

EAST DUBUQUE HIGH SCHOOL

200 Parklane Drive
East Dubuque, IL 61025

2014-2015 Student Handbook

NAME _____

OUR MISSION

Is to teach, guide, and develop young adults to have
independent and creative minds,
a sense of respect and compassion for others,
and the confidence to act upon their beliefs.

EAST DUBUQUE SCHOOLS TELEPHONE DIRECTORY

High School Office	815-747-3188
High School Fax	815-747-3516
Transportation Office	815-747-3188 ext. 1107
District Office	815-747-2111

District Website: www.eastdbqschools.org

This student 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 (www.eastdbqschools.org) or at the district office, located at 100 School Road, East Dubuque, IL 61025.

The provisions in this handbook are not to be considered irrevocable, contractual commitments between the school and the student; rather, the provisions reflect the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification.

The Board of Education realizes that it is not possible to write rules and regulations that will fit every situation and set of circumstances, and the administrator handling the situation needs some latitude in the application and interpretation of these rules.

GENERAL SCHOOL INFORMATION

The School Board governs the school district and is elected by the community.
Current School Board members are:

Mrs. Shirley Horstman, President
Mr. Terry Schulting, Vice-President
Mrs. JoAnne Loeffelholz, Secretary
Mr. Ben Andersen, Member
Mr. Glen Foote, Member
Mr. Harold Middendorf, Member
Mrs. Donna Quinn, Member

The School Board has hired the following administrative staff to operate the school:

Mr. Greg Herbst, Superintendent
Mr. Darren Sirianni, Principal
Mr. Don Loeffelholz, Maintenance and Transportation Director
Mrs. Wendy Woolf, Guidance Counselor
Mr. David Meyer, Athletic Director

School Colors: Royal Blue and White
Mascot: Warriors
Conference: Northwest Upstate Illini



East Dubuque School Song

*East Dubuque, East Dubuque, show them you can fight.
Knock their ears down, Knock their ears down, knock them down tonight.
Rah, Rah, Rah.*

*Make us happy, Make us happy, we will do or die.
Win another victory for East Dubuque High.*

*Cheer, boys, cheer, the Warriors have the ball.
You, rah, rah, we don't intend to fall.
So when we win this game, we'll win it for us all.
There'll be a hot time in the old town tonight.*

*You tell them-
Cheer, boys, cheer, the Warriors have the ball.
You, rah, rah, we don't intend to fall.
So when we win this game, we'll win it for us all.
There'll be a hot time in the old town tonight.*

*Rah! Rah! Rah, Rah, Rah!
Rah! Rah! Rah, Rah, Rah!
Rah! Rah! Rah, Rah, Rah!
Rah! Yea! East Dubuque!*

DAILY TIME SCHEDULES

Listed below are time schedules that might be used during the course of the year at East Dubuque High School.

REGULAR DAILY SCHEDULE

Period	Start	-	End
1	7:30	-	8:17
2	8:21	-	9:08
3	9:12	-	9:59
4	10:03	-	10:52
Lunch	10:56	-	11:26
5	11:30	-	12:17
6	12:21	-	1:08
7	1:12	-	1:59
Seminar	2:03	-	2:30

ACTIVITY SCHEDULE

Period	Start	-	End
1	7:30	-	8:12
2	8:16	-	8:58
3	9:02	-	9:44
4	9:48	-	10:34
Lunch	10:38	-	11:08
5	11:12	-	11:54
6	11:58	-	12:40
7	12:44	-	1:26
Activity	1:30	-	2:30

EARLY DISMISSAL

Period	Start	-	End
1	7:30	-	8:13
2	8:17	-	9:00
3	9:04	-	9:47
4	9:51	-	10:35
Lunch	10:39	-	11:09
5	11:13	-	11:56
6	12:00	-	12:43
7	12:47	-	1:30

EXTENDED EARLY DISMISSAL

Period	Start	-	End
1	7:30	-	7:57
2	8:01	-	8:28
3	8:32	-	8:59
4	9:03	-	9:33
5	9:37	-	10:04
6	10:08	-	10:35
7	10:39	-	11:06
Instructional Improvement			

1-HOUR LATE START

Period	Start	-	End
1	8:30	-	9:13
2	9:17	-	10:00
3	10:04	-	10:47
Lunch	10:51	-	11:21
4	11:25	-	12:09
5	12:13	-	12:56
6	1:00	-	1:43
7	1:47	-	2:30

2-HOUR LATE START

Period	Start	-	End
1	9:30	-	10:04
2	10:08	-	10:42
3	10:46	-	11:20
Lunch	11:24	-	11:54
4	11:58	-	12:36
5	12:40	-	1:14
6	1:18	-	1:52
7	1:56	-	2:30

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**“Education then, beyond all other devices of human origin,
is the great equalizer of the conditions of men.”**

Horace Mann

ACCEPTABLE USE POLICY

All of the District's electronic networks must be in support of education and/or research or be for a legitimate school business purpose. General rules for behavior and communications apply. The use of the District's electronic networks (e.g., computers, cameras, scanners, printers, the Internet, etc.), is a privilege, not a right, and inappropriate use will result in loss of privileges, disciplinary action, and/or appropriate legal action.

Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. Students and their parent(s)/guardian(s) must sign the Acceptable Use Policy for Computers and Internet form as a prerequisite to receiving computer privileges.

ACCIDENT REPORTS

Students should report any accident to the teacher, regardless of its nature. All accident reports should be completed by the appropriate supervisor and submitted to the principal.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. Individuals with disabilities should notify the superintendent or principal if they have a disability which will require special assistance of services and, if so, what services are required.

ANNOUNCEMENTS

All announcements will be handled through the principal's office. Announcements will be read daily by the classroom teacher during **4th period**, and copies of the announcements will be posted in teachers' rooms and outside the principal's office.

ATTENDANCE AND TRUANCY

Illinois law requires that whoever has custody or control of any child between seven 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.

Once a student accumulates nine (9) absences in any class in a semester, a doctor's note will be required to excuse any subsequent absence; otherwise, the absence will be recorded as unexcused, the student will not be allowed to earn any credit for any work missed, assignments due, or assessments given, and the student may be given a detention or suspension at the discretion of the principal. The doctor's note should indicate that the student was unable to attend school, not just that he/she was seen in the office on a particular date. Other absences may be excused at the principal's discretion, but only under special circumstances (e.g., funeral).

Absence from School

A parent/guardian must notify the principal's office in advance or at the time of the student's absence. When the student returns to school, he/she must present to the principal's office a signed and dated note from the parent/guardian with the reason for the absence. Failure to do so will result in an unexcused absence.

Excused Absences

A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the student's control, or other circumstances which cause reasonable concern to the parent/guardian for the student's safety or health. The school may require documentation explaining the reason for the student's absence. Court dates will be excused if the student brings a note from the court confirming the date and time of the appointment.

For excused absences, students are allowed to make up missed assignments and tests within a **maximum** time period of one day for every day of excused absence. Anything that can not be made up, such as a pop quiz, will count neither for nor against the student.

Unexcused Absences/Tuancy

Tuancy is the act of being absent for a school day or portion thereof for any reason deemed unacceptable by the school administration. These absences shall include, but not be limited to, excessive tardiness (including oversleeping), car trouble, shopping, hunting, fishing, getting a driver's license, having senior pictures taken, hair appointments, concerts, getting back late from a game, job interviews, and employment.

