

Gallatin County High School
Student Handbook
2023-2024



Jara Mitchell
Principal

Grades 9 - 12

August 2023

Students and Parents,

Welcome back everyone. It's time to kick off another school year. At Gallatin County High School we make preparing kids for a successful life our top priority.

It is important that all students see the impact they have in creating their own success in and outside the classroom. Students need to come to school every day ready to work hard and prepare themselves for the “real world”. As your educators, we will provide you with the coursework, content knowledge, and social development that you will need to guide you through the four years you will spend here. We believe that it is our mission to provide a safe and engaging learning environment for each student that walks through our doors and we will do our best to ensure each student feels welcomed, accommodated, and respected.

This handbook has been prepared to provide parents and students with information concerning the operation of the school. It will answer many of the questions you may have about district policies, procedures, guidelines, rules and services that apply to the high school. All disciplinary actions shall be directed toward protecting the welfare of the educational community as well as helping the student develop self- discipline. If you have additional questions, please feel free to call the high school office (618) 272-5141.

Our school website is a valuable resource; the web site address is **www.gallatincusd7.com**. You may visit the site throughout the year for current school and district information. Our parent connect portal is also available on the district website for your immediate access to student grades, progress reports and grade cards. We have many parents utilizing this portal; if you did not receive your user name and password during our August pre-registration days you may call the high school office for this information.

We look forward to a wonderful, hardworking and fun filled school year. Let us all take pride in Gallatin County Unit District #7 and make this year the best year ever! Go Hawks!

Jara Mitchell
High School Principal

MISSION STATEMENT

Gallatin County Unit District #7 is committed to providing an environment which fosters those elements necessary to maximize the potential of all our children. The focus is the acquisition of the essential skills needed to function in a society that will require our students to compete academically, to interact successfully on an interpersonal level and to remain self-directed, problem solving, lifelong learners who will positively impact their world.

“Students First”

Gallatin County High School is located at 5175 Highway 13, Junction, IL 62954 and may be contacted at 618-272-5141.

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Disclaimer

Gallatin County Schools are not responsible for any lost or stolen items while they are at school. Anything of value brought to school by a student should be kept with the student or securely locked in their locker. If an item does not belong at school and the student decides to carry it with them instead of securing it in their locker, they do so at the risk of having the item confiscated.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations (or code of conduct). It is the right of our school district to make and enforce policies, rules and regulations including those for discipline (State of Illinois School Code 122 ILCS 5/10-20.5). This handbook serves as a summary of board policies and may be changed during the school term without notice. Membership or participation in a school sanctioned activity is a privilege and not a property right.

FACULTY & STAFF 2023-2024

Dr.Judy Kaegi
 Jara Mitchell
 Katlyn Hatton
 Mariah Dennison
 Pat Abell
 Amanda Austin
 Ben Austin
 Jennifer Bean
 Bridget Boulds
 Nick Capeheart
 Cole Carter
 David Cruson
 Brooke Damm
 Victoria DeNeal
 Mariah Dennison
 Jessica Dyhrkopp
 Natalie Green
 Rob Holloway
 Nick James
 Pat Koester
 Matt Lawler
 Latisha Lunsford
 Zach McGuire
 Dave Matthews
 Billyjoe Menard
 Garrett Roe
 Sara Rushing
 Meghan Russell
 Chelsea Sutton
 Craig Utterback
 Heather Vollman
 Whitney Westbrook
 Andrea Woods

Superintendent
 High School Principal
 High School Secretary
 Athletic Director
 Industrial Arts/Building Trades
 Computer Technology
 Music
 English III & IV
 Agriculture
 Resource Officer
 Physical Education/Health
 Guidance
 Business & Computer Education
 Special Education
 Mathematics
 School Nurse
 English I & II
 Technology Coordinator
 Agriculture
 Auto/Diesel Mechanics
 Custodian
 PE Aide
 Physical Education
 Physical Sciences/AV
 Mathematics
 Maintenance
 Family and Consumer Science
 Special Education
 Social Studies
 Physical Education/Driver's Education
 Life Sciences
 School Nurse Assistant
 Art

