

**Richmond-Burton Community
High School**



**RICHMOND-BURTON
ROCKETS**

STUDENT HANDBOOK

2023-2024

**2023-2024 RBCHS PARENT-STUDENT
HANDBOOK RECEIPT**

I HAVE RECEIVED A COPY OF THE R-BCHS 2023-2024 PARENT-STUDENT HANDBOOK AND UNDERSTAND THAT I AM RESPONSIBLE FOR ALL INFORMATION CONTAINED HEREIN. THIS SIGNED STATEMENT WILL BE FILED IN THE MAIN OFFICE. THIS RECEIPT WILL BE SIGNED IN SKYWARD DURING REGISTRATION.

RBCHS ACADEMIC HONOR CODE

AS A MEMBER OF THIS LEARNING COMMUNITY, I ACKNOWLEDGE MY RESPONSIBILITY TO BE HONEST AND HARD-WORKING. THEREFORE, I PROMISE:

- To hand in work that is of my own doing
- To collaborate with others with integrity
- To help create a school atmosphere where honesty, hard work, and cooperation are valued

Student Name (Please print) _____

Grade (circle one) 9 10 11 12

Signature _____

Date _____

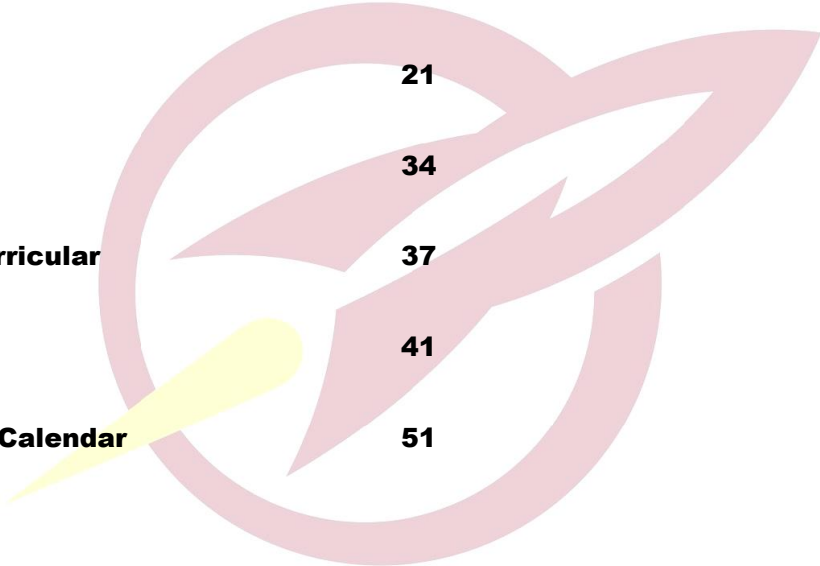
Students and parents will be emailed a copy of the handbook at the start of the 2023-2024 school year. The handbook will be available on the RBCHS website. (www.rb157.org)

Building Administration

Principal: Mr. Mike Baird
Associate Principal: Mr. Chris Nolen
Athletic Director: Mr. Tim Jackson

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RICHMOND-BURTON COMMUNITY HIGH SCHOOL DISTRICT 157

This handbook is offered in order that students and parents may become familiar with the general policies of the school. This handbook is only a summary of board policies governing the district and that the board policies are available at the district office. This handbook was revised Spring of 2023 and contains information that should be known by all those connected with the school. The handbook may be amended during the school year without notice.

INTRODUCTION AND GENERAL INFORMATION

MISSION STATEMENT: *It is the mission of Richmond-Burton Community High School to provide diverse learning opportunities that will enable students to realize their full potential. Our goal is to empower students to attain the knowledge, attitudes, and life skills needed to succeed as responsible and productive citizens in the 21st century.*

AREA SERVED: 44.2 square miles including the three communities of Richmond, Solon Mills, and Spring Grove.

ENROLLMENT: 542 Students (2023-2024)

PROGRAMS:

- Special Education
- All comprehensive classroom subjects, Honors Program, Gifted Program
- Student Services: The Student Services Department at Richmond-Burton Community High School provides many services to students and parents including academic, social, emotional, physical, preventative, and crisis counseling. Guidance-related activities include educational planning, college and career planning, and scheduling evaluation.
- Computer Instruction: Hardware used includes networked Pentium computer classrooms and student Computer Lab, Pentium systems in all classrooms, networked and with Internet access.
- Technology Center including modules in hydraulics, pneumatics, robotics, etc.
- Member of the LCHS-Technology Center.
- Member of the McHenry County Cooperative for Employment Education.
- Library/Media Center.
- Boys' Athletics: Football, Basketball, Wrestling, Baseball, Track, Soccer, Cross Country, and Golf.
- Girls' Athletics: Volleyball, Basketball, Softball, Golf, Soccer, Cross Country, and Track.
- Cheerleading (Fall and Winter).
- Pep Band, Marching Band, Jazz Band, Show Choir, and Choir
- Academic Challenge Team (Math and Science Competition).
- ICTM Math Team Competition
- Academic Teams.
- National Honor Society, Student Council, Yearbook, School Play, School Musical, Environmental Club, International Club, Guitar Club, PRIDE, Computer Club, Link Crew, Bass Fishing Club, Future Problem Solvers, Psychology Club, Drama Club, Garden Club, Aeronautics Club, Photography Club .
- Lunch Program: Hot lunches may be purchased daily. Milk is available for students to purchase who elect to bring their own lunch. A-la Carte and snack bar items are also available. Free and reduced price lunches are provided according to Federal Standards.

TESTING INFORMATION: (Information may vary from year to year)

- SAT registration forms available for juniors and seniors. Administered to all juniors ONCE during school hours each spring.
- PSAT 9 (Preliminary SAT Test) administered once yearly to all freshmen.
- PSAT 10 administered once yearly to all sophomores.
- PSAT/NMSQT administered once yearly to all juniors.
- ACT Registration forms available for juniors and seniors.
- AP (Advanced Placement Testing): Administered on a voluntary basis, however, students enrolled in an AP course will be required to take the AP exam for that subject in lieu of a 2nd semester final exam.

CONFERENCE AFFILIATIONS:

- **Kishwaukee River Conference:** Includes Harvard, Johnsburg, Marengo, Richmond-Burton, Woodstock, and Woodstock North.

STATE AFFILIATION: Member of the Illinois High School Association.

FEES:

- Registration Fees: \$55.00 per student.
- Athletic Contest Fees: Adult--\$5.00; RB Student--Free.
- Athletic Passes: Family--\$75.00; Adult--\$40.00; Student--\$30.00.
- Athletic User Fees: \$35.00 per sport not to exceed \$175.00 annually per family.
- Student Parking Tag: \$70.00; Replacement Tag: \$2.00; Temporary Tag: \$5.00.

GRADES AND REPORTING: Richmond-Burton Community High School has two grading periods per year , with credits being earned at the end of the first and second semesters. Academic courses earn .5 credits per semester or one credit for the entire school year.

Parents are encouraged to call the School Counselor, Associate Principal, or Principal any time they need additional information. Parents may also access their child's grades, attendance, and discipline from our website link to Family and Student Access and Schoology. All students will be issued a class syllabus at the beginning of each course.

CONFERENCES: Richmond-Burton Community High School encourages parental conferences. Conferences will be held once a staff member or parent makes a request. Faculty is available from 7:30 a.m. to 7:55 a.m. and from 2:30 p.m. to 3:00 p.m.

BUSES: Bus transportation is provided for those students who live more than 1.5 miles from the school.

NICKNAME: "Rockets"

SCHOOL COLORS: Maroon, White, and Gold.

SCHOOL SONG: "Washington Lee Swing" (melody)

MONTHLY CALENDAR: This calendar includes all updated information as well as the school lunch menus. Copies are available on our website, in the Main Office and are distributed to the faculty monthly.

WEB SITE: <http://www.rb157.org> **E-MAIL:** rbchs@rbchs.com

FAMILY & STUDENT ACCESS LINK – Access grades, attendance , and discipline

"GUIDING PRINCIPLES"

The administration, faculty, staff, and students of Richmond-Burton Community High School have identified the following as our "Guiding Principles". These principles will serve as guidelines and expectations for all students and staff.

1. Integrity – The following high moral and ethical standards. The making of appropriate decisions regardless of who is observing and regardless of the consequences.
2. Accountability – To take responsibility for our own actions without making excuses or blaming others.
3. Respect – To exhibit tolerance, compassion, an open mind, and to consider the response or effect of what you are doing or saying to others.
4. Acceptance – To develop an understanding, appreciation, and tolerance for others in spite of the differences in all of us.
5. Pride – To value accomplishments and to develop a sense of satisfaction in the achievements and success of yourself and others.
6. Honesty – To do what is just and right, and to be true to your word and deeds.
7. Service – To develop the desire of giving back to the community as an active citizen.
8. Perseverance – Realizing that our journey through life presents a series of challenges, we will develop the desire and ability to overcome adversity.
9. Dedication – To develop a disciplined commitment to the achievement of our goal(s).
10. Responsibility – To develop accountability for our word and actions.

WELCOME

Richmond-Burton Community High School welcomes you to its ranks, and we hope that you will always be conscious of its traditions and requirements. School will be whatever you make it. Always have the spirit to do things, which will make it outstanding. Participate in school activities and you will be a great part of Richmond-Burton Community High School.

To Parents:

You know that you cannot confidently launch your children into today's world unless they are of strong character and well educated in the use of language, science, and mathematics. They must possess a deep respect for intelligence, achievement, and learning, and the skills needed to use them, a respect for setting goals, and a respect for disciplined work. That respect must be accompanied by intolerance for the shoddy and second-rate masquerading as "good enough."

You have the right to demand for your children the best our schools and colleges can provide. Your vigilance and your refusal to be satisfied with less than the best are the imperative first step. But your right to proper education for your children carries a double

responsibility: As surely as you are your child's first and most influential teacher, your child's ideas about education and its significance begin with you. You must be a living example of what you expect your children to honor and emulate. Moreover, you bear a responsibility to participate actively in your child's education. You should encourage more diligent study and discourage satisfaction with mediocrity and the attitude that says, "let it slide"; monitor your child's study; encourage good study habits; encourage your child to take more demanding rather than less demanding courses; nurture your child's curiosity, creativity, and confidence; and be an active participant in the work of the schools. Above all, exhibit a commitment to continued learning in your own life. Finally, help your children understand that excellence in education cannot be achieved without intellectual and moral integrity coupled with hard work and commitment. Children will look to their parents and teachers as models of such virtues.

To Students:

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for you and convert every challenge into an opportunity.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education of Richmond-Burton Community High School District #157, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The Board of Education believes also that while education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements. Our courts speak of education as a limited right or privilege. That is, pupils who fail to perform those duties required of them upon attendance in public school may be excluded from the school.

1. Citizenship and Moral Responsibilities:

- a. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students.
- b. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students' conduct shall reflect consideration of the rights and privileges of others.
- c. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
- d. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

2. Rights:

- a. To attend school.
- b. To dress in such a way as to express personality, but such dress cannot be disruptive to the educational process.
- c. To express his/her opinion verbally or in writing in a manner, time, and place which is non-disruptive, to the education process, threatening, or contrary to community values.
- d. To expect that the school to be a safe place for all students to gain an education.
- e. To be represented, when appropriate, by an active student government selected by free school elections.

3. Responsibilities:

- a. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.
- b. To respect the rights and individuality of other students and school administrators and teachers.
- c. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- d. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
- e. To be punctual and present in the regular or assigned school program to the best of one's ability.
- f. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the education process.
- g. To maintain the best possible level of academic achievement.
- h. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

SEX OFFENDER REGISTRATION

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

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, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/ guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, and (3) other information required by federal law. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments, which prevent identification of children receiving assistance.

WAIVER OF STUDENT FEES

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver as described below. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers are available at the high school office. Please contact the high school office to receive an application and/or to receive assistance in completing an application.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).

Additional consideration will be extended where one or more of the following factors are present:

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

The parent(s)/guardian(s) shall submit written evidence of eligibility for a waiver of the student's fee. Questions regarding the fee waiver request process should be addressed to the office of the Building Principal.

BOOK USAGE

Students will be assigned textbooks for the year. If a student loses a book during the year, they will be required to pay for the book at current value. At the end of the year, the books that were rented will be examined. If they show more than normal "wear and tear," the student will be required to pay an additional amount to cover the expected life of the book.

TUITION

Non-resident students may be permitted to attend school in the District upon the recommendation of the Superintendent and the approval of the Board of Education. Such students shall pay the tuition in an amount equal to the per capita cost of maintaining the schools of the District for the preceding year as determined by the Office of the Superintendent of Public Instruction.

Non-resident students attending the schools of the District for less than the school term shall have their tuition apportioned. However, students who become non-resident students during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident students.

ASSEMBLY PROGRAMS

All faculty and students are required to attend assembly programs. Behavior should reflect common courtesy. Students causing disturbances will be dealt with accordingly.

VISITOR PASSES

The Board of Education, parents, alumni, and other adults with an educational interest in Richmond-Burton Community High School will be given a visitor's pass at the office. The office must approve all passes.

WORK PERMITS

Students desiring a work permit must provide the high school office with all pertinent data. Please contact the high school's main office for information regarding all documentation required to issue the work permit. Students under 16 years of age will not be issued a work permit where liquor is sold for consumption; also, if you will be working in the state of Wisconsin, you must acquire the work permit from a Wisconsin high school.

TELEPHONE MESSAGES

Parents should not expect to have students called to the telephone during school hours. Messages will be delivered through the school office in cases of real emergency, but frequent use of the telephone by students interferes seriously with their work and with the smooth operation of the school.

The emergency procedure for contacting the school, should the telephone lines be out of order, is to contact the Richmond Police Department at 815-678-2351.

Students who work should inform their employers that the office would deliver no telephone messages.

FUNDAMENTALS OF GOOD SPORTSMANSHIP

Richmond-Burton Community High School recognizes the importance of emphasizing GOOD SPORTSMANSHIP in all aspects of school related activities. With this in mind, the following are fundamentals of good sportsmanship in all activities. Richmond-Burton Community High School urges fans, spectators, participants, staff members, and parents to follow:

1. Gain an understanding and appreciation for the rules of the environment.
2. Exercise positive representative behavior at all times.
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for the opponents and officials at all times.
5. Openly display pride in your actions at every opportunity.

Unacceptable behavior shall include, but not be limited to, the following types of conduct, and such conduct will result in removal from the activity:

1. Insubordination to referees, coaches, or other school personnel supervising the activity.
2. Fighting, intimidation of, or attempt to intimidate, or taunting of referees, coaches, players, participants, or spectators.
3. Throwing debris or littering the playing field or facility.
4. Verbal abuse or use of profane or obscene words or gestures during a game or activity.
5. Disruptive behavior or conduct.

Richmond-Burton Community High School will not tolerate any violations of the above. Good Sportsmanship is expected from everyone before, during, or after any interscholastic contest or other school related activity in our schools or any other place our students are competing/participating. Any concerns regarding any part of an athletic or activity program must follow the complaint procedures of that particular school. During or immediately after an event is NOT the proper time to raise questions or concerns about a program.

Violations of any of the above "FUNDAMENTALS OF GOOD SPORTSMANSHIP" guidelines will result in the following consequences:

1. Immediate removal from the contest or activity.
2. Upon investigation by the administration of the schools involved, violator(s) may be suspended from activities for a period from one week to indefinitely depending upon the severity of the infraction and previous violations.
3. Any suspension will be honored at all Big Northern Conference activities. That is, an individual suspended from one school will not be allowed to attend activities at any other Big Northern Conference school during the suspension period.

School Song

We are the strong and proud of RB High
 And with our spirits high we can't deny
 That we will fight our way to victory
 And we will pave the way for our own destiny.
 We are the proud to bear the rocket name
 For we will reach our goals with perfect aim
 We have the confidence to take us far
 Because we are
 RB Rockets!

EQUAL EDUCATIONAL OPPORTUNITIES

SEX EQUITY

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*.

Due Process Directions for Student Grievance Procedure: It is the policy of Richmond-Burton Community High School that all grievances be resolved as quickly as possible and at the lowest step possible.

Explanations:

1. Grievance

A grievance is a difference of opinion raised by a student or a group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

2. Grievant

Any student or group of students submitting a grievance in their own behalf.