For unexcused absences, the student will not be allowed to earn any credit for any work missed, assignments due, or assessments given, and the student may be given a detention or suspension at the discretion of the principal.

A parent/guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

"Skip Day"

The Board of Education wishes to discourage large-scale absenteeism among the student body and therefore disallows any unauthorized absence of groups of students such as would be indicated by a "Skip Day." Should such an event happen, any unexcused absence will result in suspension from school for the remainder of the school year or for ten school days, whichever comes first, suspension from all activities including semester exams, music activities, and participation in commencement. Students will not be allowed to make up work missed for credit.

Tardiness

Students arriving late to 1st period should report to the principal's office before going to class. A student who is more than twenty minutes late to first period will be recorded as an unexcused absence rather than tardy and receive a detention. Each student will be given two warnings for being tardy during each semester; afterwards, the student will earn a disciplinary consequence. Individual teachers will determine when a student is tardy for periods 2-8.

College Visits

Students have a total of two excused absence days for college visits during their high school career. Other college visits should be arranged during the many school holidays and extended early dismissals within the school calendar.

1. Prior to a college visit, a properly completed Student Pre-Arranged Absence Form must be turned into the office.

2. Following a college visit, a properly completed Post College Visit Form must be submitted to the high school guidance counselor.

Failure to satisfy both of these guidelines will render the absence unexcused, and the school policy on Unexcused Absences/Truancy will apply.

Job Shadowing

Students of Junior and Senior standing will be allowed to use one day per school year to participate in a job shadow experience. The student will have to make prior arrangements through the principal and/or the guidance counselor (including filling out the Student Pre-Arranged Absence Form). A separate form will be required to be completed and returned to the office upon the completion of the job shadow in order for the day to be considered an excused event.

Family Vacations

Pre-arranged absences for family vacations will be acknowledged only when the student will be accompanied by his/her parent or legal guardian on the vacation. The student will make up missed work according to each teacher's guidelines. The purpose of this form is to make the teachers aware of a student's absence and to allow teachers to convey their requirements for missed work. Students will receive credit only if these stated requirements are met. All family vacations must be pre-approved and a properly completed Student Pre-Arranged Absence Form must be turned into the office. All other family vacation absences will be unexcused.

Leaving School During the School Day

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (1) at any time other than the regular dismissal times or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/guardian. Students leaving school before the normal dismissal time must have permission from the principal or his designee. If a student leaves school without permission from the principal or his designee, the student will earn an unexcused absence and serve consequences as per the student handbook. As a matter of good practice, students will not be allowed to transport other students when leaving the building during the school day.

Reporting or Returning to School after 7:30 a.m.

Students coming or returning to school after the normal start time must report to the principal's office before going to class.

DANCES & EVENTS

1. No school activity can be scheduled without the permission of the sponsor responsible for that activity. The sponsor will follow the administrative guidelines for after-school activities in the staff handbook.
2. All school events must end by 11:00 p.m. unless special permission by the principal is obtained to extend the time.
3. Any student requesting to bring a guest to a dance who is not an E.D.H.S. student must complete and submit a Guest Pass for Dances form to the principal's office prior to the dance. Students are allowed to bring one guest. Junior high students are not allowed at high school dances.
4. School rules will be enforced. Any violation of these rules by students or their guests may result in their removal from the event and, where students are concerned, referral to the administration for follow-up disciplinary action.
5. Once a student leaves a school event, he/she will not be allowed to re-enter.

The Junior-Senior Prom and Homecoming may be held outside the school provided:

1. It is held at a place that is not primarily an establishment for the sale of alcoholic beverages.
2. There is a provision by the establishment that alcoholic beverages will not be served on the premises to students or their guests.
3. That such location and arrangements be approved by the principal.

Regarding homecoming, prom, and MORP court, any student who is in violation of school or athletic rules will be removed from the ballot/court effective immediately. If a student is removed from the court, then he/she will be replaced by the student who received the next highest number of votes.

DRIVING AND PARKING POLICY

Driving on school grounds is a privilege, and this privilege can be suspended any time a student violates driving laws, parking regulations, or any of the driving rules set forth by the administration. At all times, students are expected to drive safely and responsibly while on school property. Vehicles must yield to pedestrians. Examples of irresponsible driving include spinning tires on loose gravel or pavement, excessive speed, driving on unpaved areas, and reckless or dangerous driving.

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 the vehicle while unattended.

Students are expected to park their vehicles responsibly. Student parking is limited to the 2nd, 3rd, and 4th rows of the main parking lot, the gravel parking lot, and the parking lot behind the gym. Students are not to park on the grass or block, in any fashion, the driveway portion of the lot.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Vehicles located in these locations may be ticketed and/or towed by the police.

Violations of driving or parking expectations will result in:

1st violation – loss of driving and parking privileges for 10 school days

2nd violation – loss of driving and parking privileges for the remainder of the school year

In addition, improperly parked cars may be towed away at the owner's expense.

The administration reserves the right to modify the consequences for driving or parking violations pending the severity of an offense.

EDUCATION OF CHILDREN WITH DISABILITIES

The school district shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals with Disabilities Education Act and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and

youths. A homeless child may attend the district school that the child attended when permanently housed or in which the child was last enrolled. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act.

ELECTRONIC DEVICES

Students may not use or possess electronic paging devices or two-way radios on school property at any time unless the principal specifically grants permission.

The possession and use of cell phones and other electronic devices (e.g., hand-held electronic games, MP3 players, etc.) are subject to the following rules:

1. They must be placed on the student desk at the beginning of class if the student chooses to have their cell phone with them.
2. They must be turned off during class times unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. Cell phones may be used in the **locker bay**, during passing periods, provided they do not cause disruptions or lateness arriving to the next class.
5. No cell phone use is allowed during the serving portion of the lunch period. We have found that the extra volume of usage has affected our lunchroom computer program negatively, causing unnecessary delays and problems.
6. Absolutely no video recording is allowed at any time without the classroom teacher's permission.

Consequences for cell phone violations can be read under STUDENT DISCIPLINE.

Electronic study aids (e.g., tape recorders and palm pilots) may be used during the school day if use of the device is provided in the student's IEP or permission is received from the student's teacher and/or the principal.

The school district is not responsible for the loss or theft of any electronic device brought to school.

ENGLISH LANGUAGE LEARNERS

The district offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The superintendent of designee shall develop and maintain a program for English Language Learners that will, among others, provide information to the parent(s)/guardian(s) of English Language Learners about (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's IEP, if applicable, and (7) information on parent(s)/guardian(s) rights.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The East Dubuque School District equity coordinator is the superintendent.

FEES

All students must pay the annual general fee set by the Board of Education. If a child leaves the school system during the first semester of the school year and has returned all school supplies and paid any outstanding obligations, he/she will be entitled to a refund of one-half of the general fee. Once the second semester begins, no refund will be given. A request in writing for the refund must be submitted to the principal's office before payment will be authorized. The request must be received within 10 school days of the last day of the student's attendance.

Several classes include a materials fee as listed in the Course Description Book. There is a \$50.00 lab fee for Driver Education. There is also a fee of \$20.00 for participation in one extracurricular activity or \$40.00 for participation in two or more extracurricular activities.

Waiver of Student Fees

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A separate application form shall be submitted for fees assessed to each student.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee may require family income verification at any time an individual applies for a fee waiver and anytime thereafter but not more than once every 60 calendar days.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Students receiving a fee waiver are not exempt from charges for lost or damaged books, locks, materials, supplies, and equipment.