CALENDAR OF EVENTS 2023-2024

August 10	Teacher's Institute
August 11	Half Day Attendance / ½ day Teacher In-service (11:15 Dismissal)
August 10	Open House 6:00pm-7:30pm
September 4	Labor Day - <i>No School</i>
September 20	Half Day Attendance / ½ day School Improvement (11:15 Dismissal)
October 6	Teacher's Institute - <i>No School</i>
October 9	Columbus Day - <i>No School</i>
October 10-13	Fall Break- <i>No School</i>
October 31	Half Day Attendance/ ½ day School Improvement (11:15 Dismissal)
November 10	Veterans Day - <i>No School</i>
November 22	Parent Teacher Conference - No School
November 23-24	Thanksgiving Break - <i>No School</i>
December 19-20	Semester Exams
Dec. 21-Dec. 31	Christmas Break – <i>No School</i>
January 3	School Resumes - 2nd Semester
January 15	Martin Luther King's Birthday - <i>No School</i>
February 19	President's Day – <i>No School</i>
February 20	Parent Teacher Conference- <i>No School</i>
March 27	Half Day Attendance / ½ day School Improvement (11:15 Dismissal)
March 29	No School
May 3	Half Day Attendance Prom / ½ day Teacher In-service (11:15 Dismissal)
May 16-17	Semester Exams

May 21
May 22

Half Day Attendance / ½ day School Improvement (11:15 Dismissal)
Teacher In-service – *No School*

High School Graduation date will be announced at a later date.

End of 1st 9 weeks. Oct. 6 - Report cards Oct.16

End of 2nd 9 weeks. Dec. 20 - Report cards Jan.5

End of 3rd 9 weeks. Mar. 8 - Report cards Mar. 15

End of the 4th 9 weeks date will be announced later. Report cards will be distributed on the last day of school. (48 days)

ALCOHOL ABUSE

The consumption, possession or distribution of alcoholic beverages is not permitted on school buses, in school buildings or on all other school property. This rule extends to all school sponsored and related activities. Students shall not be permitted to attend school when they are under the influence of alcohol. Students who are under such influence shall be treated in the same manner as though they had alcohol in their possession.

If a student is found to be under the influence of, using, possessing or distributing alcoholic beverages in violation of this rule, the student may be suspended and/or expelled according to the District's Behavior policy.

BULLYING

No student should be subject in school to bullying, aggression and violence. Accordingly, aggressive student behavior including student bullying in all forms is prohibited. A student who is being bullied is encouraged to immediately report orally or in writing to any staff (teacher administrator, social worker) member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to make a report. All parents/guardians will be notified and actively involved in the remediation of the behaviors of concern.

When an incident of bullying is reported the following steps will be taken by school personnel in order to understand and rectify the disruptive aggressive behavior:

1. A prompt thorough investigation of the alleged bullying incident
2. Provide appropriate consequences and remedial action to aggressor
3. Protect the victim against retaliation for reporting the incident

Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. Examples of bullying may include, but are not limited to:

Physical Bullying: may include punching, shoving, poking, hair-pulling, or other similar behaviors.

Verbal Bullying: may include name calling, teasing, gossip, humiliation, intimidation, or other similar behaviors.

Bullying through technology: Students may not use cell phones or other electronic devices to engage in bullying, harassment, or other illegal or threatening behaviors at any time.

The administration is directed to provide to District school and parents education materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student behavior policy. Such discipline may include verbal or written reprimand, in-school suspension, and change of placement and/or out of school suspension, expulsion, or involvement of local law enforcement at the administration's discretion.

Students who are victims of bullying may also be referred for counseling or other supportive services from school

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or community agencies. In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying.

