor's discretion.

## **VIII. Attendance Requirements**

- A. Students must be in school the **entire** day in order to participate in any extra-curricular activity that day. Exceptions may be made in the following cases:
  1. Medical or dental appointments for which the student has a signed physician's or dentist's statement explaining the absence.

2. Death in the family or family emergency as determined by Administration on a case-by-case basis.
  3. An approved College Day/Military Day.
- B. If a student is absent the last day of the week, and the activity is on a non-school day, the parent or guardian must give in writing to the coach or sponsor permission for their son/daughter to participate.
  - C. Excused absences from practices or contests will include: sickness, death in the family, approved pre-arranged trip, or school-sponsored activities, and the other absences deemed unavoidable by the coach or sponsor (i.e. slick roads). Participants must realize that to be fair to those students attending all games, activities and practices, positions on extra-curricular activities can be affected when missing practices and/or games or activities.
  - D. Unexcused absences from practices or contests will result in disciplinary action by the coach or supervisor and may lead to removal from the team or activity.
  - E. Any student who is suspended from school will also be suspended from the extra-curricular activity for the same period of time or for a longer period of time as determined by the coach and the administration. Each day of in-school or out-of-school suspension is equal to being suspended for one scheduled contest. (Junior High and High School). In all instances, suspension must begin during the next scheduled contest.
  - F. Student must be enrolled as a full-time student to be eligible to participate in extra-curricular activities.

**IX. IHSA Individual Participation in Sports not offered at BCCU2**

Greenville High School is a member of the Illinois High School Association (IHSA). Whereas a wide variety of sports are offered at GHS, individual students may wish to participate in IHSA sponsored activities not offered at GHS. BCCU2 recognizes and supports individual students who wish to participate in other IHSA sponsored activities. Students who wish to participate in an IHSA sponsored activity, as an individual representing BCCU2 and Greenville High School, must do so under the following guidelines:

1. BCCU2 will assume no responsibility for any costs incurred or related to any individual activity not already approved by the Board of Education.
2. Any student wishing to participate as an individual in an IHSA sponsored activity must be approved by the Board of Education prior to beginning participation.
3. Individual participants must adhere to all BCCU2 Extra-curricular Code of Conduct rules and grade requirements, as well as IHSA residency requirements.
4. Parents/Guardians of individual participants assume all liability related to their student's involvement in the IHSA sponsored activity.
5. The individual must have a current physical and permission form on file with BCCU2.
6. The individual acting as the coach/sponsor must be approved by the Board of Education and meet all IHSA Qualifications of Coaches By-Laws.
7. All correspondence and activity scheduling in regards to the actual IHSA event must be conducted through the Greenville High School Athletic Director's office.

**X. Student/Parent/Supervisor Communication Guidelines**

The School District recognizes that many problems can be solved more efficiently and expeditiously by effective communication through proper channels. To that end, the following procedures will apply. To help with any communication issues, any meeting that takes place with a coach/supervisor and parents/guardians must have the student present as well.

- A. Students and their parents/guardians are encouraged to address questions or concerns to the coach/supervisor of the program involved at the mutually agreed upon time. Such contact should not be made before, during or immediately after a game or contest or during the coach's/supervisor's assigned teaching hours.
- B. Coaches/Supervisors will listen to the concerns and questions and provide answers and explanations as appropriate.

- C. If the student and his/her parents/guardians are not satisfied with the response or explanation of the coach or supervisor, they may contact the Athletic Director, who shall schedule a meeting with them at the mutually convenient time.
- D. If the student and his/her parent(s)/guardian(s) are not satisfied with the response or explanation of the Athletic Director, they may contact the Building Principal, who shall schedule a meeting with them at a mutually convenient time.
- E. If the student and his/her parent(s)/guardian(s) are not satisfied with the result of the meeting with the Building Principal, they may contact the Superintendent, who shall schedule a meeting with them at a mutually convenient time.
- F. If the student and his/her parent(s)/guardian(s) are not satisfied with the response or explanation of the Superintendent, they may ask to be placed on the agenda of the next regular meeting of the Board of Education. The decision of the Board of Education shall be final.
- G. No reprisal will be taken against any student because a student or his/her parents/guardians have addressed a question or concern in a manner consistent with this policy.

#### **XI. Additions to the Policy**

Each extra-curricular activity may adopt rules in addition to the Extra-curricular Code provided the following criteria are met:

- A. The additional rules must not contradict the Extra-Curricular Code in spirit or substance.
- B. Students and parents/guardians are made aware of the additional rules and have signed an agreement form stating they are aware of the additional code.
- C. Approved by the Athletic Director and Principal.

### **CODE OF CONDUCT**

#### **Bond County Community Unit #2 Schools Extracurricular Code of Conduct**

One of the major objectives of public education is teaching citizenship and responsibility for one's actions. The Board of Education, the community, and staff of Bond County Unit #2 schools believe this to be of primary importance in today's society. Therefore, any student representing BCCU#2 in a public forum is obligated to adhere to the following Code of Conduct with full knowledge of the consequences of their actions which may be detrimental to themselves, their school and their community.