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 were school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. 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.

FIRE, TORNADO, AND BUS EVACUATION DRILLS

Fire, tornado, and bus evacuation drills will be conducted throughout the school year as required by state law. Students should follow the instructions posted in each classroom. These instructions will assist in providing for students' safety.

If there is a fire alarm during students' study hall period and they are checked out to another location (e.g., the library), students are to exit the building immediately,

using the most direct and accessible exit, and report to their scheduled study hall teacher as soon as they reach the transportation garage parking lot.

If there is a fire alarm during the 4-minute passing time between classes, students are to exit the building immediately, using the most direct and accessible exit, and as soon as they reach the transportation garage parking lot, report to the teacher of the class that they were going to.

If there is a fire alarm during lunch, students should exit the building immediately, using the most direct and accessible exit, and report to their fifth period teacher as soon as they reach the transportation garage parking lot.

FOOD, JUICE, CANDY, GUM, ETC.

Food, juice, candy, etc, including bottled water, is not to be consumed in any classroom before school or during regular school hours unless pre-approved by the classroom teacher or principal. Students are allowed to chew gum in classrooms at each teacher's discretion. If a student makes a mess, then the student is expected to clean it up. Garbage should be disposed of in appropriate receptacles.

If failure to satisfy these reasonable expectations becomes a school-wide problem, then, at the discretion of the principal, no snack food, juice, candy, gum, etc., will be sold or allowed in the building.

FREEDOM OF EXPRESSION

Under the Constitution, all individuals have freedom of expression. However, since student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression as long as the expression is reasonably done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or cause a material and substantial disruption in the orderly operation of the school. The administration has the right to determine the time, place, and manner in which the expression be allowed so as to not disrupt the educational program of the school. Students who violate this expectation may be subject to disciplinary actions.

FUNDRAISING ACTIVITIES

Only school-sponsored student organizations and parent organizations and booster clubs that are recognized by the district may solicit students on school grounds during school hours or during a school activity to engage in fundraising activities.

Fundraising efforts shall not conflict with instructional activities or programs; must be voluntary; and must support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally. Student safety is paramount, and door-to-door solicitations are allowed only under direct supervision of families.

For school-sponsored student organizations, administrator approval is required for all fundraising activities; a school staff member must supervise the fundraising activities; and the student activity funds treasurer must safeguard the financial accounts. Funds shall be used to the maximum extent possible for the designated purpose.

GENERAL EXPECTATIONS

Students are expected to show good manners and conduct themselves in an orderly manner so as not to disrupt the educational environment. Generally, students are expected to adhere to the following reasonable expectations:

1. Do not enter the building until supervision is provided, and leave the building as soon as school is dismissed unless involved in a supervised activity.
2. Do not run or jostle others.
3. Talk in a normal tone of voice. Yelling and swearing will not be tolerated.
4. Kissing and other displays of affection are not appropriate at school and will not be tolerated.
5. Laser lights, toys, and other disruptive items that have no school-related purpose are prohibited at school and school activities.

GRADING PROCEDURE

Semester grades go on a student's transcript and determine whether or not credit has been earned for a course. To calculate semester grades, teachers will use a continuous grading system throughout the semester. Academic grades will be applied on the following scale:

Percent Range	Letter Grade	Percent Range	Letter Grade
100 - 95.5	A	83.49 - 79.5	C
95.49 - 93.5	A-	79.49 - 77.5	C-
93.49 - 91.5	B+	77.49 - 75.5	D+
91.49 - 87.5	B	75.49 - 71.5	D
87.49 - 85.5	B-	71.49 - 69.5	D-
85.49 - 83.5	C+	69.49 - 0	F

Grading and Promotion

The teacher has an obligation to make students aware of the expectations and objectives of the class early in a term. Progress reports will be issued approximately 4½ weeks, 9 weeks, and 13½ weeks into each semester. Each student should put forth an effort that is commensurate with his/her ability. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Academic Classification

To be promoted to:

- Tenth grade - a student must have earned 4 credits.
- Eleventh grade - a student must have earned 10 credits.
- Twelfth grade - a student must have earned 15 credits.

A student will not be promoted to a higher grade in the middle of the school year, regardless of credits earned in the first semester. A student will belong to the grade assigned at the beginning of the year for the entire school year.

Semester Exam Requirements

Semester exams will be given in most classes. In order to qualify for an exemption, a completed Semester Test Exemption Form must be submitted to the office, and the following conditions must be satisfied:

1. A minimum grade of A- in that class for the semester
2. No grade below a C- in any class for the semester
3. No suspension from school or behavioral detention for that semester
4. No more than two detentions for tardiness

5. No more than two classes excluded from semester exams
6. Teacher permission is given

Academic Dishonesty

Academic dishonesty occurs when a student uses or attempts to use unauthorized information while taking a quiz/test; or submits as his or her own work essays, reports, drawings, or other products prepared by another person; or knowingly assists another person in such acts. Such behavior is unacceptable to the school district, and students found guilty of academic dishonesty face consequences that may include loss of credit, detention, and/or suspension. Instances of academic dishonesty ultimately affect all students and the entire school district by devaluing the work produced legitimately by students.

Make-Up Work

Students whose absences are approved shall make up and receive full credit for missed school work. The student will have one day to make up work for every day of excused absence. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

GRADUATION REQUIREMENTS

High school students must earn 22 credits and perform 40 hours of graduation service to graduate. Each course successfully completed for a full semester carries one-half credit. The following courses are required for all students:

- English (4½ credits) – one year each of English 9, English 10, English 11, and English 12; one semester of Speech
- Math (3 credits) – one year of Algebra and one year being a course that includes geometry content.
- Science (2½ credits) – one year of Physical Science; one semester of Health; one year of Biology
- Social Studies (3 credits) – one year of World History; one year of United States History; one semester of Government; one semester of Consumer Education. In addition, no student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- One year chosen from music, art, foreign language, or vocational education.
- Physical Education (3 credits) – six semesters of physical education are required, unless the student meets the requirement(s) for an exemption. Students enrolled in public schools are required to engage daily, during the school day, in courses of physical education, except when appropriate excuses are submitted to the school by the student's parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his/her participation in the physical education courses. A school board may excuse a student in grade 11 or 12 who requests to be excused if the student is an ongoing participant in interscholastic athletics. Also, a school board may excuse students in grades 11 or 12 from physical education in order to enroll in a class that if not taken would prevent the student from graduating or result in the student's being denied admission to an institution of higher learning.

Graduation Service: Students are required to perform 40 hours (10 per year) of graduation service. Graduation service must be completed before semester exams of the 2nd semester of the senior year. Graduation service must be done outside of

school time. Students can not be paid for any service performed, nor will services for family members count toward hours of graduation service. Graduation Service Hours forms are available in the office and must be submitted to the principal's office within three months of completion.

Credit for Alternative Courses and Programs and Course Substitutions

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools.
2. The student is a fourth or fifth year senior.
3. The student assumes responsibility for all fees.
4. The building principal approves the course in advance.