Upon receipt of a report, we shall monitor the student, review any non-school, community-based interventions for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 team may, when appropriate, assume the functions of the building's student support team.

*State law (105 ILCS 5/10-20.14) requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. Law Enforcement Hate Crimes Prevention Act (LEHCPA): An incident motivated by the actual or perceived race, color, religion, national origin, immigration status, gender, sexual orientation, or disability of the victim.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

For more information and warning signs of child sexual abuse, grooming behaviors, and boundary violations, please see Appendix A attached to the end of the handbook.

CLASS ACTIVITY FUND

Monies left over from the senior class at year's end will be divided equally among the other three classes.

CLASS SPONSORS

Class of 2024 (Seniors): Jennifer Bean, Craig Utterback, Meghan Russell, Nick James
Class of 2025 (Juniors): Billjoe Menard, Chelsea Sutton, Heather Vollman, Dave Matthews, (Hatton replacement)
Class of 2026 Sophomores): Mariah Dennison, Natalie Green, Pat Koester, Bridget Boulds
Class of 2027 (Freshman): Brooke Damm, Sara Rushing, Dave Cruson, Victoria DeNeal

CLOCK - BELL SCHEDULE

8:06	1 st Bell Rings	11:25 - 11:56	5 th Period
8:10 - 8:55	1 st Period	11:56 - 12:26	Lunch
8:58 - 9:43	2 nd Period	12:30 - 1:15	6 th Period
9:46 - 10:31	3 rd Period	1:18 - 2:03	7 th Period
10:34 - 11:21	4 th Period	2:06 - 2:54	8 th Period

CLOSED CAMPUS

After students arrive at school they are not to leave the campus unless permission is obtained from the Principal. The campus is also closed to anyone except registered students in good standing, employees, and those parents and visitors who have specific and approved business at the school. All visitors are to report to the office immediately upon entering the campus. Anyone entering the campus that does not fit in one of the above categories may be considered a trespasser.

COLLEGE VISITS/MILITARY TEST

Seniors will be allowed two excused absences for college and military tests/physicals if the principal and guidance counselor have approved the dates and schedules. No student will be excused unless appointments have been made with the appropriate institutions by the guidance counselor.

CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL BEHAVIOR

1. An adequate home which:
 - a) Assumes the primary responsibility for the discipline of the child.
 - b) Is aware of the child's responsibilities and obligations in the school as well as in the community and establishes home conditions which are favorable to his or her success in school.
 - c) Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
 - d) Cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.
2. A responsible student who:
 - a) Respects constituted authority, which includes not only obedience to school rules and regulations, but also conforms to the laws of the community, state, and nation.
 - b) Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.
3. A responsible school in which the professional staff:
 - a) Encourages the use of good guidance procedures.
 - b) Maintains an atmosphere conducive to good behavior.
 - c) Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
 - d) Plans a flexible curriculum to meet the needs of all students.
 - e) Promotes effective training or discipline based upon fair and impartial treatment of all students.
 - f) Develops a good rapport among the teaching staff and between the administration and the teaching staff.
 - g) Endeavors to involve the entire community in order to improve the quality of life in that community.

DISCRIMINATION GRIEVANCE PROCEDURE

Any employee, citizen or student who believes he has been discriminated against by any administrator, supervisor, or employee of the district may seek redress of the grievance as follows:

1. Whenever possible the aggrieved should attempt to resolve the matter through an informal conference with the administrator, supervisor, or employee charged with the discrimination.
2. If step 1 fails, the grievant should lodge an official, written complaint with the district coordinator of Section 504, ADA or IDEA. Following consultation with grievance (the individual accused of discrimination and/or other knowledgeable individuals) the District Coordinator will issue written findings regarding the matter. Such written findings shall be issued within 15 calendar days of the filing of the grievance.
3. Appeal of the step 2 finding may be made by the aggrieved or the individual accused of the discrimination. The written appeal must be filed with the District Superintendent within seven calendar days of the issuance of the step 2 findings. Following appropriate consultation the superintendent shall issue his written findings within 15 calendar days of his receipt of the appeal.
4. Appeal of the step 3 finding may be made by the aggrieved or the individual charged with the discrimination.