3. Days

Days when Richmond-Burton Community High School is in session.

Due Process:

1. Right to Representation

A grievant(s) may be represented by an attorney or other person of their choosing, such as a parent or advocate.

2. Right to Present Witnesses and Evidence

Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. Time Limits

All participants shall adhere to the time limits prescribed for each level. Failure by the Administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. Right to Information

Unless state laws and right-to privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

5. Privacy

During the grievance procedure, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

6. Reprisals - Retaliation

Participants in a grievance submitted in this District shall not be subjected to reprisals, retaliation, or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access to equity in educational programs and services.

Directions:

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step 3, the grievance must be submitted in writing, dated, and signed. The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to: Mr. Mike Baird, Principal of Richmond-Burton Community High School, 8311 North Route 31, Richmond, IL 60071. This response shall contain a summary of the evidence determined, the conclusion(s) reached with reasons, and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

Student Rights Procedure--Explanation of Due Process Directions:

Explanation:

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the District and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

This procedure, along with explanations, due process, and directions are available for inspections in the offices of: Superintendent, Principal, Assistant Principal, and the students' guidance counselor. Time limits refer to days when school is in session.

Step 1: The student(s) and their parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step 2: If the problem is not resolved, the grievance should be referred informally to: Assistant Principal, Richmond-Burton Community High School, 8311 North Route 31, Richmond, IL 60071, (815) 678-4525. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

Step 3: If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: Office of the Principal, Richmond-Burton Community High School, 8311 North Route 31, Richmond, IL 60071. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

Step 4: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent, Richmond-Burton Community High School, 8311 North Route 31, Richmond, IL 60071 within ten (10) days from the receipt of the response in Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 5: If the issue is not satisfactorily resolved in Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

SPECIAL EDUCATION

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Certificate of High School Completion

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

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the building principal.

SEXUAL HARASSMENT OF STUDENTS

The school has a responsibility to provide students with a learning environment free from sexual advances, requests for sexual favors, and demeaning or insulting sexual remarks or conduct by school staff members or other students. Students who feel they have been sexually harassed should report their complaint by (1) directly telling the alleged harasser to stop his or her offensive behavior; and/or (2) complaining to a teacher, counselor, or administrator who shall report the matter immediately to the principal. Regardless of how the student chooses to report the alleged sexual harassment, a student's good faith action in reporting will not adversely affect the student's education, grades, curriculum, or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness shall be subject to discipline, ranging from a verbal warning to suspension/expulsion.

COMPLIANCE WITH TITLE IX

It is the policy of Richmond-Burton Community High School District #157 not to discriminate on the basis of race, color, age, sex, national origin, religion, or handicap in its educational programs, extracurricular activities, benefits, activities, or employment as required by Title IX of the Education Amendments of 1972 and by Title VI of the Civil Rights Act of 1964. Richmond-Burton Community High School guarantees both sexes equal access to educational and extracurricular programs and activities. Inquiries regarding compliance with these acts should be directed to Dr. Tom Lind, School Superintendent, or Mr. Mike Baird, Principal of School District #157, 8311 North Route 31, P.O. Box 449, Richmond, IL 60071.

GRADUATION REQUIREMENTS

A total of 24 credits are required for graduation. **Students who do not meet all the graduation requirements will be denied all rights and privileges associated with Graduation and the Graduation Ceremony.**

The following departmental requirements represent the minimum core graduation requirements for all students:

English: 4 credits

Four credits in English are required for graduation.

Mathematics: 3 credits

Three credits in math are required for graduation.

Science: 2 credits

Two credits in Laboratory Science are required for graduation.

Social Studies: 3 credits

All Sophomores are required to enroll in a World History or an AP European History course (1 credit). All Juniors are required to enroll in a United States History course (1 credit). Through the 2023 school year, all Freshmen and Seniors must take one credit in government, with at least .5 credit pertaining specifically to civics. The civics course will incorporate the Federal and State Constitution exams and can be met by taking either AP Government or Civics. The additional .5 can be satisfied by taking either Recent American Historical Issues or AP Microeconomics.

Fitness/Health Education 3 credits

Students must enroll in Fitness each year they are enrolled in high school. Students may be exempt from the Fitness requirement for the following reasons:

- 1) A note from a medical doctor outlining the student's physical limitations. The medical excuse must be updated every nine weeks. However, students are still required to meet the academic coursework for Fitness.
- 2) Junior and Senior students may be exempt as follows:
 - a) Students who participate in Marching Band or an IHSA approved Varsity sport and are enrolled in a full school day with no

study hall or early dismissal may opt out of Fitness. **This must be done within five school days after the start of the specific season.** After this time, they will not be able to opt out of Fitness until the beginning of the next sports season. Once the school year begins, a schedule cannot be modified to accommodate a PE Opt Out (i.e., switching PE classes). During the Fitness Opt Out, students will receive a "P" (passing) grade. Upon completion of the season, students must return to their Fitness class. The semester grade issued will be based on the grade earned while in Fitness class, with the exception of those students opting out for 2 sport seasons in the same semester (ex., a Fall and Winter sport during semester 1, or a Winter and Spring sport during semester 2).

b) The student provides evidence that a specific course not included in existing state or local school minimum graduation standards is required for admission to an institution of higher learning. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.

c) The student lacks sufficient course credit or one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption.

d) A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Each student excused from the Fitness course requirements will be provided with a study hall.

Health Education will be taught for 18 weeks as part of the 9th grade Fitness/Health Education class. Health Education earns .50 credit.

Career and Technical Education .5 credit

Consumer Education: .5 credit All classes

All students must pass a one-semester course in Consumer Education or AP Microeconomics.

Electives

The remaining minimum number of credits required of each student may be elected according to the individual's needs and interests.

Free Application for Federal Student Aid (FAFSA)

Students in 12th grade need to file one of the following: 1) A Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education (ISBE); 2) An application for State financial aid; or 3) An Illinois State Board of Education (ISBE) waiver form indicating that the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from the FAFSA requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances; (2) the building principal attests that District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form; and (3) the student has met all other graduation requirements.

Internet Safety Education No Credit

As required by state law, all students, grades 9-12, will receive instruction on internet safety. This instruction may be administered in increments and will total a minimum of two hours in length throughout the school year. This curriculum will be implemented through a method deemed most appropriate by school administration and the Board of Education.

Computer Literacy: No Credit

For pupils entering 9th grade in the 2022-2023 school year and each school year thereafter, one year of a course that includes intensive instruction in computer literacy, which may be English, Social Studies or any other subject and which may be counted toward the fulfillment of other graduation requirements.

ACADEMIC STANDING

Academic standing and grade promotion is determined by the following:

Under 6.0 credits	Freshman standing
6.0 – 12.0 credits	Sophomore standing
12.0 – 18.0 credits	Junior standing
18.0 credits +	Senior standing

SEVENTH SEMESTER GRADUATION POLICIES AND PROCEDURES

Eligibility for the Class of 2024

Seniors may choose to graduate one semester early over the traditional eight semesters of high school attendance. The early graduation requires seven semesters of attendance. To be eligible, students must meet the following requirements:

- Indicate their intention during their 6th semester.
- Complete an Application for Early Graduation with approval from their parent, Counselor, and the Principal
- Have a minimum of 20 earned credits prior to the start of the 7th semester.
 - Students who do not have enough credits on their schedule during their 6th semester to obtain the required 20 credits prior to the start of 7th semester may register for additional credits through Edmentum or Correspondence courses. Proof of completion must be received before the first day of the 7th semester to be eligible for early graduation.
- Have a minimum of 24 credits at the conclusion of the 7th semester, which include the following required credits plus electives:
 - English: 4 credits
 - United States History: 1 credit
 - World History: 1 credit
 - Mathematics: 3 credits
 - Fitness/Health: 4 credits (may be less if they received a waiver for 1 or more semesters)
 - Science: 2 credits
 - Senior Government: 1 credit
 - Consumer Education: .5 credit (met by Consumer Education or AP Microeconomics)
 - Illinois & Federal Constitution tests (met by AP Government or Civics)
 - The remaining minimum number of credits required of each student may be elected according to the individual's needs and interests

Students who do not meet the requirements must reenroll in the 8th semester or they will lose their rights and privileges associated with Graduation and the Graduation ceremonies.

ENROLLMENT & FEES

Richmond-Burton Community High School requires students to maintain a full-time status during their Freshmen, Sophomore and Junior years. Full-time status requires students to be enrolled in six classes (including five academic courses and one course in Fitness). Seniors are required to be enrolled in five courses (including four academic and one Fitness). Students may enroll in more than the required subject load in order to gain more breadth and depth in their educational background

Course fees are indicated at the end of each Course Description. RBCHS also has fees for registration, Fitness uniforms, Driver Education, and gym padlocks. There is an athletic user fee as well. All fees will be collected during Registration.

EARLY DISMISSAL

Seniors may have the option for an early dismissal if they have Senior standing and are meeting graduation requirements. Juniors who are enrolled in "0" hour Competitive Weights & Conditioning or Early Bird Fitness and six additional credit courses may have the option for dismissal one period early. Students with Early Dismissal are not eligible for a PE Sports Opt Out.

Students who elect the early dismissal option are required to vacate the school property immediately upon their release. Students may not remain in the building after their dismissal. The district has the discretion to remove the early dismissal option for any student who does not adhere to the school policies.

SCHEDULE CHANGES

Once the initial registration process is completed in the spring, the courses selected should be considered the final schedule for the following year. All registration confirmations will not necessarily schedule due to schedule conflicts (2 classes being offered at the same time, not meeting a prerequisite, 1 study hall per person per semester, failures or credit deficiencies, early dismissal, graduation requirements, failure to register, closed classes, Fitness requirement, etc.). Students should list priority and alternate classes on their registration worksheet when they register to help resolve these conflicts. Some courses may not be offered due to insufficient enrollments.

Necessary schedule changes will be permitted for the first 3 days of the first semester beginning with the first day of student attendance and up to the first 2 days of the second semester (for Spring Semester courses only). After that time, courses cannot be added and a student must seek administrative approval to drop a course for a study hall. A dropped course cannot result in the student falling below the minimum course load. If approval is granted and a drop is made within the first 5 weeks of the semester, it will be reported as a "W" (Withdrew) for the semester. Any withdrawal after the first 5 weeks will be reported as a "WF" (Withdrew Failing) grade for the semester. In both cases, the "W" or "WF" will be posted to the student transcript.

Students may not change their schedule for the following reasons:

- 1) Preferential or choosing teachers
- 2) Scheduling for social reasons
- 3) Reasons that may affect schedule balancing

All schedule changes and drops will cost \$25 in addition to the cost of course fees and any other outstanding fees.

Teacher or administrative schedule changes may be initiated at anytime. The \$25 fee does not apply to these situations.

REPEATED COURSE AUDIT

In some instances it may be necessary for a student to repeat a course in which they have already received a passing grade in order to meet a grade pre-requisite for another course. If a student earns a higher grade the second time they take the course, the previously earned grade will be replaced with an audit "O" for zero (0) credit. Credit and grade points will be issued for the new grade. Both the audit and the new grade will be posted to the student transcript. An audit cannot be used to replace a previously earned "F" or "WF".

FAILURES

Parents are urged to keep a careful record of credits earned each year. Whenever a student fails a subject, it is recommended that the student and parent make an appointment with the Counselor to discuss the make-up alternatives. Letters indicating any deficiencies and make-up recommendations will be sent to parents at the end of each school year.

CREDIT RECOVERY, ENRICHMENT COURSES, AND SUMMER SCHOOL CREDIT ACQUISITION

Students are offered four avenues for make-up and enrichment courses outside of the RBCHS academic school year. Credit Recovery courses are for students who failed a course during the academic school year. Enrichment courses are for students wishing to explore academic or vocational areas outside the Richmond-Burton Community High School curriculum. Permission must be obtained from the Counselor prior to enrolling in any outside courses. Students may not take outside courses to replace courses offered during the regular academic school year at RBCHS in order to surpass core graduation requirements.

1) Correspondence Courses

Correspondence courses may be taken for enrichment and credit recovery. Correspondence courses must be taken through an accredited program within the United States.

2) Community College

Courses offered by McHenry County College or the College of Lake County are offered by permission only. Students may take courses through the colleges to begin work on post-secondary education. High School credits will be given for college credit (.5 high school credit for 3-hours college credit), however, the courses may not be used for credit recovery. Permission must be obtained from the Counselor to enroll in college courses.

3) Summer School*

During the summer, students may enroll in an approved high school summer program for credit recovery or enrichment.

4) Edmentum

Students may enroll in the Edmentum credit recovery program, a web-based learning management system, through RBCHS. Edmentum is offered only to students who have failed a graduation required course to make up the credit. Students may earn credits through any combination of Edmentum and/or Correspondence courses.

5) Summer School Acquisition Courses

Summer school acquisition courses are for students wishing to add another elective during the regular school year. Incoming 9th grade students can enroll in Civics for credit acquisition toward graduation. Permission must be obtained from the counselor to enroll in a summer school credit acquisition course.

GRADES & REPORTING

Richmond-Burton Community High School grades students on a two semester basis, with credits being earned at the end of the first and second semesters.

Academic courses earn .5 credits per semester or one credit for the entire school year.

As a general guide to the grading practices used in our school, the following descriptions are given:

A – An excellent grade indicating you have attained a degree of perfection.

B – A very commendable grade.

- C – A satisfactory grade.
- D – A passing grade indicating you have met the minimum requirements
- F – (Failure – no credit) a failing grade indicating that for one or more reasons you have not met the requirements of the course.
- I – Work incomplete. The course work must be completed within 10 school days following the end of the marking period, unless approval has been obtained from the teacher and filed in the Student Services office.
- P – Passing grades go toward credit requirements, but do not go toward GPA
- O – Audit. Students who audit a course do not receive credit toward graduation.
- W – Withdrew
- WF – Withdrew Failing

** GPA and Class Rank are calculated at the end of each semester and will not be recomputed until the following semester.
Incomplete grades will affect a student's standing at those times.

GRADE WEIGHT SYSTEM

Students who take the honors or Advanced Placement courses will receive additional grade weightings. This will result in a higher grade point average and a higher rank in class, all of which play a very important role in college admissions requirements.

CURRENT GRADE WEIGHT SYSTEM

Located in the 2023-2024 Curriculum Guide

HONOR ROLL

The Honor Roll is based upon the student's grade point average (GPA).

1. High Honors (Above 3.74 GPA)
2. Honors (3.74 – 3.00 GPA)

Honors Cords are awarded to Seniors who earn an eighth-semester cumulative G.P.A. of 3.25 or higher.

HONORS PROGRAM

A program of Honors courses has been established at Richmond-Burton Community High School to provide a more challenging and intellectually stimulating curriculum for students with strong motivation and superior academic skills and achievements. The courses carry additional grade/weight that reflects the higher level of accomplishment necessary, as well as the greater amount of preparation expected from the students. Students enrolled in Honors courses must be prepared to commit to a demanding college-prep program. The courses are available as follows:

Freshmen Honors Courses

English 1 Honors
Algebra 1 Honors
Geometry Honors
Biology Honors
Introduction to Programming Honors
Spanish 1 Honors

Sophomore Honors Courses

English 2 Honors
Algebra 2 Honors
Chemistry Honors
Spanish 2 Honors
Music Honors Option
Journalism Honors Option (student editor)

Junior Honors Courses

Pre-Calculus Honors
Advanced Biology Honors
French 3 Honors
Spanish 3 Honors
Music Honors Option
Journalism Honors Option (student editor)

Senior Honors Courses

French 4 Honors
Human Anatomy & Physiology Honors
Microbiology and Microbial Genetics
Music Honors Option
Journalism Honors Option (student editor)

Advanced Placement (AP) Courses

AP Language & Composition
 AP Literature & Composition
 AP Biology
 AP Statistics
 AP Calculus AB
 AP Chemistry
 AP Physics 1
 AP French Language & Culture
 AP Spanish Language
 AP U.S. History
 AP Psychology
 AP American Government & Politics
 AP Microeconomics
 AP Music Theory
 AP European History
 AP Computer Science Principles (24-25)
 AP Computer Science A (23-24)

Dual Credit (AP 5.0 Scale)

Composition I and Composition II
 Intro to Mass Communications
 Biology 110

ADVANCED PLACEMENT EXAMS

An Advanced Placement exam gives high school students the opportunity to receive Advanced Placement and/or credit in college. The tests are given at RBCHS in May of each year. Students enrolled in an AP course will be required to take the AP exam for that subject in lieu of a 2nd-semester final exam. There is a \$96 exam fee for each AP course, which is due at the time of registration. Due to online registration, the AP exam fee is non-refundable. Students do not need to be enrolled in an AP course to register for the exam.