A maximum of six units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee.
2. The course is not offered at the student's high school or unavoidable conflicts are present for the student to fit it into his/her schedule.
3. The student assumes responsibility for all fees (including tuition and textbooks).
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he/she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing.
2. The student cannot fit the class into the regular high school schedule, and the class is necessary for graduation.
3. The student must file an application for approval of the particular course before the course is begun. The application shall include the name and description of the course to be taken and shall specify the course in the local curriculum to be replaced. The application shall contain, as evidence of approval, the signatures of the student, one parent, the local high school guidance counselor and principal. Credit for classes will not be accepted if the courses are taken without the approval specified in this policy.
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Coursework must be completed by the last day of second semester final exams in order to be acceptable for graduation with the class. If a student fails to complete all graduation requirements by the last day of semester finals and still wishes to obtain a diploma for that year, that student must complete all remaining coursework by the opening day of school of the next school year. Any unearned diplomas will be destroyed at that time. Any student who fails to complete all graduation coursework by the opening day of the succeeding school year must enroll in school full-time and complete all remaining coursework at East Dubuque High School before receiving an East Dubuque High School diploma.

Credit will not be accepted from a community college or from any other institution in place of courses failed during the final semester of the senior year until the year's class has graduated. Students who leave the local school early without having met all requirements for graduation will not receive credit for extension course work begun prior to the graduation of their class unless they are 20 or more years of age.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The Board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

STEP Program

A student in the Special Education program with junior or senior standing is eligible to gain .5 credits per semester for participation in this. Arrangements must be made through their Case Manager and their Building Principal. A description of the program is available from the principal.

Volunteer Service Credit Program

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

Vocational Academy

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

Substitutions for Physical Education and Other Required Courses

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course.
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the District.

Early Graduation

Students who have completed all graduation requirements by the end of their 7th semester of high school will not be required to attend school during the final semester of their senior year in order to graduate with their class. However, any student not in full-time attendance during the final semester of the senior year will not be allowed to participate in class activities taking place during that semester. The student must meet with the guidance counselor to confirm these intentions. To go through the graduation ceremony, the student must attend and participate in graduation rehearsal.

Certificate of 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 four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his/her high school graduation class.

Participation in Graduation Ceremony

A student must successfully complete all graduation requirements and satisfy all disciplinary obligations in order to participate in the graduation ceremony.

HARRASSMENT/SEXUAL HARRASSMENT

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* 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:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

A student engaged in hazing will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular activities.
- Conference with parent(s)/guardian(s).
- Referral to appropriate law enforcement agencies.

A student engaging in hazing that endangers the mental or physical health or safety of another may also be subject to suspension for up to ten days and possible expulsion.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to entering ninth grade or enrolling in an Illinois school, regardless of the student's grade (including students transferring into Illinois from out-of-state or out-of-country).

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screening for lead poisoning.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

HOME AND HOSPITAL INSTRUCTION

A student absent from school for more than 2 consecutive weeks because of health or physical impairment will be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed in the office of the Superintendent.

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 indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

HONORS AND AWARDS

The top two students in the graduating class, as determined by cumulative GPA following the eighth semester, are awarded Valedictorian and Salutatorian honors, respectively, at commencement.

Academic Letters

Academic letters will be awarded to students who earn a 3.5 grade point average (GPA) in any one semester. Each subsequent semester a student satisfies the criteria, he/she will receive a pin to go on the letter.

Honor Roll

Honor roll eligibility is determined as follows:

- Straight A Honors: 4.00 GPA for all classes
- High Honor Roll: 3.50 – 3.99 GPA for all classes
- Low Honor Roll: 3.00 – 3.49 GPA for all classes

Any grade of "F" will eliminate a student from honor roll consideration. All subjects will be equally weighted for honor roll purposes.

National Honor Society

Selection of students for membership is the responsibility of the local school through its Faculty Council. The following process will be facilitated by the Chapter Advisor:

1. Membership will be open to qualified juniors and seniors.
2. Students' academic records will be reviewed to determine scholastic eligibility. Only those students who have attended the school the equivalent of one semester may be considered for membership. For students who have moved into the district, the Faculty Council may waive the semester regulation based upon the recommendation of the previous principal.
3. Students who are eligible scholastically will be notified and told that for further consideration for selection into the NHS Chapter, they must complete a Student Activity Information Form and submit it to the Chapter Advisor.

4. The NHS selection process allows for faculty input on each student's candidacy in the areas of service, leadership, and character. This is accomplished using a Faculty Evaluation Form.
5. The Student Activity Information Forms and the Faculty Evaluation Forms will be reviewed by the Faculty Council, along with any other verifiable information about each candidate and his or her activities which define the candidate's leadership, service, and character.
6. Candidates receiving a majority vote of the Faculty Council will be inducted into the chapter.
7. Students who are selected, and their parents, will be notified of their selection and given information regarding the upcoming induction ceremony and the obligations of membership in NHS.
8. Students who are selected to NHS will follow the extra-curricular code and violations will be handled accordingly.

Triple Crown Medallion

This medallion is given to students who satisfy an academic criteria (minimum 2.0 GPA and no Fs), an attendance criteria (two or fewer absences per semester), and a behavioral criteria (no disciplinary notices of any kind) during the school year.

LIBRARY USE

Passes to the library will be given only to students who have a legitimate library-related need, and this need will be identified on the pass itself. Students who fail to use their time in the library productively will be required to return to and remain in study hall.

LOCKERS

All lockers in the school building are the property of the East Dubuque School District and remain school property even though they are temporarily assigned to students. Students are to use lockers only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities, and outerwear clothing. It shall be the responsibility of each student to keep his/her assigned lockers clean and undamaged. Student lockers may be searched in compliance with Board policy regulating search and seizure. Students may not switch lockers without first getting the approval from the principal or his designee.

LOST AND FOUND

A Lost and Found center will be maintained in the principal's office. If you find an article, please bring it to the office so the owner might recover it.

LUNCH EXPECTATIONS

1. Students will be dismissed to lunch by the teacher, not the bell.
2. The hot lunch line will form against the wall - no cutting in line.
3. Each student will receive a debit card (similar to a bank debit card). When students go through the lunch line, they should scan their card. The cashier will enter each student's lunch choice (e.g., hot lunch or ala carte) into a computer using a touch screen. The dollar amount of the lunch is automatically debited from each student's account.
4. Students who do not have their debit cards should wait 11:06 so as not to slow down the point of sale.
5. Students may charge any combination of meals up to a balance of \$0.00. Once this zero balance is reached, no snacks or ala carte items may be charged.
6. Students are not allowed to buy other students hot lunch using their debit cards, as this skews the government reimbursable lunch counts.

7. Students are not allowed to order food from outside businesses.
8. All food is to be consumed in the cafeteria. This rule applies whether you bring your own lunch or purchase a school lunch. The only exception will be staff-initiated meetings.
9. Clean tables of garbage, food, and trays and push your chair in when leaving the table.
10. Stack trays and return silverware in the kitchen window when finished eating.
11. At all times, students should remain in an area where they can be readily observed by a lunchroom supervisor. The three acceptable areas include the cafeteria, the lobby, and the front sidewalk during warm weather (use the front doors only). This option will be determined by the lunchroom supervisors.
12. Students should not enter the locker bay, gym locker rooms, or parking lot without permission from a lunchroom supervisor.
13. Students are not to leave school property during lunch without proper authorization from the principal or his/her designee.

Free and Reduced-Price Food Services

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards, which are set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

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.

MEDICINES (ADMINISTERING TO STUDENTS)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe 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 their child and otherwise follow the District's procedures on dispensing medication.

No school district employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful

and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

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 (815) 747-3188.

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.

Care of Students with Diabetes

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

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

For further information, please contact the building principal.

PASSES

Three types of passes are used in this school.