The acceptance of participation in extra-curricular activities involves a commitment by the student to the following code. It is the responsibility of the Coach and/or Supervisor, Athletic Director and/or Building Principal to inform the parents/guardians and the students of the Extra-Curricular Code of Conduct and to enforce the Code. It is the student's responsibility to be aware of the Extra-Curricular Code and to adjust behavior accordingly so that it becomes unnecessary to take disciplinary action.

This Code of Conduct shall be enforced throughout the calendar year, 7 days/week and 24 hours/day. Disciplinary consequences for violations when a student is "out of season" will be levied in the student's next period of participation in any athletic and non-athletic activity. Penalties shall be cumulative beginning with and throughout the student's participation in athletic activities while at each attendance center (Bond County Unit #2 Schools), with exception of moving from 8th to 9th grade.

#### **CODE OF CONDUCT GUIDELINES**

- A. The student must finish the extra-curricular activity in good standing, in which the penalty was served.
- B. If a suspension is given, the student will begin serving the suspension immediately.
- C. If a student is involved in multiple extra-curricular activities, full penalties will be assessed in both athletic and non-athletic extra-curricular activities.
- D. Once participation in an extra-curricular activity has been established, students will not be permitted to serve penalties during extra-curricular activities in which they have not previously been a participant.

Example C: Student A is a junior volleyball player. She has played only volleyball during her high school career. In December, (after her junior volleyball season) of a given school year she is found responsible for being in possession of alcohol. In March of that school year, she decides to

play soccer. Student A will NOT serve consequences for the December alcohol offense during soccer season because she had not previously participated in soccer. Student A's consequences will be served during her senior volleyball season.

- E. If a suspension is issued at the end of a season, and a student is not able to finish the entire suspension, the remainder of the suspension will be served during the next sport and/or activity that the student is involved in.

Example D: Student X commits a violation with one game left in his football season. Student X is also a basketball player. Student X has a suspension of 1/3 of his athletic season (see penalties below). Student X is suspended for the final football game- this is 33% of his total suspension. The remaining 67% of the suspension will be taken during basketball season.

#### I. **Rules Infraction Guilt**

The administration and Board of Education of Bond County Community Unit #2 believes participation in extra-curricular activities is a privilege and not a right. To that end, it is also the belief of the District that agreeing to meet the requirements contained within this Code of Conduct carries with it the responsibility of student self-monitoring and self-reporting infractions. Students are expected to report to the administration and/or their coach or supervisor when they commit infractions of this Code of Conduct. Self-reporting is defined as informing the administration and/or coach or sponsor of an infraction prior to the administration having knowledge of the infraction. Every effort will be made by the administration to allow students to report their infraction(s) of the Code of Conduct. In the event of self-reporting the consequences listed on the Penalty Sheet for First Offenses will be reduced by half. Students can only self-report one time in their BCCU2 career.

#### II. **Notification**

A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The students and his/her parents or guardians will be advised by the Administration of any disciplinary action taken as a result of the charges.

#### III. **Student Handbook Violations and Consequences**

Any violation of the Student Handbook may result in Extra-Curricular Code Discipline. Each offense will be handled on a case-by-case basis by coach/sponsor and/or Athletic Director and/or Building Administrator. These consequences could be in addition to any school discipline that may result from the student's actions. Discipline may include any of the following possible consequences:

- Loss of Playing Time
- Suspension of game(s)
- Removal from the team

##### **Multiple Offenses for the Same Student**

If deemed necessary by Building Administration, participant and their parent(s) will have a hearing with Superintendent, Building Principal, Athletic Director, and coach. This committee will prepare a recommendation to the Board of Education.

If it is determined by the Athletic Director that a specific athletic team will not play in the expected amount of games (because of cancellations, etc.), the Athletic Director may adjust a suspension to the percentage of games that will be played.

Example E: A high school softball player commits a violation in the middle of their softball season and is suspended for 1/3 of the season. Due to the cancellation of 10 games early in the season due to rain (games that WILL NOT be rescheduled), the Athletic Director will look at the total amount of games that have been played and that are still scheduled to be played and assess a suspension of 1/3 of that total.

#### IV. **Eligibility for Participation**

- A. The by-laws of the Illinois High School Association (IHSA) and the Illinois Elementary School Association (IESA) are hereby adopted by the Board of Education. These shall apply in all cases of academic eligibility, transfer, physical examination, insurance coverage, starting dates, and the use of school equipment, unless superseded by District policy.

## V. General Requirements

- A. No athletic participants may quit one sport and join another during the same sport season after the first practice date.
  - 1. An incoming freshman, new student, or student new to a sport would have one week in which they could try a sport and, with the permission of the Athletic Director and both coaches/sponsors, could join another sport/activity.
  - 2. A student that is cut from a team during tryouts may join another team immediately during the same season, with permission from the Athletic Director.
- B. No jewelry may be worn during athletic practices or games.
- C. An athlete may participate in only one sport per season.