CLASS RANK

The ranking of all students is based on the grade point average computed at the end of each semester. The Valedictorian will be determined by the following method:

1. The eighth-semester ranking shall determine the Valedictorian and Salutatorian. Following the conclusion of the 7th semester, the top 5 students will be notified of their standing so they are able to prepare for the possibility of having to give a valedictorian or salutatorian address. Once the final eighth-semester senior grades are calculated, the Valedictorian and Salutatorian will be named at Senior Awards Night.
2. Ranking will be computed by dividing the number of grade points earned, by the number of credits attempted (GPA computation).
3. The grade point average will be carried three places beyond the decimal point.
4. If there are multiple Valedictorians, administrative discretion will determine the need for a Salutatorian.

Note: Only courses that earn grade points will be used in the ranking computation.

EXTRACURRICULAR ELIGIBILITY

In order to participate in extra-curricular activities a student must meet all of the following conditions:

- 1) Students must pass five classes (25 hours) of credit the previous semester (unless they are first semester freshmen) in order to participate in extra-curricular activities during the current semester. This is a mandate from the Illinois High School Association.
- 2) Students must be passing five classes on a weekly basis in order to be eligible for the following week. For purposes of eligibility, the week is defined, as Sunday through Saturday.
- 3) Edmentum courses cannot be used to remedy a credit deficiency during the school year.

NCAA CORE COURSE GPA CALCULATIONS

Students wanting to gain eligibility to play an NCAA Division I or II sport must meet certain core course GPA requirements as specified by the NCAA. It is a planning process that should begin early in high school. While RB staff will assist with selecting core courses to help meet the 16-course requirement, it is ultimately the student/parents/recruiter's responsibility to ensure that the student is meeting minimum GPA requirements in those courses. Each student's eligibility scenario is different and can vary greatly; therefore RB staff cannot be responsible for helping students determine what grades are needed to meet these requirements. Families should communicate directly with recruiters regarding this matter. More information on this, including a worksheet to help calculate core course GPA, is available at <http://www.ncaa.org/student-athletes/future/eligibility-center/how->

my-core-grade-point-average-gpa-calculated

EDUCATION BEYOND HIGH SCHOOL

Students should be aware that educational and training requirements are becoming more rigorous. In order to advance in most occupations, further education or training beyond the high school diploma is strongly recommended. Information pertaining to the various educational and vocational opportunities is available in the Student Services office. Students are urged to give early consideration to their post-high school plans.

HIGH SCHOOL COURSES RECOMMENDED FOR COLLEGE

Students who are considering attending college should plan their high school courses early, keeping college requirements in mind. Admission criteria vary for each college. Until your specific college requirements are known, it is strongly recommended that the following high school program be taken:

<u>AREA OF STUDY</u>	<u>Minimum Recommendation</u>
English	Four years of regular or Honors/AP English.
Mathematics	Three years of Math including Algebra, Geometry, and Algebra II
Laboratory Science	Three years of Science including Biology, Chemistry, and one advanced science course
Social Studies	Three years of Social Studies
World Language	<u>At least</u> 2 years of the same language (*See number 7 under College Planning.)
Additional Courses	Fine Arts (visual and performing) or Vocational Education

All juniors will participate in an ISBE-funded SAT in the Spring. Individual universities and colleges may have other subject requirements as well as required test scores and grade point averages.

Applicants should contact each college or university for details about the necessary requirements.

COLLEGE PLANNING

Students who are planning to attend college will find the following suggestions and information of value:

- 1) The three most important considerations for judging college applicants are subjects studied, class rank, and college entrance examination results. Therefore, it is important that college-bound students select a strong academic program and earn the best grades possible beginning in the Freshmen year.
- 2) Juniors & Seniors are encouraged to visit with college representatives when they visit the high school. Announcements of these visits are made in advance.
- 3) Scholarships and other forms of financial aid based on achievement, ability, and financial need. Information regarding scholarships and financial aid is available in the Student Services office and webpage.
- 4) Most colleges require an entrance examination; either ACT or SAT. Dates of these examinations are posted and applications are available in the Student Services office.
- 5) If parents have any questions or desire an appointment regarding their student's educational plans, please call (815) 678-4525 and ask for the Student Services office.
- 6) Students MUST fill out a request for transcripts to be sent. Transcripts will be processed within ten days.
- 7) Students who enroll in four years of high school World Language may be exempt from some college and university World Language requirements.

ACT AND SAT TESTING

Students are responsible for arranging to have test scores sent directly from the testing company to any college, university, scholarship competition or other agency requiring test scores. ACT test scores may be requested at www.actstudent.org. SAT scores may be requested at www.collegeboard.com.

For the purpose of college admissions, Richmond-Burton Community High School recommends that four-year college-bound students take the ACT or SAT test more than once. There are numerous additional materials available upon request in the Student Services office.

The National Test Dates for the ACT and SAT are:

For ACT test dates visit www.actstudent.org

For SAT test dates visit www.collegeboard.org

PLACEMENT & AWARDING OF CREDITS

Students who, after receiving instruction in a non-public school setting, enroll in the district will: 1) if, from accredited private schools, or accredited home school programs, be assigned to grade levels and awarded academic credits according to the students' private transcripts, or 2) if, from non-accredited home school or school programs, be assigned to grade levels according to academic proficiency, and be awarded academic credits from the District if the student demonstrates appropriate academic proficiency to the school administration. The District will expect the school/parent(s)/guardian(s) to provide the administration with evidence of instruction in specific courses. Artifacts would include but not be limited to transcripts, curricular objectives, textbooks, resource

materials, progress reports, report cards, instructor narratives, etc. Any portion of the students' transcripts relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Recognition of grade placement and academic credits awarded by a non-public school is at the sole discretion of the District.

TRANSFER OUT PROCEDURES

It is requested that any student planning to transfer out of Richmond-Burton provide several days advance notice, if possible, to the school registrar in order to process the student's transfer paperwork.

As required by the Illinois School Code (105ILCS 5/2-3. 13a), upon transferring, the student will be issued an Illinois Student Transfer Form indicating whether or not the student is "in good standing" and whether or not his or her medical records are up-to-date and complete. In this case, the term "in good standing" serves as an acknowledgment that the student is not being disciplined by a suspension or expulsion, but is entitled to attend classes. No school district is required to admit a new student who is transferring from another Illinois school district unless he or she can produce the standard form from the student's previous school district enrollment. No school district is required to admit a new student who is transferring from an out-of-state public school unless the parent or guardian of the student certifies in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.

Richmond-Burton will forward, within 10 days of notice of the student's transfer, an unofficial record of that student's grades to the school to which such student is transferring. If the student does not have any outstanding fines or fees, the remainder of the student's school records will also be forwarded at that time. If the student has outstanding fines or fees, the official school transcript will be withheld. Upon receipt of the balance due, Richmond-Burton will forward an official transcript to the school the student has enrolled in.

LAKE COUNTY TECHNOLOGY CAMPUS

As an extension of the traditional high school, the Technology Campus prepares students for the technological and workplace skills required for success in business and industry. Training at the Tech Campus is "hands-on". Students gain skills by actually doing the work. Programs are offered to Juniors and Seniors, are one or two years in length, and count as electives, which are applied to graduation requirements. Training is provided using state-of-the-art technologies and the curriculum is designed through partnerships with business and industry. Tuition and transportation are provided by the school district. See page 41 for course listings.

McHENRY COUNTY COLLEGE PARTNERSHIP FOR COLLEGE & CAREER SUCCESS

This program is offered to juniors and seniors as a dual credit program in conjunction with McHenry County College and business partnerships. Programs provide students with the technical skills employers now demand for entrance and advancement in technical careers. Students attend McHenry County College for part of the day, and enrolled in classes that lead to an associate degree. Students will gain a positive, practical, hands-on experience in a high-tech career. Courses are listed on page 43. See your guidance counselor for details. Tuition is provided by the school district. Transportation is the responsibility of the student.

STUDENT-TEACHER-PARENT CONFERENCE

Parents are notified of their student's progress through the report card and progress reports. If a conference is desired, the parent is to call the school for an appointment with the teacher, counselor, or principal.

HOMEBOUND INSTRUCTION

In cases of extended absence due to serious illness or injury, parents may initiate homebound instruction by contacting the school's office. A physician's statement will be required to accompany the request. The total length of absence must be at least two weeks (10 school days).

LCHS-TECHNOLOGY CAMPUS POLICIES

LCHS-Technology Campus Attendance System:

1. Students are expected to attend the LCHS-Technology Campus on all scheduled days, as indicated by the LCHS-Technology Campus calendar, including days that their home school is not in session but LCHS-Technology Campus is in session.
2. Students are encouraged to make arrangements with their LCHS-Technology Campus instructor to make up missed work. If a student goes on vacation with his/her parents, arrangements must be made with the student's LCHS-Technology Campus instructor to make up work missed on a prearranged basis.
3. All absences will be reported to the home school(s) on a daily basis.
4. Letters will be sent by LCHS-Technology Campus to parents and the participating schools for students who have missed three, six, and nine consecutive days of class.

LCHS-Technology Campus Absence:

Student absences will be reported by LCHS-Technology Campus to the home school on a daily basis. The disciplinary procedures

and policies of the home school are followed with regard to student absence from LCHS-Technology Campus. The LCHS-Technology Campus reports to the home school and honors the decisions of the home school administration in their dealings with students who are absent or truant.

The LCHS-Technology Campus notifies parents by letter of students who are absent for three, six, and nine consecutive days.

Students are not allowed to leave the building during class hours without specific permission from their instructor.

Make-up work is expected and required in LCHS-Technology Campus programs after all absences. It is the responsibility of the student to make arrangements with the instructor in order to make up the work missed.

LCHS-Technology Campus Administrative Guidelines:

Students who are absent nine or more days during any quarter can receive no higher than a "D" grade for that quarter unless:

1. The absence is due to a "calendar conflict."
2. The student makes up time missed by attending additional sessions or through other options available.

Students who wish to make up time missed during the school day may do so under the following conditions:

1. When the home school is not in session and LCHS-Technology Campus is. Prior permission from the LCHS-Technology Campus instructor must be obtained.
2. When the student receives permission to attend LCHS-Technology Campus for additional sessions while the home school is in session. This permission must be obtained in writing from the home school, parents, and LCHS-Technology Campus at least ONE WEEK prior to the make-up date.

LCHS-Technology Campus "Calendar Conflict" Absences:

The following policy will apply to students who are absent from attendance at the LCHS-Technology Campus due to home school calendar conflicts:

1. The absence will be considered a "Calendar Conflict" absence.
2. Students will be given sufficient time to make up any written work missed.
3. Students will be given the opportunity to make up lab work through one of the following methods:
 - a. Students will be allowed to attend evening and/or Saturday sessions, if available.
 - b. Students will be allowed to attend more than one session at the LCHS-Technology Campus on days when the LCHS-Technology Campus is in session and the home school is not.
4. Students will be expected to acquire the minimal amount of competencies required for the semester.
5. Students will not be penalized for excessive absences which are incurred due to "Calendar Conflicts."
6. LCHS-Technology Campus teachers and staff will be given advance notice concerning "Calendar Conflicts."
7. The home school will provide transportation to the LCHS-Technology Campus on days when the home school is closed.
8. Driving permits will be issued to those students who cannot avail themselves of the regular form of transportation on days when the home school is closed.

LCHS-Technology Campus Student Conduct:

The LCHS-Technology Campus conforms to all federal, state, and local laws and regulations. In all cases, LCHS-Technology Campus complies with decisions made by the home school regarding their students, including enrollments, suspensions, and expulsions.

A student enrolled at LCHS-Technology Campus is expected to attend his/her LCHS-Technology Campus class on all scheduled days, as indicated by the LCHS-Technology Campus calendar including days that the home school is not in session but LCHS-Technology Campus is in session. The home school will provide busing on every day of the LCHS-Technology Campus classes.

The following type of behaviors are defined as unacceptable and will be subject to disciplinary action:

1. Smoking in the building and/or on school grounds other than the designated areas.
2. Possession and/or consumption of alcoholic beverages.
3. Possession, sale, use, or distributing of any narcotic drug, marijuana, or any mood-modifying substance or look-a-likes except those permitted by law.
4. Gambling, theft, or damage to public or private property.
5. Possession or use of firearms, explosives, dangerous chemicals, or other potential weapons or look-a-likes.
6. Assaulting, threatening, harassing, or endangering the health or safety of any person.
7. Acts of gross disobedience or misconduct as interfering with the rights or safety of the faculty and/or other students or disrupting the school's educational process.
8. Tampering with fire extinguishers and/or fire alarms.

9. Students who drive to LCHS-Technology Campus without receiving prior permission will automatically receive (3) Saturday Morning Detentions. Also, students who do not ride the bus to LCHS-Technology Campus and ride with someone else or transport someone else without permission will receive 2 Saturday Morning Detentions. The students will also lose their driving privilege to LCHS-Technology Campus in the future for 18 weeks (90 school days).
 10. R-BCHS attendance policy regulations also apply to LCHS-Technology Campus absences.
 11. Students who miss the LCHS-Technology Campus bus must report to the school office by 7:55 a.m. to be assigned to Study Hall. Missing the R-BCHS bus to LCHS-Technology Campus **does** count as an LCHS-Technology Campus absence and counts as being tardy to school; detentions will be issued.
 12. Or any action that causes substantial or material disruption.
- Because of state law and the additional danger present in the daily use of volatile materials at the LCHS-Technology Campus, smoking by students at the LCHS-Technology Campus may be considered cause for suspension. The home school will be notified of these infractions at LCHS-Technology Campus, and disciplinary action will be determined and implemented by the home school administration.

FINAL EXAMINATIONS

The Board of Education of District #157 requires final examinations at the end of each semester for all classes with the exception of second-semester seniors.

ATTENDANCE

Research has proven that success in school is closely linked with attendance in the classroom, participating in class discussions, interacting with fellow students, and completing assigned work. The philosophy of the Board of Education, administration, and faculty of Richmond-Burton Community High School is that student attendance is crucial in order to achieve that success and receive high school credit. It is not possible to replicate the class experience after a student has been absent. There is a documented relationship between good attendance and good grades.

You are expected to be present and punctual for all your classes throughout the year. When sickness or obligation to your family necessitates your absence, this should be explained by a note from your parents brought to the office when you return to school. Your parents should also call the office before 10:00 a.m. on the first day of your absence to inform the Principal that you will not be in school. Attendance will be checked each period daily. **Homework will be collected only if the student is absent 2 or more days, if requested by the student or parent.**

The following reasons for absences are valid according to the Truancy Statute (Section 26-2a) of the Illinois School Code: Illness, serious illness or death in the immediate family, emergency approved in advance with School Administration (job interview, college visitation, etc.), emergency medical or dental attention, family emergency, observation of a religious holiday, civic duty (1) and mental health days (5).

The following are considered unexcused absences in accordance with state attendance laws: ***truancy, suspension, missing the school bus, car troubles, oversleeping, shopping, trips not approved in advance, hunting, fishing, attendance at games, birthday or other celebrations, gainful employment.***

A student who is absent from school will not be allowed to participate in or attend school activities after school hours (unless they have a pre-approved absence)

Listed below is a chronological sequence of events on how attendance problems are administered. There is NO differential between excused or unexcused absences--all absences are treated the same. Absenteeism will be recorded on a per class, per day, and per semester basis.

5 days of absence: Parents and students will be notified.

9 days of absence: Being absent 9 or more days of a semester is considered to be an excessive amount of days. If no extenuating circumstances* exist, the number of courses in which student participation and credit is allowed may be reduced.

Absenteeism is excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

**Extenuating Circumstances--Serious illness or death in the family, as documented, will be considered as an extenuating circumstance. Otherwise, all absences will be counted toward the remediation of the student's attendance.

PERFECT ATTENDANCE

To have perfect attendance, a student must be in school all day, every day, every period.