1. Admit to Class -- If a student is absent, then he/she needs to have an Admit to Class issued from the principal's office before he/she can return to class. If a student goes to class without an Admit to Class, then the teacher should send the student to the principal's office immediately to get one.
2. Hall Pass -- This form is used to allow a student to travel from his/her assigned point of instruction to another location within the building. No student should be in the hallways during class time without a hall pass. This handbook contains one page for hall passes for each semester.
3. Tardy Slip -- This form is issued by the principal's office only when a student is late to school. It will not be used for tardiness between classes.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, contact Mr. Don Loeffelholz, Director of Grounds, at 814-747-3188, ext. 1107. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PHYSICAL RESTRAINT

Teachers, other certified educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.

POSTING OF INFORMATION

All announcements, advertising, etc., that are posted in the building must receive approval from the principal prior to posting.

PUBLICATIONS

School-Sponsored Publications and Websites

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

Non-School-Sponsored Publications and Websites

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. That will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright.
3. That is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. That is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

SCHEDULES

All students will be full-time and will be required to carry a minimum of six classes each semester as long as the school is able to provide an appropriate class. Students must select the courses they intend to take with the help of the guidance counselor.

Schedule Changes

Students may change their registrations until the last day of semester exams. Teachers have been hired, classes have been scheduled and balanced, and supplies have been ordered based upon students' requests for courses.

Schedule changes may be requested for the following reasons:

1. To correct a computer or clerical error.
2. To make an ability level change as requested by a teacher.
3. Changes needed as a result of completion or failure of summer school courses.
4. Changes needed by seniors to satisfy graduation requirements.
5. Changes needed by seniors to satisfy college entrance requirements.

Students who choose to drop a class after the end of the previous semester for any reason other than those listed above will receive an F for the semester in that course. Students taking a year-long class may drop that class toward the end of the 1st semester and before the beginning of the 2nd semester only with the written consent of both the teacher, a parent/guardian and the principal or counselor.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (Illinois School Code, 820 ILCS 147/1) requires employers subject to this Act to grant employees who satisfy specific criteria leave time to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during nonwork hours. In addition, an excerpt from this Act reads, "... no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave." Please contact your employer or the principal's office if you would like more information on this Act.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), at any time and without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas. Such a search does not include a search of the student's personal belongings left in the locker or other school property unless school personnel has reason to suspect that the search will produce evidence of a violation of the law or school rules.

By electing to avail themselves of the use of the school parking lot, students are effectively consenting in advance to any search of their vehicles parked on that lot.

The superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school

property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

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 District's student conduct rules.

When feasible, the search should be conducted outside the view of others, including students, in the presence of a school administrator or adult witness, and by a certificated employee of the same sex as the student.

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

SECURITY CAMERAS

In an effort to balance the students' and employees' expectations of privacy and the district's obligation to maintain a safe and secure learning environment, security cameras are placed throughout the school building, grounds, and on school buses for the purpose of monitoring activity that occurs before, during, and after official school hours. The security cameras are visible and are not concealed unless mandated by a court order or in cooperation with a law enforcement investigation. If a discipline problem is captured on audiotape or videotape, these recordings may be used as a basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

STUDENT DISCIPLINE

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials. In all violations, tobacco products will be confiscated, parents will be notified, and the student will be suspended. If the student is under 18 years of age, then the student will be referred to the police for violation of a city ordinance.
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.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis.
 - b. Any anabolic steroid unless 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.
 - 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 of 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 not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
- 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.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions. As per the Illinois School Code, ". . . the superintendent or his or her designee . . . shall report all such drug-related incidents occurring in a school or on school property to the local law enforcement authorities immediately . . ."

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person (commonly known as "sexting") through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out-of-sight during the school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

In general, cell phone violations will result in:

- 1st violation = Warning, phone call and/or e-mail to parent/guardian and the phone will be submitted to the office where the student may pick it up after school
- 2nd violation = one Extended Detention; the phone will be submitted to the office where the student may pick it up after school
- 3rd violation = suspension for repeated insubordination

The administration reserves the right to modify the consequences for cell phone violations pending the severity of an offense.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a district staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. Arrangements must be made to repair or replace any damaged or stolen article(s) as a prerequisite to being readmitted into school.
11. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, or hazing.
15. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Jurisdictional Statement

The grounds for disciplinary action 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

Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary measures may include:

1. A disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to ten days
5. Suspension of bus riding privileges
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs, controlled substances, "look-alikes," alcohol, or weapons
8. Notifying parent(s)/guardian(s)
9. Temporary removal from the classroom
10. In-school suspension for a period not to exceed five school days
11. Detention, Extended Detention, or Saturday Detention
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation.

Corporal Punishment

Corporal punishment is prohibited. 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

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 the school shall be expelled for a period of at least one calendar year, but not more than 2 calendar years.

1. A firearm, meaning any gun, rifle, shotgun, or 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.
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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service

for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Misconduct by Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his/her disability may be expelled pursuant to the expulsion procedures.

Guidelines for Serving Detentions

1. Generally, detentions will be served within one week of being issued.
2. Students must report within five minutes of the final bell. Detention hall will be dismissed at 3:00 p.m., or thirty minutes following the final bell on early dismissal days.
3. Students may work on homework in detention hall. Students must remain quiet. There should be no talking or any other means of communication.
4. If a student does not serve his/her detention time by the scheduled date(s) without making prior arrangements, then the detention time will be doubled. Upon notification, the student must serve the doubled detention that afternoon with the high school principal.
5. If the student does not serve the doubled detention as notified, then the student will be suspended until all detention time is satisfied in full.

Referrals to the Office

A teacher may remove from the learning setting any student whose behavior interferes with the lessons or participation of fellow students. When a student is removed from the classroom, he/she should report immediately and directly to the principal's office.

Progressive Discipline

Teachers and administrators have traditionally used detentions as a means of changing students' inappropriate behaviors. For most students, this is an effective means to a desired end; however, for a small minority of students, this method does not seem to work as evidenced by their earning a disproportionate number of disciplinary notices. In this case, a student who earns a disproportionate number of disciplinary notices, behavior-related or otherwise, will earn graduated consequences.

Students who receive more than three disciplinary reports within each semester will be assigned an Extended Detention or Saturday Detention, pending the severity of the behavior and at the discretion of the principal. Students who receive more than five disciplinary reports within each semester will earn incremental

suspension days or incremental Extended Detentions for subsequent disciplinary notices, pending the severity of the behavior and at the discretion of the principal.

Three or more suspensions from school in a year or the failure of the student and parent(s)/guardian(s) to cooperate may result in a recommendation from the administration to expel a student from school.

Extended Detentions

At the discretion of the principal and for certain behaviors, a student may be assigned an Extended Detention. Extended Detentions will run after school from 2:30–5:00 p.m.,

Suspension

The superintendent and the principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days. A student suspended from school is prohibited from being on school grounds or being present at school activities.

Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reason(s) for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of this notice shall be given to the School Board.

Upon request of the parent(s)/guardian(s), a review of a suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion

The Board of Education may expel a student by a majority affirmative vote. An expulsion will be based on grounds of immorality, violation of rules and regulations adopted by the Board, any violation of State laws, or when the presence of the student is considered detrimental to other students or detrimental to the purposes for which school is conducted. Any administrator may initiate the original recommendation for expulsion and shall have the authority to immediately suspend said student from class attendance until such time as the Board conducts a hearing concerning the expulsion.