## VI. Lettering (High School)

Letters are awarded to school sponsored activities based on the qualifications listed for each sport plus good citizenship on the part of the athlete. An athlete must complete the season as an active member of the team to receive his/her letter. Any previous letterman, in any sport, who is injured during the season and cannot participate the required time, will still receive a letter. All letters to be awarded must be approved by the Athletic Director.

Gold Letter- Awarded to a senior who has earned 10 or more varsity letters during his/her high school career.

Silver Letter- Awarded to a high school athlete that has earned 3 varsity letters during one school year.

Black Letter- Awarded to a high school senior that has actively participated in 3 sports for all four years of his/her high school career.

Baseball – A player must have participated in one-third of the total innings played by the team in at least five games. The letter requirements may be waived on the coach's recommendation if a pitcher plays that position only.

Basketball – A player must have participated in one-third of the total quarters played by the team.

Cheerleaders – Varsity cheerleader for season.

Football – A player must have participated in one-third of the total quarters played by the team.

Golf – Letters will be awarded on a point basis. The total number of points will be determined by the number of matches the team plays. For example, if ten matches are played, it will require ten points for a letter. A player earns one point each day he/she plays and one additional point if his/her score is used in the team total. Tournaments count as regular scheduled matches.

Softball – A player must have participated in one-third of the total innings played by the team in at least five games. The letter requirements may be waived on the coach's recommendation if a pitcher plays that position only.

Tennis – Letters will be awarded on a point basis. The total number of points will be determined by the number of matches the team plays. For example, if ten matches are played, it will require ten points for a letter. A player earns one point each day he/she plays, two points if he/she wins in either singles or doubles. Tournaments count as regular season matches.

Track – A player must score a minimum of 15 points in a varsity meet.

Volleyball – A player must have participated in one-third of the total varsity games played.

Soccer – A player must have participated in one-third of the total varsity games played.

Managers – Must have managed a sport for a season.

Numerals – For freshmen non-letter winners.

JV Awards – Team members not earning a letter or numerals from a varsity team.

An athlete may earn a letter if he/she: participates in the same sport for a period of four (4) years and does not meet any of the requirements for a letter winner.

## BOND COUNTY CUSD #2 ACCEPTABLE USE POLICY 2020-2021

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Bond County CUSD#2 provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance 21st Century learners the ability to live and work in the global economy. Online communication constitutes email, Internet, blogging, any use of network resources, etc. BCCU#2's electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for today's learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Guideline is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Guideline is written for all those who use school provided Network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space. The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what acceptable behaviors with the use of technology are. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the BCCU#2 community (students and staff) will be held accountable.

### USAGE GUIDELINE

BCCU#2 provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. BCCU#2 uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. BCCU#2 realizes this fact and takes every effort to monitor online activity.

**Student Safety:** Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/ school/ classroom websites without identifying captions unless the site is password protected.

**Extended Safety K - 5:** Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades 3-5 may not attempt to access any Internet resource without the prior consent of the teacher.

**Password Protection:** Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

**Privacy:** E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of 'seven years'.

**Online Etiquette:** Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

**Messaging:** Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

**Blogging/Podcasting:** Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

**Plagiarism/Copyright/Licensing:** Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

**Proxies.** The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

**Illegal Activities.** Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

## **TERMS OF AGREEMENT**

The Bond County Community Unit #2 Schools reserve the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will advise appropriate law enforcement agencies of illegal activities conducted through the Bond County CUSD#2 Internet Connection. The District also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Graduation Year: \_\_\_\_\_

**Bond County Community Unit #2  
Acceptable Use Policy and  
High School Handbook Sign-off**

This certifies that I have received a copy of the BCCU#2 Student/Parent Handbook and the Extra-Curricular Policy. I have read the handbook and the policy and understand all the rules and expectations. I agree to be responsible for all of the rules and expectations of the school and understand the consequences for failing to follow the requirements. I also agree to the IHSA drug testing policy.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

**INTERNET RELEASE FORM – PARENTS INITIAL ONE OF THE ITEMS BELOW**

In order for a student to access the Internet, a parent/guardian and the student must sign and return this consent form.

\_\_\_ I give permission for my student to use Network service and Internet services provided by Bond County Community Unit #2.

\_\_\_ I DO NOT give permission for my student to use any Network services provided by Bond County Community Unit #2.

**ELECTRONIC RELEASE FORM – PARENTS INITIAL ONE OF THE ITEMS BELOW**

\_\_\_ I give permission to display my child's image, voice and/or work in accordance with board policy. This includes the yearbook and social media.

\_\_\_ I do not want my child's image, voice and/or work to be displayed. This includes the yearbook and social media

I/We understand that these permissions may be changed at any time during a school year by contacting the school and submitting the appropriate forms.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_