TARDINESS

Students are to be in their seats by the time the bell rings. Students are to go directly to class when they are tardy, unless they are just then arriving at school. Then, they are to report to the main office. If you have been detained in the office or by a teacher, ask for a pass from the person who detained you before going to your class. Repeated tardiness will result in penalties and may require a parent-pupil-principal/assistant principal conference.

TRUANCY

Truancy includes cutting class, unexcused tardiness of more than 10 minutes, or being out of class or school without permission. Any work missed during the time of truancy will receive no credit. A truant admit not cleared within one school day will remain truant. Obtaining an admit is the student's responsibility.

Please note, that the Illinois School Code does NOT grant parents the authority to excuse their child from attending class.

Any student involved with the McHenry County Truancy Office will only be allowed five (5) excused absences per school year. Medical documentation will be required after five (5) absences.

A parent or 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

PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If you must leave the building because of illness or any other emergency, you must have permission from someone in the office and sign out. Failure to follow the proper procedure will be considered an unexcused absence. Leaving without permission will also result in loss of driving privileges.

VACATIONS

Richmond-Burton Community High School discourages parents or guardians from taking vacations during periods when school is in session. Such vacations disrupt the continuity of a student's learning and create educational problems. Vacations will be unexcused unless prior approval is given by parents and administration. Students who must request a pre-arranged absence due to a family vacation must request a pre-arranged absence form from the high school office at least one week in advance of the vacation. Without such a form on file, the school will offer no guarantee that written assignments, tests, etc. covering such vacation will be provided. Students getting a pre-arranged absence will follow the make-up work procedures (below).

PRE-ARRANGED ABSENCES

Although the school desires every student to be in attendance regularly, it recognizes that a situation may arise which makes absence from school unavoidable. A student may be issued an excused absence at the discretion of the attendance designee if he/she provides parental permission prior to the absence. In order that these absences to be excused, Pre-Arranged Absences forms must be presented to the teachers. It will be the responsibility of the students to make up all work missed during the absence within a reasonable amount of time. The student should follow the make-up work procedures (below).

Teachers may, but are not required to, provide work prior to the absence. Teachers also reserve the right to provide an alternative assignment or activity for this time. Thus pre-arranged absences do not guarantee the exact grading criteria of present students. The student is to return the form to the office before the date of the absence. College fairs and college visits are considered pre-arranged absences. A pre-arranged absence form must be filled out and submitted to the office. If this procedure is not followed the absence will be unexcused.

MAKE-UP WORK PROCEDURES (X+1)

When a student is absent from school (including pre-arranged absences), it is his/her responsibility to make contact with his/her teacher(s) regarding arrangements for make-up work. Work not made up within an allotted time will be graded as a zero (0).

If a student has received an excused absence or admission, he/she will be given the number of days absent, plus one, to make up the work or tests missed during the absence. Please note that it is the intent of the X+1 policy to give the students a reasonable amount of time to complete the work assigned during their absence. It does not apply to assignments made prior to the absence. For example, if the student were assigned a test and were absent on the date it was given, the student could be required to take the test upon returning to class.

Students with unexcused absences CAN NOT make up work missed except for quarter and final examinations. An UNEXCUSED absence from a required final examination, if unexplained or due to a cut, will result in a failing final examination grade and a failing semester grade in the subject.

DISCIPLINE

STUDENT BEHAVIOR:

It is the belief of the Administration and staff of Richmond-Burton Community High School that students are young adults, and therefore, are mature enough to accept considerable freedom and the responsibility that accompanies this freedom.

The following general rules are intended to guide students in their general conduct. More specific rules are listed in separate sections immediately following this general list.

1. All students must participate in physical education unless a signed physician's statement is presented to the school nurse or Principal who will record it.
2. All class, club, and organization activities must go through the office, school, and state-sponsored activities excepted. No activity may be placed on the school calendar without office approval.
3. Any student in or on school building property after school hours will be prosecuted, sponsored activities excepted.
4. Students are to drive with care on and around school property. Offenders will be prosecuted. Vehicles blocking other vehicles will be towed away at the owner's expense.
5. No running in the hallways.
6. Students should put their names on all items of personal property, all books, notebooks, and personal belongings. In general, you should not lend belongings to other students. The school is not responsible for lost items. Lockers and P.E. lockers should be locked at all times. It is not advisable to give out the combination to your locks or lockers to anyone.
7. If you have lost an item, check for it at the office. Any articles found by you should be turned in at the office.
8. Coats and jackets are not to be worn during school unless conditions warrant doing so. Wear clothing such as sweaters to keep you warm. Also, hats, caps, hoods, and/or "do-rags" are not to be worn during school.
9. ***Hats, caps, hoods, and/or "do-rags" are to be removed upon entering the building.***
10. A change of address or telephone number must be immediately reported to the office.
11. Once a student pays admission for a school activity, he/she will not be allowed to leave unless the person(s) selling tickets grant permission. If a student does leave without permission, he/she will be required to pay the regular admission price to re-enter.
12. All students who ride to an activity or athletic event on the bus must also return by way of the bus. Exceptions will be made only in rare emergency situations and then only with advance arrangements made through the Athletic Director, Principal, or Assistant Principal.
13. ***ITEMS NOT PERMITTED AT SCHOOL: Laser pointers, walkie-talkies, squirt guns, skateboards, hacky sacks, cards, etc. are not permitted at school unless specifically requested by a staff member. Look-alike weapons, such as toy guns or parts of them, may be treated as if they are a real weapon or part of a real weapon. Discipline for such cases can be suspension, expulsion, and police involvement.***
14. **SEARCH AND SEIZURE:**
In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

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

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

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

Access to Student Social Networking Passwords & Websites

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

15. Only two emergency passes will be allowed per class per semester. Those students caught smoking will not be allowed any passes.
16. **PUBLIC DISPLAY OF AFFECTION:** The public display of affection will not be permitted in the building or on school grounds. Failure to abide by this rule may result in parent notification and/or possible disciplinary action.
17. Food or drink is allowed only in the auditoria and lockers.
18. In an effort to balance the student's and employee's 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.
19. The elevator is not to be used by students unless the office or nurse grants permission in advance.
20. Richmond-Burton CHSD #157 will monitor and control all bus stops on and off school property. All school rules and discipline policies will be enforced by the transportation department and the administration of Richmond-Burton CHSD #157 at all Bus stops. The transportation department may implement rules on the buses for the safety and well-being of the students of District 157 as needed.
21. Backpacks may be used by students during the school day at RBCHS. Backpacks are subject to the RBCHS search and seizure policy. Backpacks are not allowed in the bleachers or spectator areas at extra-curricular activities.

Maximum learning is contingent upon effective discipline is maintained. There are basically two types of discipline: self-discipline and external discipline. The major responsibility of the student is self-discipline. The self-disciplined individual who can arrange his/her own time and study habits will encounter a minimum of external control. Students who are capable of self-discipline follow rules that are simple, logical, and fair. The student who cannot function as a self-disciplined individual under a relaxed atmosphere requires external control.

External disciplining action will be recommended for those students who cannot follow the school's philosophy of responsibility and self-discipline. The decision as to the disciplinary action taken will be determined by the Administration.

R-BCHS DISCIPLINE POLICY

Richmond-Burton Community High School students are prohibited from engaging in behavior that will endanger or threaten the safety of others, that will damage property, or that will impede the orderly conduct of the school program. The following offenses are prohibited by Richmond-Burton Community High School, at LCHS-Technology Campus, at school, on or within sight of school grounds, at school activities, or on buses. Gross disobedience or misconduct, which may lead to detention, suspension or expulsion of a student shall include but is not limited to the following activities or behavior: (**Please note:** Depending on the severity of the offense, local police departments may be informed and student(s) may be taken to the local police station.)

(1) Offense:

1) classroom/bus disturbances, 2) dishonesty, 3) littering, 4) tardiness, 5) inappropriate language/behavior, 6) inappropriate dress, 7) headgear in the building upon entering until 2:33 p.m., 8) public display of affection, 9) misuse of photocopy machines, 10) loitering, 11) cutting class, 12) disrespect/-insubordination, 13) truancy/leaving campus without permission, 14) gambling, 15) bus misconduct, 16) verbal abuse, 17) forgery or use of forged notes or excuses, 18) use or possession of tobacco(This does include Electronic Cigarettes and Vaporizer Pens)on school grounds and/or at school activities (home or away), 19) stealing (minor), 20) cheating, 21) vandalism/destruction of school property, 22) extortion, 23) Internet misuse, 24) threats to others, 25) fighting 26) vandalism of computers, 27) taking property of others with or without force or violence, 28) possession and/or sale of stolen property, 29)hazing, 30)aggressive behavior/bullying, 31) gangs and gang related activities, 32) violation of school drug/alcohol policy, 33) possession of drug paraphernalia, 34) bomb threats, 35) possession, use, transfer of any weapons or look-alikes, 36) setting fires or false fire alarms, 37) other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.

(2) Consequence:

District #157 does not permit corporal punishment. However, faculty and staff may use reasonable force as needed to maintain

safety for others and remove a student from the classroom for disruptive behavior. Reasonable force means just that amount of force necessary to prevent harm.

The administration of Richmond-Burton Community High School reserves the right to determine when a student is in need of disciplinary action for other types of misconduct not covered under the general discipline guidelines above. Examples of disciplinary actions which may be taken, but not limited to, are as follows: 1) oral warning, 2) withdrawal of privileges, 3) student and/or parent conference, 4) detention, 5) referral to outside agency, 6) probationary agreement, 7) counseling, 8) removal from class, 9) restitution, 10) 2 hour weeknight detention 11) 2 or 4 hour Saturday Morning Detention, 12) In-School Suspension, 13) Out-Of-School Suspension, 14) expulsion--Board of Education action only, 15) seizure of contraband, 16) notification of juvenile authorities, 17) notification of parents, 18) suspension of driving privileges for driving and non-driving misconduct, 19) suspension of bus-riding privileges 20) lunch detentions.

In addition, The Richmond Police Department can issue a village citation to a student for any use of obscene, profane, threatening, or inciteful language in a public place.

TARDIES

Tardy to same class (per semester) will be handled as follows: 1st tardy – warning; 2nd tardy – teacher detention served with issuing teacher; 3rd tardy – Referral to the office, teacher detention served with the issuing teacher, note sent home; 4th tardy – 2-hour detention, note sent home; 5th tardy and all subsequent tardies – 4-hour detention or ISD. **Students with driving privileges, please note that tardies to school are cumulative for the entire school year---all tardies to school count!!!!**

CELL PHONES/ELECTRONIC MEDIA DEVICES

The possession of cell phones and other electronic/digital devices, other than paging devices and two-way radios, are subject to the following rules:

- Cell phones and any electronic/digital devices are not to create a disturbance to the educational environment at any time and **must be turned off in classrooms, the library, all restrooms, in the halls during classes, and locker rooms.** The District assumes no responsibility for lost/ missing phones or electronic/digital devices.
- Failure to remove headphones or ear earbuds is considered a Cell Phone Violation. Inappropriate use of a smartwatch is considered a Cell Phone Violation.
- Inappropriate use of cell phones and electronic/digital devices will result in the following courses of action:

1st offense –2-hour detention, 2nd offense – 4-hour detention and parent must pick up the phone, 3rd offense – In-School Detention and parent must pick up the phone, 4th offense – 2 days In-School Detention and parent must pick up the phone, 5th or more offense – multiple days of In-School Detention and parent must pick up the phone. Refusal to turn in the cell phone to an administrator, when asked, will result in automatic suspension. This does not start over at the semester. Cell phones must not be used on the bus. Cell phones should be turned off and out of sight while on the bus.

APPROPRIATE DRESS

It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of our school. Clothing or footwear that mars and/or causes damage or rapid wear of floors or furniture is not permitted. Special requirements will be necessary in certain areas such as physical education, art, band, drivers education, science labs, home economics, i.e., safety glasses, aprons, etc.

Students must wear appropriate shoes at all times.

Students may not wear articles of clothing that disrupt the educational process. Examples would include T-shirts with lewd artwork and/or words commonly defined as swear words. This includes, but is not limited to, any clothing or jewelry that advertises tobacco or alcohol or drugs (including mushroom necklaces). Halter tops, midriiffs, transparent/mesh shirts without adequate undergarments, pajamas, or any other sexually revealing attire (including low cut tops) are other examples of inappropriate dress. Clothing must be size appropriate. Shirts must naturally cover the midriff and the top of their pants/skirt/shorts when standing at rest. Tops must cover the chest and both shoulders with at least a one-inch strap. Pants/shorts with underwear showing are not allowed. Pant/shorts must be worn in a manner that does not expose undergarments nor that is sexually revealing. Headgear and jackets cannot be worn during the day unless unusual circumstances exist. Any student who violates the R-BCHS dress code will first be given the opportunity to change. If the student refuses to follow the appropriate dress code, the student will be suspended from school until a parent or guardian attends a conference with a high school official to discuss the issue. In addition, large rings and chains cannot be worn due to safety considerations.

EXAMPLES OF SPECIFIC ITEMS CONSIDERED TO BE INAPPROPRIATE CLOTHING:

All students wearing offensive/drug-related T-shirts will be sent to the Assistant Principal/Principal. Richmond-Burton Community

High School students are not to wear clothing to class that disrupts the educational process. Not allowed, but not limited to, include: Confederate Flag clothing, pajamas; hats; jackets; sexually explicit T-shirts, including those that advertise condoms; clothing and/or jewelry which advertises alcohol, tobacco products, drugs, and/or mushrooms; and chains, including wallet chains; T-shirts that depict violence/satanic/hate/racial hate messages.

RBCHS ACADEMIC HONESTY POLICY

Students are expected to demonstrate honesty and integrity while in attendance at school. Each student is expected to do his or her own work. This includes test-taking, homework, class assignments, and the original creation of essays, compositions, term papers, and scientific research. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill which he or she does not possess.

Cheating includes but is not necessarily limited to:

- Claiming credit for work not the product of one's own honest effort, such as: copying another student's work, plagiarizing*, taking credit for group work without contributing, failing to cite sources, etc.
- Using any unapproved tools or materials during a test or quiz, such as answers written on yourself or your clothing, hidden reference sheets, exchanging answers with others, stolen answer keys, etc.
- Using electronic devices in a manner not approved by the teacher, such as: exchanging assignments electronically then submitting them as "original" work, using programmed material in watches, calculators, or computer programs when prohibited, using computerized translators for a foreign language assignment, etc.
- Providing access to materials or information so that others may dishonestly claim the credit.
- Sharing work with another student or assisting them to obtain another's work.
- Knowingly destroying or altering another student's work.
- Submitting an old assignment as new work without the permission of the teacher.
- Not following additional specific guidelines on cheating as established by a department, class, or teacher.

***PLAGIARISM:** "Plagiarism" is the "act of appropriating the composition of another, in its entirety or in part, or the ideas or language of the same, and passing them off as the product of one's own mind." It involves "the use of any outside source without proper acknowledgment." In the academic setting, an "outside source" includes "any work, published or unpublished, by a person other than the student."

ACADEMIC DISHONESTY/CHEATING:

Students found guilty of cheating the first time, whether giving or receiving information, will receive a zero (0) on the work, class removal, and a minimum of a 2-hour detention. Teachers will inform the high school administration of the incident, notify parents, and arrange a conference to establish goals of behavior and possible consequences should incidents be repeated or goals not accomplished. Repeat offenders will receive a zero (0) on the work, class removal, and a minimum of a 4-hour detention. Consequences may range from no credit (0/F), detention, suspension, removal from class, to the recommendation of expulsion to the Board of Education.

SCHOOL ID POLICY

All students attending Richmond-Burton CHSD are required to carry a Richmond-Burton CHSD identification card during school hours and at school activities. Lost or stolen identification cards are to be replaced immediately in the computer lab with Mrs. Wright. I.D. cards are necessary to enter the library, check out books from the library, board the bus, purchase lunch, and be admitted to school dances. For the safety of all Richmond-Burton CHSD students, identification cards must be presented to faculty and staff upon request. Failure to do so will result in disciplinary action. Replacement costs: ID-\$3.