During the expulsion hearing, the Board shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his/her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, and cross-examine witnesses who testified, and

otherwise present reasons why the student should not be expelled. After presentation of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.

STUDENT DRESS

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

- a. Students may wear slacks, including blue jeans, as long as they are clean, without holes, do not give the appearance of having been worn-out, are free from inappropriate patches or other decorations, have adequate clearance from the floor, and are suited to the person wearing them (not too tight or too baggy).
- b. No bike shorts, running shorts, or boxer shorts will be allowed. Shorts must be mid-thigh length or longer.
- c. Shirts should not advertise or promote items illegal for use by minors, including, but not limited to, alcohol, tobacco, and drugs.
- d. Outside coats or jackets should be hung up when entering the building and are not to be worn in class or around the building.
- e. Students are not to wear casual clothes such as overalls, cut-offs, swim suits, muscle shirts, tank tops, spaghetti straps, off-the-shoulder tops, halter tops, backless tops, or anything that exposes the area from the chest to the waist.
- f. Students should wear appropriate undergarments to fit their growth, but any garment such as a plain, white T-shirt, which is normally worn as underwear should not be worn as outer wear.
- g. Students must wear some type of appropriate footwear. Slippers and cleats are examples of prohibited footwear.
- h. No student is allowed to wear clothing that would be distracting or cause undue attention among other students. Clothing displaying or making reference to obscenity, profanity, vulgarity, racist or sexual remarks, or ambiguous messages are prohibited.
- i. Students are not to wear items that could create a safety hazard (e.g., dangling chains).
- j. Caps, hats, hoods, kerchiefs, or head coverings of any kind are not to be worn in the building before school or during regular school hours. These should be removed upon entering the building.
- k. Students are to keep their hair neat and clean and wear it in a manner that will keep it out of their eyes. Students whose hair is such length as to present health or safety problems are to provide hairnets, bands or clips which will restrain their hair. This need is to be determined by the administration and the individual teachers for their classes.

The principal will make the final determination as to what constitutes appropriate attire. Students who fail to comply with these guidelines will be required to change into appropriate clothing, and any missed class time will be considered unexcused. Repeated violations will be followed by parent conferences and suspensions.

STUDENT AND FAMILY PRIVACY RIGHTS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the district's educational objectives or assist students' career choices.

Surveys Requesting Personal Information

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

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

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

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to the student, regardless of its format. The term does not include academic tests or academic assessments.

STUDENT RECORDS

Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.

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 15 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 request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington D.C. 20202-4605

When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone numbers, unless a written objection is made by the student's parent(s)/guardian(s).

The district may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees and honors, information related to school-sponsored activities, organizations, and athletics, major field of study, and period of attendance in school.

STUDENT SUPPORT SERVICES

The following student support services may be provided by the District:

- The guidance counselor will provide students with educational, personal, and social counseling. The counselor will also handle achievement testing, college placement, and occupational opportunities. Students who would like to see the counselor should do so during a study hall. Students should get a pass from the counselor before reporting to study hall or sign the list in the front office.
- The District employs a school nurse who is housed in the elementary building. The nurse will be at the high school on Tuesday mornings and is on call as needed.
- Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s) with interpretation, as well as to the appropriate professional staff.
- The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.

STUDY HALL GUIDELINES

Study hall is, just as its name implies, a time and place for students to study quietly. All study halls will be in the cafeteria unless the teacher moves the study hall to an alternative location. Students are expected to follow the guidelines listed below, as well as those established by their respective study hall teacher.

1. Do not congregate around the teacher's desk at the beginning of the period. Instead, students must be seated so the teacher can take attendance.
2. After attendance is taken, students will be allowed to check out of study hall using a rotational system chosen by the study hall teacher (e.g., by table).
3. At the study hall teacher's discretion, snacks will be sold for five minutes in periods 1-3 after the study hall supervisor takes attendance. This practice should prevent students from "shutting down" if snacks are sold during the last five minutes of study hall.

4. Students are to dispose of all trash in appropriate containers at the conclusion of study hall.
5. No food is to leave the cafeteria.
6. Juice and/or water may be purchased and consumed in the cafeteria only and at the discretion of the study hall teacher.
7. Failure to satisfy expectations 4-6 will result in the suspension of snack privileges at the discretion of the study hall teacher.
8. Hall passes must be signed by the appropriate teacher before the beginning of study hall. Students will not be allowed to "go get a pass" once study hall has begun.
9. As soon as you arrive at your intended destination, you are to have the appropriate teacher/aide verify your pass.
10. When you return to study hall, you begin the process all over again – have the appropriate teacher/aide sign you out and your scheduled study hall teacher verify your return.
11. Passes to the restrooms will not be allowed the first 10 minutes or the last 10 minutes of study hall.
12. Anyone who checks out of study hall must check back into study hall before the end of the period. Failure to do so will result in suspended check-out privileges as follows: 1st violation = one week; 2nd violation = four weeks; 3rd violation = the remainder of the school year.
13. Passes to the library will be given only to students who have a legitimate library-related need, and this need will be identified on the pass itself. These passes are to be written prior to Study Hall by the teacher for whom the work is being completed.
14. Passes to the computer lab will be given only if the lab is supervised by a teacher/aide. Otherwise, students are expected to use the library computers.
15. Generally, students are expected to use this time productively by doing homework and/or reading school-appropriate material. Cards, games, etc., contradict its purpose and as such are not allowed in study hall. Sleeping is not allowed and will result in warnings and/or detentions.

TEACHER QUALIFICATIONS

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

- Whether the teacher has met State certifications requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

TRANSPORTATION/BUS CONDUCT

The District shall provide free transportation for any student in the District who resides: (1) at a distance of 1.5 miles or more from his or her assigned school, unless the State Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/ guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the student discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor. The driver is in charge of all students while riding the bus. The following rules must be obeyed at all times:
 - a. Stay away from the bus until it comes to a complete stop.
 - b. No pushing or shoving while boarding or exiting the bus.
 - c. Upon boarding the bus, you must remain seated. No feet in the aisle.
 - d. Keep hands and head inside the bus.
 - e. No animals or pets may be taken on the bus.
 - f. Once a student is seated, he/she must retain that seat.
 - g. Talking back to the driver will not be tolerated.
 - h. Students must ride their assigned bus. They may ride another bus only with written permission from the office. Board and exit the bus at the designated stop only.
 - i. Keep the bus clean; use the trash cans.
 - j. If you must cross the street after exiting the bus, cross in front of the bus only.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Electronic video and audio recordings may be used on school buses to monitor conduct and maintain a safe environment for students and employees when transportation is provided for any school-related activity.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

The superintendent and principal are authorized to suspend from school (including all school functions) and from riding the school bus, up to 10 consecutive days, students guilty of gross disobedience or misconduct. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons. The typical progression of consequences is:

1st Offense: Driver warning

2nd Offense: Parent contact – warning

3rd Offense: Parent contact – bus riding privileges suspended for one week

4th Offense: Parent contact – recommendation to the Board of Education to suspend bus riding privileges for the balance of the school year.

The administration reserves the right to modify the consequences for violations pending the severity of an offense.

Field Trips, Athletic Events, Music Contests, Pep Buses, etc.

- Only East Dubuque students, staff, and riders pre-approved by the administration will be allowed to ride the bus.
- Conduct and behavior will be in accordance with school rules.
- Students will exit upon return at the point of origin. No other stops will be made.
- All extracurricular bus trips must have at least one adult chaperon.