VIDEOTAPING/CELL PHONES

Videotaping on any device, including cell phones and drones, is strictly prohibited unless permission has been granted by the administration. In addition, publishing videos taken on school grounds is strictly prohibited unless permission has been granted by the administration. Prohibited conduct with Cell Phones specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as "sexting." Students in violation are subject to ISS and OSS consequences.

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. This is applicable to all school-sponsored

groups and activities.

Students engaging in hazing will be subject to one or more of the following disciplinary actions: removal from the co-curricular activities, conference with the parent(s)/guardian(s), referral to the appropriate law enforcement agency.

Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to suspension (up to 10 days), or expulsion.

AGGRESSIVE BEHAVIOR/BULLYING

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or in any school-related activity, on school property, on school buses and transportation vehicles, or through a school computer, network, or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguishing characteristic. The school and 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.

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 (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 interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, cell phones, electronic devices, publishing information to social media websites, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the school social worker, building administrator or a guidance counselor. Students may choose to report to a person of the student's same-sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Cross-References:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). This bullying policy does include cyber-bullying at non-school-related locations or functions, or from the use of a device that is not owned, leased, or used by a school district or school (P.A. 98-801).

GANGS AND GANG-RELATED ACTIVITIES

No student may engage in any activity for the purpose of promoting any street gang on or about school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but are not limited to, drawing or displaying gang symbols on any surface, hand signals, representing gang affiliation by wearing gang colors, teaching others to "represent" or act like a gang member, and solicitation of students for gang membership. Students found in violation of this policy may be suspended from school for up to five (5) days for the first offense and a police referral will be made. A second offense may result in a ten (10)-day suspension and recommendation to the School Board for expulsion.

DETENTION

Students will serve detentions for unexcused absences, tardiness, accumulation of misconduct points, or improper behavior during the school day or at school activities. Teachers may assign a detention to a student for a minor infraction to be served with the teacher at the teacher's convenience.

Each student is to cooperate with the detention supervisor. Any student who does not abide by the rules and regulations of the detention period may be assigned other forms of discipline, including, but not limited to: 2-hour weekday detentions, 2 or 4-hour Saturday Morning Detentions, In-School Suspensions, and/or Out-of-School Suspension.

Students who in the discretion of the Superintendent or his/her designee accumulate excessive detentions may be assigned to one or more Saturday Morning Detentions, In-School Detentions, and/or Out-of-School Suspensions.

SATURDAY MORNING / WEEKNIGHT DETENTION/ LUNCH DETENTION

Saturday Morning Detention and Weeknight Detention sessions will be held as needed to serve as a discipline consequence as an alternative to Out-of-School Suspension and for the purpose of performing make-up classroom work. If a student is dismissed from a Saturday Morning Detention or Weeknight Detention for poor behavior, that student may no longer have the Saturday Morning/Weeknight Detention option available to him/her. The Out-of-School Suspension or In-School Detention alternative will then go into effect. Students have the option of one make-up privilege if a request is made by the parents and approved by the administration. Lunch detention is also an option for a discipline consequence. Students will eat their lunch in a designated area and will be supervised by a staff member.

The following procedure will be followed:

1. The session runs from 8 a.m. to 10 a.m. for a 2-hour Saturday detention, 8 a.m. to noon for a 4-hour Saturday detention and 2:45 p.m. to 4:45 pm for a 2-hour weeknight detention.
2. Attendance is mandatory and supersedes all other school activities.
3. The student will be notified in advance of the date of the Detention.
4. Students will be assigned to Saturday Morning/Weeknight Detention as a consequence for tardies acquired, unexcused absences, and/or other misconduct as determined by the school administration.
5. Students who fail to show up or are late for their assigned Saturday Morning Detention will receive appropriate consequences, Out-of-School Suspensions, etc., to be determined by the school administration.
6. Students will be given assigned seats.
7. There will be no talking or movement out of the seats.
8. One five minute washroom break will be allowed at 10 a.m. (4-hour Saturday Detention), or 3:45 p.m. (weeknight detention).
9. Students will not be allowed to sleep, lay their heads on the desk, or put their feet up.
10. No food or drink is allowed.
11. Students are not allowed in any other part of the building and should leave immediately when excused by the supervisor.
12. Students who misbehave or are uncooperative in following the Detention rules will be sent home immediately. Appropriate consequences will follow, such as additional Saturday/Weeknight Detentions, In-School Detention or Out-of-School Suspension, as determined by the school administration.
13. Students should bring homework to do or appropriate reading material.
14. Students may not leave the building or school grounds.

REMOVAL FROM CLASS

The School Code allows School District 157's discipline policy to provide for the removal of a student from the classroom for disruptive behavior. Under the District's discipline policy, teachers, administrators, or the Board of Education may remove a student from the classroom for disruptive behavior or disciplinary reasons. Where appropriate, due process will be afforded by the District to the student and his or her parents or guardians. Students removed from class for the first time will be given their first class removal, a 2-hour detention, and a call home from the teacher. Students will work in the administrative office on classwork for the rest of the period they are removed. Upon a second removal from class, the student will be given an In-School Detention, and a mandatory meeting is required between the student, their parent/guardian, the teacher involved, and the student's discipline officer before the student will be allowed back into class. In addition, a behavior contract must be signed by the student and their parents prior to being placed back into the classroom. During this time a student will be allowed to make up any missed work for full credit, in accordance with district makeup policy. Students will work in the administrative office on classwork until all second class removal guidelines have been met for the class they have been removed. Students removed from a classroom for disruptive behavior or disciplinary reasons three times will be given ISS and a mandatory meeting is required between the student, their parent/guardian, the teacher involved, and the student's discipline officer. The student may be assigned to an alternative environment to be decided by the school administration for the rest of the semester. "Disruptive behavior" means any statement, conduct, or act that materially and substantially disrupts the normal operation of the classroom or the teacher's ability to teach, supervise, or discipline students within his or her classroom.

IN-SCHOOL SUSPENSION (ISS)

The purpose of in-school detention is to provide an alternative educational environment for students who have violated rules of conduct as set forth by the Board of Education and is staffed throughout the day. Students will be given the opportunity to work on class assignments. Noncompliance of in-school detention rules may result in out-of-school suspension and reassignment of an in-school detention. Students removed from ISS will not receive credit for their work and will receive a "0" (zero) for the day removed. Students refusing to serve an ISS will be suspended from school for two days and the days would be considered as an unexcused absences (no credit).

The following procedure and rules will be followed:

1. Students will arrive on time.
2. It is the responsibility of the students to have their assignment sheets completed.
3. Students will have textbooks and materials for each class.
4. Students will have writing implements and paper to do the assigned work.
5. Students will be expected to work on class assignments the entire school day.
6. No communicating with other students in ISS (verbal/written/expression).
7. No communicating with students outside the ISS room (this includes breaks and lunch)
8. Daydreaming and sleeping are not allowed. Do not put your head down on your desk.
9. Internet and computer use will be allowed only if expressed in assignments. Internet and computer use will be monitored and time may be limited.
10. There will be occasional 5-minute breaks to stand and stretch, but no communication.
11. No food or drink allowed.
12. No cell phones allowed in the room
13. All school rules apply.
14. Students will leave the room under supervision at these approximate times:
 9:30 a.m. – morning washroom break
 11:30 a.m. - lunch
 1:45 p.m. – afternoon washroom break

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-School Suspensions are issued as a result of major infractions of school rules. Students on Out-of-School Suspension are not allowed to come to school, report to any classes, or attend any school activities for the time of the suspension. A student can be given an Out-of-School Suspension from one to ten days. Students are responsible to make up all work missed, including: homework, quizzes and tests; however, students are responsible for requesting assignments and picking up the work while on suspension. At the student's request, the administration will make available to the student the academic work. All work is due upon the student's first day back to school, each hour respectively. No credit will be granted for work turned in after this day. Students must make up missed quizzes and tests on the day they return, unless other arrangements are made. Participation cannot be made up. (See SUSPENSION/EXPULSION PROCEDURES which follow).

EXPULSION

Expulsion--For serious and/or repeated major offenses. Expulsion requires Board action and excludes students from school for a specified period of time. All transcripts and records will be marked accordingly.

Section 10-22.6 of the Illinois School Code says that gross disobedience or misconduct, which may lead to suspension or expulsion of a student, shall include any activity or behavior which might reasonably lead school authorities to forecast substantial disruption or material interference with school activities or which, in fact, is a substantial disruption or material interference with school activities, whether these activities take place in the school, on school property, on a school bus, or at a school-sponsored function. Violation of rules leading to the suspension may also subject a student to being prohibited from participating and/or attending activities taking place after school, parking his/her car on campus during or after the school day, and/or "commons" areas, etc, for a period of time longer than the actual suspension from school. (See SUSPENSION/EXPULSION PROCEDURES following).

SUSPENSION/EXPULSION PROCEDURES**1. Suspension**

- a. Except as set forth in subparagraph (b) below, prior to the imposition of suspension, the following procedures

shall be observed:

- 1) The suspending school official shall give the student oral or written notice of the charges.
- 2) If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official.
- 3) The suspending school official shall make a decision and then inform the student if the suspension is to be imposed.
- b. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing set forth shall follow as soon as possible.
- c. Immediately upon imposition of the suspension, the student and the parent(s) or guardian(s) of the student shall receive written notice of the following:
 - 1) The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.
 - 2) The beginning date and the total number of days of the suspension.
 - 3) The right to a review of the suspension as set forth in the "Review Hearing Procedures" outlined herein. A request for a review hearing shall be submitted in writing within ten (10) school days, after receipt of the suspension notice. The review hearing shall take place within ten (10) school days of the request or on a date mutually acceptable to all parties involved.
 - 4) A copy of the notice shall be given to the School Board.
- d. Re-Engagement of Returning Students. The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make up missed work for equivalent academic credit.
- e. Short term Suspensions. Short-term suspensions are for one to three days. For a short-term suspension, the student must be a threat to school safety or a disruption to other students' learning opportunities.
- f. Long Term Suspensions. Long-term suspensions are four to ten days. For a long-term suspension, the students must pose a threat to the safety of other students, staff, or the school community. The student must substantially disrupt, impede, or interfering with the operation of the school.

2. **Expulsion**

- a. The Board of Education may expel students for gross disobedience or misconduct; such expulsion shall take place only after a review hearing.
- b. The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following:
 - 1) The reason(s) for expulsion, including a copy of the specific rules and regulations allegedly violated by the student.
 - 2) The time, place, date, and purpose of the hearing.
 - 3) The review hearing procedures are set forth in the "Review Hearing Procedures" outlined herein.
- c. The hearing shall be held at a time and date mutually convenient to the parties involved.

3. **Removal from Class**

The Board recognizes that, in certain instances, a student may be removed from a classroom for disruptive behavior. The Board further recognizes that, in appropriate cases, extended removals of a student from class may constitute disciplinary action similar to a suspension or expulsion. Accordingly, in any instance where a student is to be removed from class for one to ten school days, and in any instance where there is a recommendation that a student is removed from class for a period of time in excess of ten school days or reassigned to another class, then the following procedures shall be followed:

- a. Teachers, administrators, or the Board of Education may remove a student from the classroom for disruptive behavior. Where appropriate, due process will be afforded by the District to the student and his or her parents or guardians. Students removed from a classroom for disruptive behavior three times in the same semester may be withdrawn from class, with no credit (F), for the semester or reassigned.
- b. "Disruptive behavior" means any statement, conduct, or act which materially and substantially disrupts the normal operation of the classroom or the teacher's ability to teach, supervise, or discipline students within his or her classroom.
- c. A teacher may remove a student for disruptive behavior for one class period.
- d. Upon the student's removal from class, the teacher, Dean, Assistant Principal or Principal shall give the student oral or written notice of the grounds for his or her removal and the evidence supporting the removal. If the student denies these grounds, an opportunity shall be given the student to present an explanation in a conference with the removing teacher and the Dean, Assistant Principal or Principal.
- e. The Dean, Assistant Principal, or Principal shall make a decision and then inform the student if the removal is to be

sustained. The student's parent(s) or guardian(s) shall be notified of the removal in writing by first-class mail and/or by certified mail, return receipt requested as soon as practical after the removal has occurred. The Assistant Principal, or his designee, will attempt to contact the student's parent(s) or guardian(s) by telephone immediately after the removal has occurred.

The written notice given to the student and the parent(s) or guardian(s) of the student shall contain the following information:

- a. The reason for the student's removal from class.
- b. If the removal is the student's first removal, an explanation that subsequent removal from class may result in the student being removed from that class for an extended period of time, or reassigned to another class.
- c. If the removal is the student's second, a statement as to whether the student will be removed from the class for an extended period of time, the length of any such extended removal, and the rights of the student and his or her parent(s) or guardian(s) with regard to any extended removal.
- d. A copy of the notice shall be given to the Board of Education.

4. **Review Hearing Procedures**

- a. The hearing shall take place before the Board of Education or designated hearing officer.
- b. If the hearing is before the Board of Education, the hearing shall be held in executive session at the request of the parent(s) or guardian(s) or the school administrators.
- c. The student shall be afforded the following:
 1. The right to be represented by counsel (at the expense of the student or parents).
 2. The right to present evidence and call witnesses.
 3. The right to cross-examine the opposing witnesses as deemed appropriate by the Board of Education.
- d. A written decision shall be issued to the student and the parent(s) or guardian(s) within ten school days after a review hearing conducted by the Board of Education. It shall contain a statement of facts and the basis for the decision.
- e. If the Board of Education finds that the suspension of a student was unjustified or unreasonable, the following procedures shall be followed:
 1. The student's record shall be expunged of all notations or remarks in regard to the suspension.
 2. The student's absence(s) shall be recorded as "excused."
 3. All educational opportunities and services missed by the student shall be afforded. Tutoring shall be provided if deemed necessary.

DRUG/ALCOHOL POLICY

The Board of Education finds and determines that the use of illicit drugs and the unlawful possession, and use of alcohol is illegal and harmful. The unlawful possession, purchase, use or distribution of illicit drugs and alcohol, including anabolic steroids, by students on school premises or as part of any of its activities is hereby prohibited. RBCHS may use a passive alcohol sensor to help determine if students are under the influence. A substance assessment/breathalyzer may be used if there is reasonable suspicion of drug/alcohol use. Student refusal will lead to a drug policy violation. Moreover, no student shall be under the influence of any substance specified herein on school premises or as part of any of its activities. The use of medical marijuana by students is prohibited at RBCHS.

- I. Possession, use, solicitation of, or being under the influence of drugs/alcohol or possession of drug paraphernalia or possession of look-alike drugs or inappropriate use of over the counter medications on school grounds or at school related activities will result in the following consequences
 - A. **FIRST OFFENSE:** Ten (10) days out-of-school suspension, parent conference with Principal. The student may be recommended for expulsion if the situation warrants the action, which will be determined by the administration of Richmond-Burton Community High School. In addition, parking privileges will be removed for one year. A suspension for a first offense may be changed to In-School Suspension after 5 days for a student taking part in a school-approved substance abuse education program and successful completion of said program. Suspension may be changed to In-School Suspension after 5 days by creating a supported plan with our school social worker and school administration.
 - SECOND OFFENSE:** Ten (10) days out-of-school suspension, parent conference with Principal, and the student **will** be recommended for expulsion.
 - B. A report will be filed with the police authorities for each offense.
 - C. **FIRST OFFENSE:** The family will be referred to an outside agency for evaluation. The student will enter a school approved drug/alcohol abuse education program at his/her own expense, at the next available session. The drug/alcohol abuse

education program may include: drug testing (within 72 hours), drug and alcohol evaluation, and education.

SECOND OFFENSE: All of the above will apply, and in addition the student must follow the recommendation given by the program.

For both the first and second offenses, students who do not successfully complete the program will be referred to the Board of Education for expulsion.

- D. **FIRST OFFENSE:** Students who are class officers and/or student council members or members of a court will be removed from office or court for the remainder of the year. They will not be eligible for nomination for any court, class office, membership in National Honor Society or any similar organization, or student council the following year. The student will lose driving privileges for one (1) year.

SECOND OFFENSE: Students will not be allowed to hold office, be a member of Student Council, nominated for membership in the National Honor Society or any similar organization, or be elected to a court for the remainder of their school career. The student will lose their driving privilege for the remainder of their school career.

- II. Purchasing, selling, giving, or otherwise providing drugs/alcohol on school grounds or at school related activities (including look-alike drugs and prescription drugs) will result in the following consequences:

- A. Parents or guardians will be immediately contacted.
 B. Students will be suspended, out-of-school, for ten (10) days pending an expulsion hearing by the Board of Education.
 C. A report will be filed with the police authorities immediately.
 D. The family will be referred to the Student Assistance Program and must enter and complete a drug/alcohol abuse education program or face further disciplinary action. In the case of expulsion, the student must complete the program before re-admission.
 E. **FIRST OFFENSE:** Students who are class officers and/or student council members or members of a court will be removed from office or court for the remainder of the year. They will not be eligible for nomination for any court, class office, membership in National Honor Society or any similar organization, or student council the following year. The student will lose driving privileges for one (1) year.

SECOND OFFENSE: Students will not be allowed to hold office, be a member of Student Council, nominated for membership in the National Honor Society or any similar organization, or be elected to a court for the remainder of their school career. The student will lose their driving privilege for the remainder of their school career.

- III. If the student is a participant in an interscholastic activity--**SEE EXTRA-CURRICULAR CODE FOR FURTHER CONSEQUENCES.**

LOITERING

Students are requested not to loiter about the building after their daily programs are finished. No student will be allowed in the school after 3:00 p.m. unless they have a valid reason for staying in school after their classes are over. Students staying after school must be with a teacher in their classroom. Students may wait outside for their rides. There are benches provided, outside by the events entrance.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by authorized staff or have a hall pass from an authorized staff member.

LOCKERS

The Administration reserves dominion and control over all school locks and lockers and reserves the right to check lockers. Throughout the school year, the Administration will conduct searches of lockers on a periodic basis.

STUDY HALLS

Each student in the study hall must have something with which to occupy himself/herself for study purposes. Study hall teachers may issue passes to the office, guidance office, and locker--ONLY, and in emergency cases only, for the washroom. Students desiring to see a teacher other than the study hall teacher or needing to use the library must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass. Student with passes to the library will be expected to report to study hall, then will be sent to the library for the entire period.

THE AUDITERIA

Students may purchase hot lunches. (*Price subject to change during school year.) Some students prefer to bring a sack lunch and supplement it with an iced milk product from the cafeteria. Auditoria lines will move with order and efficiency if students are

patient and polite in waiting their turn. Detentions will be issued to any student cutting in lunch lines. Being considerate of others, students will leave their table perfectly clean and their chair in place. Students must return dishes and trays by the end of the lunch period.

- Students must stay in the Auditoria unless they have a pass.
- Students may not be in the hall during lunch unless they have a pass.
- Passes must be obtained before going to the office, washroom, etc.
- Food or drink will not be permitted in the area outside of the Auditoria.
- No one is allowed in the parking lot area or in cars.
- Supervisors will watch Auditoria.
- No food may be eaten in the classrooms, gymnasium, or any other parts of the school building.

***NOTE:** Lunch prices are subject to change.

HEALTH AND PHYSICAL EDUCATION

School physical education uniform and school padlock are required. Participation is an essential academic, element of physical education. Appropriate attire is necessary for personal hygiene, safety and order. Failure to observe dress requirements will result in loss of participation points and shall further be constructed as insubordinate conduct.

The following is the policy of Richmond-Burton Community High School regarding students not wearing the school physical education attire for their respective physical education classes:

- 1st No dress: Loss of points for the day without the option of make-ups and verbal warning.
- 2nd No dress: 2-hour detention
- 3rd No dress: Class removal and 4-hour detention.
- 4th No dress: Class removal, Possible Alternative Placement

****All “no dresses” result in “0” points for the day and may not be made up.**

“No dress” is defined as a failure to dress out in proper attire (uniform and gym shoes).

If a student is ill or injured, the school nurse or Principal may excuse them from physical education for one day only unless otherwise specified by a physician (in writing).

There is a disclaimer for the sex education portion of Health. Parents must contact the Principal should they desire to do so.

Please refer to the current Fitness Handbook for other specific policies and most current procedures.

LIBRARY POLICIES AND PROCEDURES

****ALL STUDENTS MUST HAVE THEIR RB ID TO ENTER THE LIBRARY****

LIBRARY MISSION STATEMENT: The RB Library strives to develop lifelong learners and responsible citizens by encouraging independent learning, critical thinking, and a love of reading and literature. We aim to support the curricula, state and national standards, providing students with the resources and skills necessary to achieve academic success.

HOURS OF OPERATION: 7:30 a.m – 3:00 p.m on student attendance days

1. Students entering the library are required to have a pass from the teacher or the library staff.
2. The library is a comfortable zone where students are expected to be quiet, courteous in order to accommodate individual, small group and classroom study needs.
3. A hall pass sign in/out sheet requires students' signature should they have to leave during the hour.
4. Students are responsible for their own work area respecting equipment, materials, and those around them.
 - a. Do not relocate furniture unless otherwise instructed.
 - b. Return books, magazines, chairs, etc. in an orderly and appropriate fashion after use.
 - c. No eating or drinking.
5. When a class is scheduled to use the library, students from other classrooms may enter IF table space is available.
6. All students will return to study hall/class when the library staff requests.
7. Students requested to leave due to inappropriate behavior will be suspended from the library and disciplinary action will be decided.
8. Library books may be checked out for one month and there is a 10-cent-a day fine issued on overdue library materials. Students will pay for any materials lost, damaged, or defaced.
9. The library and W100 (the computer lab) have a variety of supplies that are available for students to use such as markers, colored pencils, paper, collage materials, and book covers. See the library or computer lab staff or assistants to obtain these items. *SPECIAL NOTE: Other items such as pens, pencils, glue, tape, note cards, poster board, etc.*

can be purchased from the school store. (Located in W100, the computer lab).

10. The library copy machine is not to be used without library staff or an RB staff member's permission. Staff may deny your request to copy if they feel the material is inappropriate. Copying fees per copy are 10-cents.

BUS RIDER RULES

Bus service is provided free to all students who live outside a 1.5-mile radius from the high school building. Supplementary bus service is offered by the Transportation Department for field trips and sporting events. The following guidelines pertain to all bus riders, regardless of the nature of the trip in which the bus is utilized. If you have any questions about busing, please call the Transportation Department at (815)-678-2232.

****All buses may be equipped with video cameras for the purpose of monitoring student behavior.**

PRE-BOARDING AND EXITING RULES

1. Before school, be on time at the designated school bus stop and after school, be on the bus at the designated time; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops.
4. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least ten feet in front of bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
5. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperon appointed by the school.
6. Richmond-Burton CHSD #157 will monitor and control all bus stops on and off school property. All school rules and discipline policies will be enforced by the transportation department and the administration of Richmond-Burton CHSD #157 at all Bus stops. The transportation department may implement rules on the buses for the safety and well being of the students of District 157 as needed.

BUS RULES

From the time the student boards the bus until the student exits the bus, the following rules will be observed:

1. Do not leave your seat while the bus is in motion.
2. Be alert to a danger signal from the driver.
3. Remain in the bus in the event of a road emergency until the bus driver gives instructions.
4. The bus driver will assign seats to all students, and those students will be responsible for the condition of that seat.
5. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
6. Remain seated and face forward in the seat with feet on the floor. Keep feet out of aisles.
7. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
8. Be absolutely quiet when approaching a railroad crossing, during the actual crossing of tracks, and until the bus driver states that it is acceptable to commence with talking.
9. When the bus is in reverse, students are to be silent.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment. **Parents will be liable for vandalism of their children.**
11. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus. No gum chewing is allowed on the bus.
12. Carry no animals on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow students and the bus driver.
16. No students of the opposite sex will be allowed to sit together without the driver's permission.
17. Do not ask the driver to stop at places other than the regular bus stop; the driver is not permitted to do this **except by proper authorization from the Superintendent, Principal, Assistant Principal or Athletic Director.**
18. No throwing of any objects on the bus will be allowed.
19. No glass containers of any type will be allowed on school buses.

CONSEQUENCES

Because safety of all students is the main priority of the bus drivers and the Transportation Department, the following consequences will be imposed for disregard or failure to follow the above rules:

1st Offense: Verbal warning or Lunch Detention

2nd Offense: Parent contact and Lunch Detention

3rd Offense: Parent Contact, 2hr. Detention, Seating Plan

4th or Additional Offense: 4 hr. Detention or ISS and/or 10 day bus suspension and/or remove bus privileges.

SPECIAL CIRCUMSTANCES

There are certain actions that are deemed severe and will be enforced with elevated consequences. If a rider is engaging in any of the following acts, the rider will be immediately suspended from riding the bus for ten (10) school days. Parent will be responsible for getting their children to and from school during the disciplinary period.

1. Possession or consumption of alcoholic beverages, drugs, or tobacco products.
2. Swearing at or threatening a bus driver.
3. Fighting on the bus.
4. Possessing any type of weapon on bus.
5. Endangering the life and/or safety of students.
6. Smoking on the bus.
7. Possession of matches or lighters.

****A second offense involving the behavior listed above will result in permanent removal of the rider.**

*****Also, if your student receives a driver's license during the school year, please call the Transportation in the event that your child needs to ride the bus on a certain day.**

R-BCHS PARKING REGULATIONS

Parking is a privilege limited to Juniors and Seniors only. Sophomores may be permitted to drive, if there are parking places available. Parking Privileges may be suspended for non-driving violations to the school discipline code. A School Administrator may suspend parking privilege for an indefinite amount of time for violation of any school rule if deemed necessary.

1. All students wishing to park must be registered (form completed and **all** fees paid, including registration fees). A parking tag will not be issued if the student has any outstanding financial obligations.
2. Vehicle tags **MUST** be displayed on the rear view mirror.
3. Unregistered vehicles are **not allowed** on school property. Do not give your parking place to other students; if you do, you will lose your privilege.
4. Students are not allowed in vehicles or to use them during the school day.
5. Speed should not exceed 10 M.P.H. on school property at any time.
6. Stay on the blacktop area; do not drive on the grass or around the speed bumps.
7. Keep your vehicle locked.
8. **A student's 4th tardy to school will result in loss of driving privilege for 2 weeks (10 days); 5th tardy will result in loss of privilege for remainder of the year.**
9. Leaving campus without permission or providing transportation to a student leaving campus without permission will result in loss of driving privileges for the remainder of the year.
10. All students must exit using the Route 31 exit.
11. Students must follow the instructions of the parking lot supervisors. Refusal to do so may result in loss of parking privileges and/or referral to the Richmond Police Department.
12. Violating the drug/alcohol policy will result in loss of driving privileges, for 1 school year from date of violation.
13. Driving privileges may be suspended or revoke indefinitely for any discipline violations if the administration deems it necessary.

Temporary permits will be issued to students without an assigned parking place if they have an emergency. Approved temporary permits may be purchased in the office for \$5.00 per day.

Violations of the above, peeling, loitering, reckless driving, or removing the property of others will result in the loss of parking privileges - no refund.

HEALTH AND SAFETY

ACCIDENTS--ILLNESS

Should you feel ill at any time during the school day, notify your respective teacher. You will be given a pass and sent to the office to see the nurse. Emergency first-aid will be given should it be needed. Should you injure yourself in any way, notify the teacher immediately so that necessary help can be given and an accident report filed. The parents will be informed if an accident or illness occurring at school may need care or observation at school. Students will not be sent home unless a parent has been informed and arrangements have been made to pick the student up. An up-to-date emergency phone number must be on file in the office in case of need.

Accident forms are available in the office.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he will be given a claim form from the office. This form must be completed by the school, by the parents, and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability either for the injury or subsequent negotiation with the company.

Those students (male or female) who participate in interscholastic athletics are required to carry insurance.

Football participants must be covered by a football insurance plan.

HEALTH AND IMMUNIZATION

The ILLINOIS SCHOOL CODE requires that all students entering ninth grade shall present proof of having received a physical examination upon entrance into school. The SCHOOL CODE also requires that students in all grades must have current immunizations against the following diseases: Measles, Rubella, Polio, Diphtheria, Tetanus, Pertussis, and Mumps. **All students must have acceptable immunization upon registration.** Please check with your physician to be certain that your health records are up to date. Freshmen students must have their physical forms with them at the time of registration. Dental examination and birth certificates are also required. Transfer students must also adhere to all the regulations regardless of year in school.

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

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

POLICY FOR MEDICATION ADMINISTRATION

Non-Emergency Administration:

Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. It is the belief of the Board of Education that medications should be administered at home. However, under certain circumstances, it is in the best educational and health interests of the student to take medication during school hours.

Parent(s)/guardian(s) may authorize their student to self-administer a medication according to District #157 policy.

School Medication Authorization:

Medications will **only** be allowed to be taken in school following these guidelines:

1. **Prescription medications:** A medication authorization form must be completed and signed by the physician and parent/guardian. The medication must be in the pharmacy-labeled container and submitted to the Nurse or the Principal's designee.
2. **Non-prescription medication:** A medication authorization form must be completed and signed by the parent/guardian. The medication must be in the original packaging and submitted to the Nurse or the Principal's designee.
3. Medications, taken by the student, may only be taken in the school Nurse's station under the supervision of the Nurse or the Principal's designee.
4. Medication authorization forms are obtained from the Nurse.
5. A record will be kept of all medication administration.

Non-Oral Medications Administered by Students:

1. A student may self-administer non-oral medication with parental consent when under the supervision of the Nurse or the Principal's designee. The medication will be stored for the student unless the physician indicates otherwise on the medication authorization form.
2. A record shall be kept of all medication administration.

Field Trips:

Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the completed school medication authorization form described above.

The parent or guardian assumes responsibility for informing the school of any changes in the student's health or medication. A change in medication requires another medication authorization form to be completed. A medication authorization form must be submitted annually for long-term medication at the beginning of the academic year. No medications may be taken without a prior completed medication authorization form.

Medications **may not** be kept in students' lockers or in the possession of students. Students **may not**, under any circumstances, provide any drug to another student.

The district is establishing a registry of people who wish to be notified prior to pesticide application. To be included, please submit a written request to the office of the building principal.

CPR Training

The following link will take you to the IHSA web site with the video:

<http://ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>

Suicide and Depression Awareness and Prevention

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

PEST MANAGEMENT

Richmond-Burton School District #157 practices Integrated Pest Management, a program that combines preventative techniques, non-chemical control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment.

SUDDEN ILLNESS OR INJURY EMERGENCY PROCEDURE

Should a crisis/illness take place involving the only adult/teacher in a classroom, students will go get assistance from the nearest adult. That nearest adult will likely be in a room next door or in close proximity. All teachers will train their students to respond to an "adult emergency" in such a manner.

EMERGENCY SCHOOL CLOSING:

Emergency closing of school will be broadcast as near to 6:30 a.m. and thereafter as possible on the following radio stations:

WKRS	1220	Waukegan
WGN	720	Chicago
WLS	890	Chicago
WIVS	101	Crystal Lake

Other storm information stations are WMAQ, WLUP, WCFL, and WIND. Cancellations may also be monitored on the Internet at www.cancellations.com.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the described route as quickly as possible. The teacher in each classroom will give the students instructions. All fire exit instructions are posted in each room in the building.

TORNADO INSTRUCTIONS

Once the warning has been sounded, students will proceed in a quiet and orderly manner to a previously designated area assigned by their teacher. Designated tornado instructions are posted in each room in the building. When students are **seated** in their designated area, they are to remain quiet in case further instructions are to be given.