USING ANIMALS IN THE EDUCATIONAL PROGRAM

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (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.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who morally object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. Students and parent(s)/guardian(s) are hereby informed of each student's right to refrain from attending classes when instruction involves the dissecting of animals. Alternative instructional programs and classroom attendance shall be arranged for the students by the classroom teacher with the principal's approval.

VANDALISM/CARE OF SCHOOL PROPERTY

Students are expected to take care of school property, including desks, chairs, books, lockers, and school equipment. Vandalism will not be tolerated. Students found to have destroyed or otherwise harmed school property will be subject to disciplinary consequences. The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts that cause damage to school property.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

All visitors (any person other than an enrolled student or District employee) to school property are required to report to the building principal's office and receive permission to remain on school property. All visitors must sign a visitor's log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badges. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow the school official's instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the building principal of his/her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the

progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the building principal or his or her presence at the school, or

2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity.

Hall Pass Semester 1	Name _____
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Date	Destination	Time Out/In	Teacher

**Hall Pass
Semester 2**

Name _____

Date Destination Time Out/In Teacher

2014-2015 Extracurricular Handbook

The Board of Education of the East Dubuque School District offers a variety of voluntary activities designed to enhance the education of its students. Students who participate in extracurricular activities shall conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with Board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in school-sponsored activities is a privilege conditioned upon meeting the eligibility criteria established by the Board, administration, and individual activity coaches, directors, and advisors.

In addition to the expectations contained in this handbook, all other East Dubuque School Board policies and Illinois High School Association (I.H.S.A.) policies for interscholastic participation are in full effect. The coach/director/advisor of an extracurricular activity may establish and make known rules of conduct and regulations in addition to those stated in this policy for the students participating in the activity. Those rules of conduct shall be approved by the building principal, shall be in writing, and shall be given to each student prior to his/her membership or involvement in the activity.

The Board of Education realizes that it is not possible to write rules and regulations that will fit every situation and set of circumstances, and the administrator handling the situation needs some latitude in the application and interpretation of these rules.

The following activities are covered by the Board's policies and these rules: academic bowl, athletics, cheerleading, dance, drama productions, non-curricular instrumental and vocal music performances, National Honor Society, student council, or any other activity where the student represents the school district outside the classroom.

REQUIRED FORMS

1. **PHYSICAL EXAMINATION:** In order to participate, student-athletes must annually have placed on file with the principal a

certificate of physical fitness issued and signed by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes. Physical examinations are good for only one (1) year from the date of the exam. The State of Illinois DHS physical forms are available in the high school office or on our website at www.eastdbqschools.org (click on the High School link, followed by the Printable Forms link).

2. **AGREEMENT TO PARTICIPATE:** An **AGREEMENT TO PARTICIPATE** form must be signed by the student (including team managers, stage crew, etc.) and his/her parent(s)/guardian(s) and be on file in the principal's office before being allowed to participate.

3. **MEDICAL AUTHORIZATION:** Parents must complete and submit a **MEDICAL AUTHORIZATION FORM**. This form gives school personnel the authority to seek medical care for a student if the parent/guardian is unable to be contacted.

4. **I N S U R A N C E :** Student-athletes must show proof of accident insurance coverage either by a policy purchased through the district-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan. The former can be accomplished by contacting the high school office; the latter can be satisfied by completing an **INSURANCE SIGN-OFF FORM** available through the high school office.

5. **IHSA STEROID TESTING POLICY CONSENT TO RANDOM TESTING:** The student-athlete and his/her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

6. **IHSA's MOST CURRENT BANNED DRUG CLASSES LIST:** Student-athletes must sign an agreement not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.

7. **IHSA CONCUSSION FORM:** Student-athletes and their parent/guardian must sign a form on a yearly basis that indicates their understanding of the serious nature of head injuries and that the coaches and officials will err on the side of caution when a potential concussion has occurred.

ATTENDANCE IN SCHOOL

Any student who misses more than twenty minutes at the beginning of the school day or any part of the remainder of the school day will not be allowed to participate in that activity by the coach/director/advisor. Medical and dental appointments are approved absences and must be confirmed in writing from doctors' or dentists' offices (e.g., bring back an appointment card). Funerals are excused, and appointments confirmed through the principal and/or athletic director may be excused.

Any student who is suspended will not be allowed to practice/rehearse or participate in games/meets/performances on the day(s) of the suspension.

ACADEMIC ELIGIBILITY

To be academically eligible for an extracurricular activity, participating students must satisfy the following criteria:

1. The student must have completed all required work below the ninth grade.
2. Beginning with the fourth week of each semester, students' grades will be calculated weekly on a cumulative basis throughout the semester and submitted to the principal's office on the first school day of each week. Any student who has two or more failing grades will be declared ineligible. Ineligibility will run from Tuesday through the following Monday and until grades are resubmitted, whereby the student can earn back his/her eligibility.
3. Any student who is ineligible for three weeks total (not necessarily consecutive weeks) during an activity will be ineligible for the remainder of that activity. It will be the decision of the coach/director/advisor, athletic director, and principal whether the student can continue to assist the group in any manner.
4. Any student who fails two or more classes in a semester will be ineligible for the following semester.
5. To be eligible for Student Council, students must have and maintain a "C" average. Incoming freshmen are eligible in the fall of their freshmen year.

CODE OF CONDUCT

To retain eligibility for participation in extracurricular activities at East Dubuque High School, students must conduct themselves as good citizens both in and out of school at all times throughout the calendar year. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community. A student is alleged to have violated any of the rules mentioned in this Code of Conduct if he/she:

- Is observed by one or more staff members employed by the East Dubuque School District.
- Is observed by one or more school board members of the East Dubuque School District.
- Is charged by a law enforcement official.
- Admits to violating any of the standards.
- Is found, by a preponderance of evidence, to have violated any of the standards.

Any alleged violation of the Code of Conduct must be presented in writing to the athletic director and/or principal and must state the alleged violation, the time and place of its occurrence, and must be signed by the person who witnessed the alleged violation.

Prior to the determination of a violation of the Code of Conduct, the athletic director and/or principal will hold a meeting at which the student shall be confronted with the allegation and given an opportunity to tell his/her side. Any student who is then found to have violated the school's Code of Conduct will be deemed ineligible for a period of time as described in this policy. A student will lose eligibility under the Code of Conduct for any of the following behaviors:

- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so.
- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use, or purchase of alcoholic beverages. Only for church services is alcohol (e.g., wine) permitted.
- Possession, use, or purchase of illegal drugs or drug

paraphernalia.

Unauthorized possession, use, or purchase of otherwise lawful drugs or products (e.g., “huffing” paint).

Engaging in any act that results in an arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses.

Flagrant misbehavior in class; flagrant disrespect of school personnel in or out of school; stealing in or out of school; vandalism in or out of school; disorderly conduct (as defined by state law) in or out of school.

A student may also lose eligibility for conduct unbecoming to an extracurricular participant and representative of our school. Since the continuum of inappropriate behaviors varies in its degrees of seriousness, a corresponding degree of latitude will be given to school administration in dealing with those involved.

CONSEQUENCES

When the administration believes it is more likely than not that the student violated the Code of Conduct during the school year or summer, the student is subject to a loss of eligibility as follows:

1st violation: Game/meet/performance ineligibility period equivalent to one-third of the season’s dates (calculated at the student’s highest level of participation) and anything that falls in between with a minimum performance penalty of one. Each tournament date will be considered one date of ineligibility.

Admission Prior to the Inception of an Investigation: If a student comes forward to a coach/director/advisor, athletic director, or principal to admit (self-report) a violation of the Code of Conduct prior to the inception of an investigation by the principal and/or athletic director, the student’s 1st violation consequence may be reduced from “one-third” to “one-fourth.”

A student who has a violation of the alcohol or drug provision of the Code of Conduct will be required to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student’s or parent/guardian’s expense. The appointment must be made before the student will be allowed to participate and must be scheduled within ten business days of a conference with school officials. This facility must be pre-approved by the Board or their designee before the initial evaluation. The student must agree to waive confidentiality to allow the facility to

report back to the principal or his/her designee regarding recommendations for treatment or follow-up care. Eligibility will be reinstated as soon as the game/meet/performance consequence has been satisfied, as long as the student also completes the treatment program recommended by the substance abuse facility. If the student does not make a good faith effort to complete the treatment program, as determined by the principal or designee, the student will be declared ineligible until he/she completes the treatment program in full.

2nd or subsequent violations: One calendar year of ineligibility from the date school officials confirm a violation.

Reduction in Penalty If a student completes a clean calendar year after a violation, the student's next violation will be reduced by one. (For example – If a student has his/her first violation on January 1 and does not commit another violation until January 2 of the following year, it will be treated as a first violation.) This level reduction may be used only one time in a student's high school career.

Additional Information Regarding Penalties

All violations of the Code of Conduct are cumulative in grades 9-12 for the purpose of determining the appropriate consequence(s). For the purposes of this policy, students are considered East Dubuque High School students from the last day of school of their 8th grade year.

If the period of time between a violation and the start of an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

The period of ineligibility attaches immediately upon the finding of a violation if the student is currently engaged in an extracurricular activity and, if not completed during the current activity, is carried over to the time the student next seeks to go out for an activity. Game/meet/performance consequences that are carried over from one activity to another will be prorated by the principal.

If a student violates the Code of Conduct while currently engaged in an extracurricular activity and chooses to drop out of the activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity, subject to the twelve month limitation above.

□ If a student violates the Code of Conduct while not currently engaged in an extracurricular activity, the penalty will carry over to the time the student next seeks to go out for an activity. If the student chooses to drop out of this activity after the completion of the ineligibility period but prior to the completion of the activity, then the full penalty will attach when the student next seeks to go out for an activity, subject to the twelve month limitation above. In other words, if a student satisfies any portion of an ineligibility period during an activity, that student must remain an active member in good standing through the completion of the activity to satisfy the ineligibility requirement.

□ For students involved in both athletics and fine arts or multiple athletic or fine arts activities – if the ineligibility period cannot be satisfied within athletics or fine arts activities without an overlap of public performances, then the number of public performance dates for which the student will be ineligible will be the greater of the two; however, all public performances will count toward that total.

* A student who is a member of the National Honor Society who violates the extra-curricular code will have the following consequences: A) Fulfill the substance evaluation as described above if the offense is alcohol or drug related; B) Perform ten (10) service hours with approval of the building administrator; and C) be on probation for the remainder of the student's attendance at East Dubuque High School. A second violation will result in immediate removal from the group.

□ An ineligible student may attend all practices/rehearsals and games/meets/performance, but may neither "suit up" nor participate/perform.

□ If a violation occurs during any ineligibility period, consequences will be served consecutively rather than concurrently.

□ Games/meets/performance will only count toward a student's ineligibility if the student could have otherwise participated.

Any student declared ineligible under a prior school district's Code of Conduct and then, without having completed the full period of ineligibility at that school, transfers to the East Dubuque School District, will not be eligible for participation in extracurricular activities in the East Dubuque Schools until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for participation in extracurricular activities in the East

Dubuque Schools as far as any Code of Conduct is concerned.

ACADEMIC CONSEQUENCES

Unless the student violated the Code of Conduct while on school grounds, at a school event or activity off school grounds, or the violation may reasonably be considered to cause a material and substantial disruption in the orderly operation of the school, there will be no academic consequence (e.g., suspension from school) for the violation. Otherwise, additional consequences will apply as per the student handbook.

APPEALS

Any student who is found by the administration to have violated the Code of Conduct may request a review of the determination by contacting the superintendent in writing within seven calendar days of being advised of the violation by the principal and/or athletic director. The ineligibility consequence will remain in effect pending the superintendent's determination. Present at the hearing will be the superintendent, principal, athletic director, student, and the student's parent(s)/guardian(s). At this appeal hearing:

1. The athlete will be provided with an opportunity to testify and present other evidence on his/her behalf.
2. The parent(s)/guardian(s) will be provided with an opportunity to present their opinions at the hearing.
3. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and his/her parent(s)/guardian(s).

If the student is still dissatisfied, he/she may seek further review by the Board by filing a written appeal with the board secretary at least 24 hours prior to the next Board meeting. A special meeting of the Board will not be called. The review by the Board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the Board are limited to the following: the student did not violate the Code of Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the

meeting with the Board.

If the Board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

AWARDS

1. A student must finish the activity.
2. Under special or unusual circumstances (for example, four years in an activity, illness, value to the program, etc.), a coach/director/advisor may recommend an award be given though the specific award requirement is not met. This must meet with the athletic director's approval.
3. Any time a student is suspended for an entire season or activity, he/she forfeits his/her opportunity to receive awards directly related to that sport or activity.

CARE OF EQUIPMENT

1. Each student is responsible for the proper care and safekeeping of all equipment issued to him/her.
2. Any lost equipment must be paid for by the student. The price will be determined by the coach/director/advisor.
3. School equipment is to be worn only at school-approved events unless otherwise authorized by the coach/director/ advisor. At the conclusion of an activity, all equipment must be turned into the coach/director/advisor.

CHANGING ACTIVITIES

A student may not quit one activity and begin another during the same season, except by agreement of both coaches/directors/advisors.

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed

against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

A student engaged in hazing will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular activities.
- Conference with parent(s)/guardian(s).
- Referral to appropriate law enforcement agencies.

A student engaging in hazing that endangers the mental or physical health or safety of another may also be subject to suspension for up to ten days and possible expulsion.

SCHOOL TRANSPORTATION TO ACTIVITIES

A student is required to ride school transportation to an activity in order to compete or participate, unless prior approval is granted by the administration. Students arriving at any activity by means other than those authorized by the school are ineligible for that activity and will not be allowed to participate.

Students who take school transportation to a school activity must return by the same means. However, a parent/guardian may sign-off his/her student in the presence of the coach/director/advisor at the event, or a parent/guardian may give permission for his/her student to ride home with another specified adult if the following occurs:

A note from the parent/guardian is given to the coach/director/advisor at least one day prior to the event. This note must include the name of the specified adult.

The specified adult must be pre-approved by the principal or his/her designee.

The student is signed-off on site by the specified adult in the presence of the coach/director/advisor.

Failure of a student to return on school transportation or by a means approved in this policy will result in loss of extracurricular eligibility as determined by the principal.

EARLY DISMISSAL

When it is necessary for school officials to cancel school or dismiss school early as a result of inclement weather or other emergency conditions, practice sessions related to extracurricular activities are not permitted. As soon as all students have left the building, it will be secured.

If a game/contest is scheduled for a day when school is cancelled or dismissed for inclement weather, the decision to play the game or participate in the contest will be determined by the administration from all schools involved.