HOTLINES FOR MCHENRY COUNTY NON-PROFIT ORGANIZATIONS

**Family Service & Mental Health Center
4302 G. West Crystal Lake Road
McHenry, IL 60050 1-815-385-6400

**McHenry County Crisis Line 1-800-892-8900

**Turning Point Domestic Violence Stress Line
McHenry County 24 hours a day, 7 days a week

**Parents Anonymous meetings on Tuesday 1-815-338-8080

**National Run Away Switchboard 1-800-972-6004

**Mental Health 1-800-892-8900

**National Neighborhood Watch Association
Post Office Box 17400
Washington, DC 20041 1-703-471-0404

**McHenry County CETA
666 Russel Court
Woodstock, IL 60098 1-815-338-7100
Job Training Offered

**Illinois Department of Children & Family Services
24-Hour Child Abuse Hotline 1-800-252-2873
McHenry County 1-312-356-1011

**Youth Service bureau for McHenry County
24-Hour Crisis Intervention & confidential Counseling for Youth & Families
4719 Elm Street
McHenry, IL 60050 1- 815-344-3240

**Support Group for Men Who Batter
Meets every Thursday, 6-7 p.m.
For information, call 815-338-8080

**Compassionate Friends
McHenry County Chapter
(for bereaved parents) 815-385-5732

**Teen Line 24 hours a day phone number is 1-337-8336

**School Violence Hotline 1-800-477-0024

FAITH'S LAW/ERIN'S LAW RESOURCES:

- a. [McHenry County People in Need Directory](#)
- b. [McHenry County Mental Health Board](#)

SUICIDE PREVENTION HOTLINE:

NATIONAL SUICIDE PREVENTION HOTLINE – 1-800-273-8255

CRISIS TEXT LINE – TEXT HELLO TO 741741

COMMUNITY COLLEGES:**McHenry County College**

8900 U.S. Highway 14
Crystal Lake, IL 60012-2261
815-455-3700 (General Information)

College of Lake County

19351 West Washington Street
Grayslake, IL 60030-1198
847-223-6601 (Admissions)

ATHLETICS/EXTRA-CURRICULAR**RICHMOND-BURTON COMMUNITY HIGH SCHOOL ATHLETIC MISSION**

The Mission of the Richmond-Burton Community High School Athletic Department is to create, foster, and build an environment that will provide the student/athlete with the opportunity to identify and develop their potential through interscholastic athletics.

Specific Responsibilities:

1. To formulate, communicate, promote, and guide the Athletic Department process.
2. To set Athletic Department goals on a yearly basis.
3. To ensure that the coaching staff and personnel have direct involvement in the planning, implementation, and evaluation of the athletic program.
4. To ensure that adequate training is provided for the athletic staff in order to establish an environment of continuous learning.
5. To lead by cooperative and collaborative example in everything we do.
6. To develop the body, mind, and spirit of the student/athlete.
7. To teach and model life-long skills to the student/athlete.
8. To ensure the proper reward and recognition systems support and reinforce the R-BCHS Mission.

RICHMOND-BURTON COMMUNITY HIGH SCHOOL EXTRA-CURRICULAR CODE

We would like to make it known to both parents/guardians and students alike the fact that there is a risk of injury, paralysis, and even death in virtually every activity. The benefits and joys of physical activity are tremendous. Statistics show that the rate of injury in athletics is far lower than those caused on a highway. By following the rules and regulations of the activity and/or the school, students themselves will greatly aid in the prevention of injury.

Participation in extra-curricular activities is a **PRIVILEGE** that provides opportunities, recognition, and responsibilities. This code pertains to all extra-curricular participants including, but not limited to the following: All athletes, statisticians, managers, cheerleaders, academic team members, WYSE, Jets and Math team members. All school rules apply to students who participate in extra-curricular activities.

- I. Participant curfew--night before a game or activity: 10:00 p.m. In addition Students must be in attendance at school no later than the end of 1st hour and remain for the entire day in order to participate in any extracurricular event scheduled for that day.
 - II. No swearing, obscene language or gestures are to be used on the bus, in the locker rooms, on the playing field, practice court, in the shower room, or in the school at any time.
 - III. A participant must be in school no later than the end of 1st hour to be able to practice or participate in an extracurricular activity. Extenuating circumstances will be evaluated on an individual basis. A student may participate or practice if they have completed a pre-arranged absence form that has been approved by the administration and is on file in the office.
 - IV. In order to participate in extracurricular activities, a student must meet all of the following conditions:
 1. Students must pass five classes (25 hours) of credit the previous semester (unless they are first semester freshmen) in order to participate in extracurricular activities during the current semester. This is a mandate from the Illinois High School Association.
 2. Students must be passing five classes on a weekly basis in order to be eligible for the following week. For purposes of eligibility the week is defined as Sunday through Saturday.
 3. Edmentum courses cannot be used to remedy a credit deficiency during the school year.
 - V. To be a member of the squad/activity is a privilege and honor, not a right. The individual coach/advisor reserves the right to suspend or dismiss any participant from the squad/activity for disciplinary reasons. A consultation between the parent/guardian, coach/advisor, and Athletic Director/Principal may be held to review the reasons for the dismissal.
 - VI. Awards will be left up to the discretion of the coach/advisor.
 - VII. Students will be allowed to try out for a sport after the date of the first scheduled game or match, at the coach's discretion.
 - VIII. A "season" consists of the regular season and the state tournament series.
 - IX. Each participant is financially responsible for any equipment issued to him/her.
 - X. Cuts may be made at any time for disciplinary reasons on any level. At all levels, cuts may be made to achieve a number of participants that is workable and in the best interests of the team and the program.
 - 1) Each season, the coach will make any necessary cuts no sooner than three (3) days from the first practice. At the first practice, all athletes will be notified of the cut date. The only exception will be when players are still involved in post-season play from the previous season. In that instance, the cut date will be extended and all players will be notified of the date.
 - XI. There will be a \$35.00 user fee per sport with a maximum of \$175.00 per year per family. User fees will be refunded only if the player quits the team within the first ten (10) days of practice or is cut. User fees will not be refunded to any player who is removed for disciplinary reasons.
 - XII. Any athlete who quits a sport may only participate in another sport that season if he/she have not participated in a contest of the sport he/she are quitting.
 - XIII. All students who ride to an activity or athletic event on the bus must also return by way of the bus. Exceptions will be made only in rare emergency situations and then only with advance arrangements made through the Athletic Director, Principal, or Assistant Principal.
- Because all of our extra-curricular programs are team activities, it is imperative that all participants realize that they may be requested to forgo some activities during their season which may, in the view of the coach/advisor, impair their performance. If a coach/advisor requests that a team member not participate in certain activities (e.g., intramurals, skiing, etc.) and the student then chooses to participate in these activities, the coach/advisor has the right to take appropriate action.

ATHLETIC/EXTRA-CURRICULAR BEHAVIOR CODE

- I. This code is enforceable for the entire year. The code takes effect the first day a student becomes an athletic/extra-curricular team (first practice of the first sport an athlete plays).
- II. Code of Conduct:
RBCHS Athletic/Extra-Curricular participants will not:
 - a. Smoke or chew any tobacco substances (This does include electronic cigarettes, vaporizer pens and synthetic forms of tobacco).
 - b. Consume or possess alcoholic beverages, drugs, or foreign substances.
 - c. Steal or vandalize personal or school property. This includes pilferage of uniforms and athletic or personal equipment at RBCHS or competing schools.
 - d. Withhold the return of school equipment issued for the use of the student.
 - e. Take part in repeated misconduct or violation of school rules.
 - f. Take part in any conduct resulting in arrest or which breaks the rules and regulations of the school and community (to be disciplined by the Activities Violation Committee).
- III. Any student violating the rules, or who breaks the rules and regulations of the school and community will be disciplined by the Activities Violation Committee, coach/sponsor and/or athletic director/principal. The following sanctions shall apply to all

athletic/extra-curricular participants who violate rules a and b above whether or not they are currently engaged in an activity at the time of a violation:

A. Students who violate the code of conduct forfeit any and all postseason awards from both the school and media for that season.

B. First Offense--Students will be subjected to:

1. A suspension of 50% of the regular scheduled contests. This suspension will carry over into the next season or athletic/extra-curricular activity the participant is involved in, if the suspension is not completed in the activity in which the participant is currently involved. In order for the suspension to be fulfilled, the athlete must complete the season.

Any contest(s) missed because of out-of-school suspensions for a violation of the Drug/Alcohol Policy will count towards the contest suspension.

2. A suspension for a first offense can be reduced to 25% of the season by taking part in a Student Assistance Program and enrollment in a school-approved substance abuse education program and successful completion of said program. The student may return to their team when their suspension is completed as long as the student is enrolled in the substance abuse education program and continues to fulfill the obligations of said program. Notice of failure to do so will result in removal from the team and forfeiture of any award. The student would not be eligible for any future athletic/extra-curricular activity until that obligation is fulfilled.

C. Second Offense--Students will be subjected to:

1. A suspension of all athletic/extra-curricular activities for a calendar year (365 days) from the date of the infraction.

2. Referral to the Student Assistance Program and mandatory enrollment in a school-approved substance abuse education program and successful completion of said program. (See III.A.2 above)

D. Third Offense--Students will be subjected to:

A suspension of all athletic/extra-curricular activities for the remainder of their High School enrollment.

IV. A violation will be considered a second/third offense if it is committed within 365 days of the previous offense.

V. Athletic/extra-curricular participants on suspension for training rules violations must practice with the team and sit, out of uniform, with the team during all activities involved during the suspension period, unless serving an out-of-school suspension. Students serving out-of-school suspensions will not be permitted to practice, play or be present on school grounds or at any school activities.

INTERSCHOLASTIC ATHLETIC COMPLAINT PROCEDURE

Athletics, by its very nature, demands that a coach makes numerous judgment calls during the course of a season. Athletics also dictates that a coach has effective discipline so the athletes can compete in a safe, organized, and goal-oriented activity. During the course of any season, it is possible that parents may have complaints concerning a coach's decisions regarding their son/daughter's playing time or disciplinary action that a coach may take involving their child. Therefore, the following procedure will be followed so that all parties involved will be handled responsibly and equitably.

STEP 1: If a parent has a complaint, they will discuss the particular complaint with the coach. The son/daughter of the parent will be present at this meeting. UNDER NO CIRCUMSTANCES WILL A COMPLAINT GO BEYOND THIS STEP IF THE ISSUES HAVE NOT BEEN DISCUSSED BETWEEN THE COMPLAINANT AND THE COACH.

STEP 2: If the complaint has not been resolved in STEP #1, the complainant will contact the Athletic Director and schedule a conference with the Athletic Director and the coach. UNDER NO CIRCUMSTANCES WILL A COMPLAINT GO BEYOND THIS STEP IF THE ISSUES HAVE NOT BEEN DISCUSSED WITH THE PARENT, COACH, AND THE ATHLETIC DIRECTOR.

STEP 3: If the complaint has not been resolved in STEP #1 and STEP #2, the complainant will contact the Principal and schedule a conference with the coach, the Athletic Director, and the Principal. UNDER NO CIRCUMSTANCES WILL A COMPLAINT GO BEYOND THIS STEP IF THE ISSUES HAVE NOT BEEN DISCUSSED WITH THE PARENT, COACH, ATHLETIC DIRECTOR, AND PRINCIPAL.

These procedures are designed to insure that all complaints are processed fairly and equitably. THESE PROCEDURES HAVE BEEN APPROVED BY THE RICHMOND-BURTON COMMUNITY HIGH SCHOOL BOARD OF EDUCATION DISTRICT #157. The Superintendent and/or the Board of Education WILL NOT be involved in any athletic grievance until all three steps are followed.

NCAA FRESHMAN-ELIGIBILITY STANDARDS

KNOW THE RULES:

Core Courses

NCAA Division I and II require 16 core courses. (see Division I & II Core Course breakdowns below)

Beginning August 1, 2016, NCAA Division I will require 10 core courses to be completed prior to the seventh semester (seven of the 10 must be a combination of English, math or natural science that meet the distribution requirements below). These 10 courses become “locked-in” at the start of the seventh semester and cannot be retaken for grade improvement.

- Beginning August 1, 2016, it will be possible for a Division I college-bound athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.

Test Scores

Division I has a sliding scale to match test scores and core grade-point averages (GPA).

Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.

The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.

The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.

When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.

Grade-Point Average

Be sure to look at your high school's list of NCAA courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's list of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.

Division I currently has a minimum core course GPA requirement of 2.00 for those enrolling before August 1, 2016. Beginning August 1, 2016 the minimum core course GPA requirement is raised to 2.3. Students can determine their core GPA eligibility requirements by referencing the NCAA Eligibility Center Quick Reference Guide document located at http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf

The Division II core course GPA requirement is a currently a minimum of 2.000. The minimum core course GPA for Division II will become 2.2 on August 1, 2018.

16 Core-Course Requirements

DIVISION I

16 Core Courses:

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II

16 Core Courses:

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

OTHER IMPORTANT INFORMATION

Students who plan on playing a sport at an NCAA Division I or II institution need to complete many steps in a process to gain eligibility prior to enrollment. In many cases this process may begin as early as the sophomore year.

For more information regarding the rules and the entire NCAA Eligibility Process, please visit the NCAA Eligibility Center website at www.eligibilitycenter.org

ADMINISTRATION

RICHMOND-BURTON COMMUNITY HIGH SCHOOL DISTRICT #157 INFORMATION DIRECTORY

Richmond-Burton Community High School District #157 is a school district located in Richmond, Illinois. The District is organized under laws of the State of Illinois for the purpose of providing its residents with a school for grades 9-12 for the education of all eligible persons in the District. The high school is located at 8311 North Route 31, Richmond, Illinois 60071, and maintains its address at this location.

The District is governed by a seven-member Board of Education. The Board's office is located in Richmond-Burton District 157, 4213 US Highway 12, Richmond, Illinois 60071. Present members of the Board of Education are:

Tracy Highley, President
Jennifer Read, Vice President
Steve Holtz, Secretary
Dawn Holian
Elizabeth Furlan
Oscar Ramirez
Jeremy Miller

NOTICE FOR DIRECTORY INFORMATION

The ***Family Educational Rights and Privacy Act (FERPA)***, a Federal law, requires that Richmond-Burton Community High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RBCHS may disclose appropriately designated "directory information" without written consent, unless you have advised RBCHS to the contrary in accordance to procedures. Examples include:

- A program, showing your student's role in a production
- The yearbook
- Honor Roll and other recognition lists
- Graduation programs
- Sports activity programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, **under ESEA (Elementary and Secondary Education Act of 1965 and the National Defense Authorization Act (P.L. 107-107))** military recruiters are entitled, upon request, to receive the name, address, and telephone listing of secondary school students served by that local educational agency, unless the parent of such student (or a secondary school student who has reached 18 years of age) has submitted a written request to Richmond-Burton Community High School to opt out of such a disclosure.

If you do not want Richmond-Burton Community High School to disclose directory information from your' child's education records without your prior written consent, you must notify the School in writing. Send necessary correspondence to the Principal, Richmond-Burton Community High School, 8311 IL Route 31; Richmond, IL 60071

STUDENT RECORDS

The amended version of the Family Rights and Privacy Act became effective March 24, 1976. The following is a summary of provisions and requirements explaining those aspects of this legislation as it applies to parents and students of Richmond Burton Community High School. In summary:

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health records, record of release of permanent information and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out of date information and will be destroyed entirely within five years after graduation or permanent withdrawal. Temporary records for the class of 2024 will be destroyed after June 2028.

3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies not to exceed 35 cents a page. This fee will be waived for those unable to afford such costs.
 - b. Challenge the contents of the records, by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled.
 - c. Receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.
 - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student. (23 IAC 375.30)
5. The following is designated as directory information and shall be released to the general public, unless the parents request that any or all such information not be released: Student's name and address, information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in school.
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right or privilege or benefit, including employment, credit or insurance, and the right to request a copy of released information.
7. Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian of each school and the Superintendent of the District or designee.

AGE OF MAJORITY

The age of majority in the state of Illinois is 18. According to the Illinois School Code:

“All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first.. Such rights and privileges may also be exercised by the student at any time with respects to the student’s permanent school record.” (105ILCS 10/2(g))

Students who wish to exercise their rights in this capacity should speak with their Guidance Counselor.

LEVEL ONE VIOLATIONS
Progressive Response to Student Code of Conduct Violations

Level 1	1 st Violation	2 nd Violation	3 rd Violation	4 th or Additional
Academic Dishonesty	Parent Contact	4 Hour Saturday Detention	ISS	OSS
	2 Hour Detention	Class Removal	Alternative Placement	Alternative Placement
	Class Removal	Parent Meeting	Parent Meeting	
Bus Disturbance or Misconduct	Verbal Warning	Parent Contact	Parent Contact	4 Hour Detention
	Lunch Detention	Lunch Detention	2 Hour Detention	ISS
			Bus Seating Plan	10-Day Bus Suspension
Dress Code Violation (must correct violation)	Written/Verbal Warning	Parent Contact	Parent Contact	Parent Contact
		2 Hour Detention	4 Hour Saturday Detention	ISS
Educational Environment Disruption (i.e. cafeteria, classroom, library, hallway, parking lot)	Written/Verbal Warning/Lunch Detention	Parent Contact <i>and/or</i>	Parent Contact <i>and/or</i>	Parent Contact <i>and/or</i>
		2 Hour Detention	4 Hour Saturday Detention	ISS
Food or Drink in Unauthorized Areas	Written/Verbal Warning	Parent Contact <i>and/or</i>	Parent Contact <i>and/or</i>	Parent Contact <i>and</i> ISS
		2 Hour Detention	4 Hour Saturday Detention	
Forgery or Use of Forged Notes	Admin/Student/Parent Communication	Admin//Teacher/Student/Parent Communication	Admin/Teacher/Student/Parent Communication	Admin/Teacher/Student Communication
	2 Hour Detention or 4 Hour Saturday Detention	4 Hour Saturday Detention or ISS	Written/ISS	Written/ISS
Gambling	Written/Verbal Warning/Lunch Detention	Parent Contact <i>and/or</i>	Parent Contact <i>and/or</i>	Parent Contact and ISS
		2 Hour Detention	4 Hour Saturday Detention	
Headgear in the Building	Written/Verbal Warning	Parent Contact <i>and/or</i>	Parent Contact <i>and/or</i>	Parent Contact and ISS
		2 Hour Detention	4 Hour Saturday Detention	
Inappropriate Language	Written/Verbal Warning/Lunch Detention	Parent Contact <i>and/or</i>	Parent Contact <i>and/or</i>	Parent Contact and ISS
		2 Hour Detention	4 Hour Saturday Detention	

Littering	Written/Verbal Warning/Lunch Detention	Parent Contact <i>and/or</i> 2 Hour Detention	Parent Contact <i>and/or</i> 4 Hour Saturday Detention	Parent Contact and ISS
Level 1(con't)	1 st Violation	2 nd Violation	3 rd Violation	4 th or Additional
Loitering	Written/Verbal Warning/Lunch Detention	Parent Contact <i>and/or</i> 2 Hour Detention	Parent Contract <i>and/or</i> 4 Hour Saturday Detention	Parent Contact and ISS
Lunch Room Misconduct	Written/Verbal Warning/Lunch Detention	Parent Contact <i>and/or</i> 2 Hour Detention	Parent Contact <i>and/or</i> 4 Hour Saturday Detention	Parent Contact ISS
Not Dressing for PE	Loss of points for the day Verbal Warning Parent Contact	2 Hour Detention Parent Meeting	Class Removal 2 Hour Detention Parent Meeting	Class Removal Possible alternative placement
Public Display of Affection	Written/Verbal Warning	Parent Contact <i>and/or</i> 2 Hour Detention	Parent Contact <i>and/or</i> 4 Hour Saturday Detention	Parent contact <i>and/or</i> ISS
Tardies	Teacher Warning	Teacher Warning	Referral to Office Warning or Teacher Detention Parent Contact	Referral to Office Parent Contact 2 Hour Detention 4 Hour Saturday Detention ISS & Referral to SST
Unauthorized Absence From Classroom or Other Assigned Areas (i.e. cutting class, oversleeping)	Admin/Teacher/Student Communication Written/Verbal Warning/Lunch Detention	Admin/Teacher/Student Communication 2 Hour Detention or 4 Hour Saturday Detention	Admin/Teacher/Student Communication 4 Hour Saturday Detention/ISS <i>and</i> Referral to SST	Admin/Teacher/Student Communication ISS & Refer to SST
Unexcused Absences – Full Day	Admin/Teacher/Student/Parent Communication 2 Hour Detention or 4 Hour Saturday Detention	Admin/Teacher/Student/Parent Communication 2 Hour Detention or 4 Hour Saturday Detention	Admin/Teacher/Student/Parent Communication Written/ISS Referral to SST	Admin/Teacher/Student/Parent Communication Written/ISS Referral to SST <i>and</i> Referral to McHenry County Truancy Office
Violation of School ID Policy	Written/Verbal Warning	Parent Contact <i>and/or</i> 2 Hour Detention	Parent Contact <i>and/or</i> 4 Hour Saturday Detention	Parent Contact and ISS

LEVEL TWO VIOLATIONS
Progressive Response to Student Code of Conduct Violations

Level 2	1 st Violation	2 nd Violation	3 rd Violation	4 th or Additional
Being Absent from Detention	Parent Contact	Parent Contact	Parent Contact	Parent Contact
	Reschedule	(2) 4 Hour Detentions	4 Hour Saturday Detentions/ISS	ISS/OSS
Cell Phone Violation	Parent Contact	Parent Contact	Parent Contact <i>and</i>	ISS <i>and/or</i> OSS <i>and</i>
	2 Hour Detention	4 Hour Saturday Detention	ISS	Parent Meeting
Driving or Parking Violation	Written/Verbal Warning	Referral to Richmond Police Department	Referral to Richmond Police Department	
	Referral to Richmond Police Department	10 Days Loss of Driving Privileges	Loss of Driving Privileges	
	10 Days Loss of Driving Privileges	Driving Privileges Revoked for the School Year	Parent Meeting	
	Driving Privileges Revoked for the School Year	Parent Contact		
	Parent Contact			
Driving to Tech Campus	Parent Contact	Remove Driving Privileges	ISS <i>and</i>	ISS <i>and/or</i> OSS <i>and</i>
	(3) 4 Hour Saturday Detention	(3) 4 Hour Saturday Detentions	Parent Meeting	Parent Meeting
		Parent Meeting		
Educational Environment Disruption (Class Removal)	Parent Contact	Parent Meeting	Parent Contact	Alternative Placement
	2 Hour Detention	Behavior Contract	ISS	
	Class Removal	4 Hour Saturday Detention	Possible Alternative Placement	
Inappropriate Language Towards Staff	2 or 4 Hour Detention <i>or</i>	4 Hour Detention <i>or</i>	ISS <i>or</i> OSS <i>and</i>	ISS <i>or</i> OSS <i>and</i>
	ISS <i>or</i> OSS <i>and</i>	ISS <i>or</i> OSS <i>and</i>	Parent Meeting	Parent Meeting
	Parent Contact	Parent Meeting		
Inappropriate Use of Technology	2 or 4 Hour Detention <i>or</i>	4 Hour Detention	ISS <i>or</i> OSS <i>and</i>	ISS <i>or</i> OSS <i>and</i>
	ISS <i>or</i> OSS <i>and</i>	ISS	Parent Meeting	Parent Meeting
	Parent Contact	OSS		
		Parent Meeting		

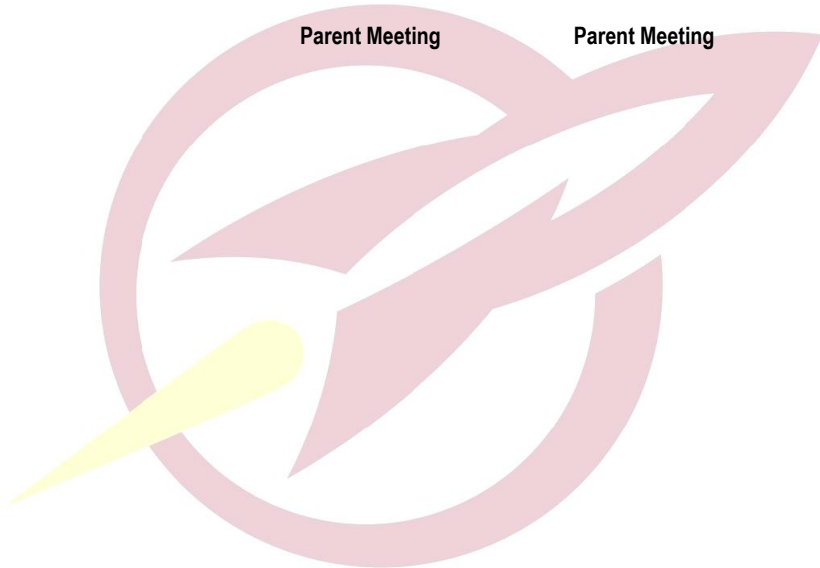
Insubordination or Disrespect to Staff	Parent Contact	Parent Contact	ISS or OSS and	ISS or OSS and
	2 or 4 Hour Detention	2 or 4 Hour Detention	Parent Meeting	Parent Meeting
	ISS	ISS		
Level 2(con't)	1 st Violation	2 nd Violation	3 rd Violation	4 th or Additional
	OSS	OSS		
Riding to Tech Campus	Parent Contact	(3) 4 Hour Saturday Detentions	ISS and	ISS and/or OSS and
	2 Hour Saturday Detention	Parent Meeting	Parent Meeting	Parent Meeting
Use or Possession of Tobacco Products (This includes electronic cigarettes or vaporizer pens)	Parent Contact	(3) Day ISS	(5) Day ISS	OSS
	(3) 4 Hour Saturday Detentions	Referral to an Outside Agency	Referral to an Outside Agency	Referral to an Outside Agency
	Referral to an Outside Agency	Notification of the Richmond Police Department	Notification of the Richmond Police Department	Notification of the Richmond Police Department
	Notification of the Richmond Police Department	Parent Meeting	Parent Meeting	Parent Meeting
Videotaping	ISS or OSS and	ISS or OSS and	OSS and	OSS and
	Parent Contact	Parent Meeting	Parent Meeting	Parent Meeting

LEVEL THREE VIOLATIONS
Progressive Response to Student Code of Conduct Violations

Level 3	1 st Violation	2 nd Violation	3 rd Violation	4 th or Additional
Being Absent or Skipping ISS	Parent Contact (2) Day OSS	Parent Contact (2) Day OSS	Parent Contact (2) Day OSS	Parent Contact (2) Day OSS
Bullying	Parent Contact ISS/OSS Referral to SST Referral to Richmond Police Department	(5-10) Day OSS Referral to SST Referral to Richmond Police Department Parent Meeting	(10) Day OSS Referral to Richmond Police Department Alternative Placement Expulsion Parent Meeting	
Fighting	Parent Contact (3) Day OSS Referral to Richmond Police Department	(5-10) Day OSS Referral to Richmond Police Department Alternative Placement Parent Meeting	(10) Day OSS Referral to Richmond Police Department Expulsion Parent Meeting	
Gang and Gang Related Activities	Parent Contact ISS or (1-3) Day OSS Referral to Richmond Police Department	(5-10) Day OSS Referral to Richmond Police Department Alternative Placement Parent Meeting	(10) Day OSS Referral to Richmond Police Department Expulsion Parent Meeting	
Gross Misconduct	Parent Contact (1-3) Day OSS (5-10) Day OSS Referral to Richmond Police Department	(5-10) Day OSS Referral to Richmond Police Department Alternative Placement Parent Meeting	(5-10) Day OSS Referral to Richmond Police Department Expulsion Parent Meeting	
Hazing	Parent Contact ISS/OSS Referral to SST Referral to Richmond Police Department	(5-10) Day OSS Referral to SST Referral to Richmond Police Department Parent Meeting	(10) Day OSS Referral to Richmond Police Department Alternative Placement Expulsion Parent Meeting	
Possession of Paraphernalia Related to	(5) Day OSS	(10) Day OSS	(10) Day OSS	

Level 3(con't)	1 st Violation	2 nd Violation	3 rd Violation	4 th or Additional
Drugs and Alcohol	Referral to Richmond Police Department	Referral to Richmond Police Department	Referral to Richmond Police Department	
	Referral to Outside Agency Drug/Alcohol Program	Referral to Outside Agency Drug/Alcohol Program	Referral to Outside Agency Drug/Alcohol Program	
	Loss of Driving Privileges/Parking Permit	Alternative Placement	Expulsion	
	Loss of BTW Opportunity	Expulsion	Parent Meeting	
	Parent Meeting	Parent Meeting		
Possession of Stolen Material	Parent Contact	(5-10) Day OSS	(10) Day OSS	
	ISS or (1-3) Day OSS	Referral to Richmond Police Department	Referral to Richmond Police Department	
	Referral to Richmond Police Department	Alternative Placement	Expulsion	
		Parent Meeting	Parent Meeting	
Possession or Use of Drugs, Alcohol, Look-alike, or Other Illicit Substance	(5) Day OSS	(10) Day OSS	(10) Day OSS	
	Referral to Richmond Police Department	Referral to Richmond Police Department	Referral to Richmond Police Department	
	Referral to Outside Agency Drug/Alcohol Program	Referral to Outside Agency Drug/Alcohol Program	Referral to Outside Agency Drug/Alcohol Program	
	Loss of Driving/Parking Permit	Alternative Placement	Loss of BTW Opportunity	
	Loss of BTW Opportunity Until Completion of Drug/Alcohol Program	Loss of BTW Opportunity	Expulsion	
	Parent Meeting	Expulsion	Parent Meeting	
		Parent Meeting		
Pulling Fire Alarms	Parent Contact	(1-3) Day OSS	(5-10) Day OSS	(10) Day OSS
	ISS	Referral to Richmond Police Department	Referral to Richmond Police	Referral to Richmond Police Department
	Referral to Richmond Police Department	Parent Meeting	Department	Expulsion
			Alternative Placement	Parent Meeting
			Parent Meeting	
Sexual Misconduct	Parent Contact	(5-10) Day OSS	(10) Day OSS	
	ISS/OSS	Referral to Richmond Police Department	Referral to Richmond Police Department	
	Referral to SST	Alternative Placement	Alternative Placement	
	Referral to Richmond Police Department	Parent Meeting	Expulsion	

Level 3(con't)	1 st Violation	2nd Violation	3rd Violation	4 th or Additional
Theft			Parent Meeting	
	Parent Contact	(5-10) Day OSS	(10) Day OSS	
	ISS or (1-3) Day OSS	Referral to Richmond Police Department	Referral to Richmond Police Department	
	Referral to Richmond Police Department	Alternative Placement	Expulsion	
Vandalism	Restitution	Restitution	Restitution	
		Parent Meeting	Parent Meeting	
	Parent Contact	(5-10) Day OSS	(10) Day OSS	
	ISS or (1-3) Day OSS	Referral to Richmond Police Department	Referral to Richmond Police Department	
	Referral to Richmond Police Department	Alternative Placement	Expulsion	
		Parent Meeting	Parent Meeting	



LEVEL FOUR VIOLATIONS
Progressive Response to Student Code of Conduct Violations

Level 4	1 st Violation	2 nd Violation	3 rd Violation	4 th or Additional
Arson	(10) Day OSS	(10) Day OSS		
	Referral to Richmond Police Department	Referral to Richmond Police Department		
	Alternative Placement	Expulsion		
	Expulsion	Parent Meeting		
	Parent Meeting			
Bomb Threats	(10) Day OSS	(10) Day OSS		
	Referral to Richmond Police Department	Referral to Richmond Police Department		
	Alternative Placement	Expulsion		
	Expulsion	Parent Meeting		
	Parent Meeting			
Failure to Complete Drug/Alcohol Program	(10) Day OSS	(10) Day OSS		
	Referral to Richmond Police Department	Referral to Richmond Police Department		
	Alternative Placement	Expulsion		
	Expulsion	Parent Meeting		
	Parent Meeting			
Possession of Weapons or Look-alike Weapons	(10) Day OSS	(10) Day OSS		
	Referral to Richmond Police Department	Referral to Richmond Police Department		
	Alternative Placement	Expulsion		
	Expulsion	Parent Meeting		
	Parent Meeting			

RBCHS SCHOOL CALENDAR 2023-2024

Mon. Aug. 14 RB INSTITUTE DAY

Tue. Aug. 15 RB INSTITUTE DAY

Wed. Aug. 16 First Day of Student Attendance

Mon. Sept. 4 Labor Day—No School

Fri. Oct. 6 Teacher Institute

Mon. Oct. 9 Columbus Day—No School

Mon. Nov. 20 Parent/Teacher Conferences

Tue. Nov. 21 Parent/Teacher Conferences

Nov. 22-24 Thanksgiving Break—No School

Fri. Dec. 22 END 1ST SEMESTER AT RB

Dec. 23– Jan. 7 Winter Break-No School Mon.

Jan. 8 Classes resume at RB

Mon. Jan. 15 M.L.K. Birthday—No School

Fri. Feb. 16 Teacher Institute

Mon. Feb. 19 Presidents' Day—No School

Mar. 25–Apr. 1 Spring Break

Thur. May 23 Last Student Attendance Day (with no emergency days used)