The written appeal must be to the Board of Education through the board president within seven calendar days of the issuance of the step 3 finding. The Board of Education shall conduct a hearing on the issue within 15 calendar days of the receipt of the written appeal. Finding shall be by a majority vote of members present at the hearing.

Nothing shall prevent either party or the board of education from being represented in step 1-4 by an attorney or other spokesperson. Furthermore, this grievance procedure shall not prevent a party from seeking redress in a court of law.

DEPRESSION AND SUICIDE 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 the school district's policy, is posted on the school district website. Information can also be obtained from the school social worker.

DISPENSING MEDICINE

Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.

The school district does not provide drugs of any sort to students. Students are reminded that they are to register and leave ALL medication in the nurse's office. Whether it is prescription or over the counter medication, students who possess medication will be subject to the discipline rule on drugs. Non-prescription medication will not be stored or administered for students unless prior written consent from the parent/guardian and the attending physician has been given to the school nurse.

Students that are not feeling well or in need of medication of any kind will obtain a pass from their teacher and report to the office between classes. Students are reminded texting during school hours is prohibited; illness is not a valid excuse for violating the electronics rule. After leaving the nurse's office the student should return to class or provide a note from the nurse stating they will be leaving school. A parent/guardian or emergency contact must give consent for a student to leave school due to illness. **Release by the nurse's office does not necessarily excuse the absence.** As per the District's Truancy Policy a doctor's excuse must be provided after nine (9) days absence. Students are reminded that they are responsible for contacting teachers to make up work that is missed while at the office due to health concerns.

Medication may be administered by school personnel if the following regulations are met:

- 1. The medication is to be given by the principal's designee and is to be kept in a secure place.
- 2. Written instructions (*) signed by both parent and physician are required and shall include:
 - a) Child's name
 - b) Name and purpose of medications
 - c) Time to administer and the dosage
 - d) Possible side effects
 - e) Termination date for administering medication
 - f) All permission for long-term medication shall be renewed at least annually by the licensed prescriber.
- 3. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- 4. The parents of the child must assume responsibility for notifying the school of any change in medication and for providing the school with written instructions from the physician.
- 5. The school district retains the discretion to reject requests for the administration of medication.
Non-prescription medication will not be stored or administered for students unless prior written consent from the parent/guardian and the attending physician has been given to the school nurse.
- 6. The advisory committee shall meet annually to review and/or revise the dispensing of medication.

(*) These instructions are to be placed in the pupil's temporary file and a copy of the instructions is to be sent to the proper designee.

DRIVER'S EDUCATION

Students who are enrolled in Driver's Ed must have an official birth certificate, a signed Social Security card, proof of residence and \$20.00 to take the eye exam given by an Illinois State Driver's License Employee. Custodial parent and student must be a resident of the state of Illinois. A \$68 fee will be charged to students enrolled in the Driver's Education course. Drivers Education students must show proof of insurance at the time of registration. The fee must be paid before the student can drive with the teacher.

DRUG ABUSE

The Board of Education has adopted a Drug Abuse Policy. The illicit use, possession, purchase, sale or

distribution of drugs or look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This extends to all school sponsored and related activities. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

If a student is found to be illicitly using, possessing, purchasing, selling or distributing drugs or look alike drugs or drug paraphernalia (which includes devices to store conceal substances) may be suspended for a period of up to ten (10) days and/or expelled. The use, possession, sale or other distribution of marijuana is prohibited on District grounds, in vehicles or at District events. In the event a student has a valid prescription for the use of marijuana for medical purposes, the District cannot maintain it for ingestion on its grounds, in its vehicles or at District events. Any student who has such a prescription must leave school grounds in order to take the prescription, and if they return that same day to school, they will be held to the same standards of conduct as any other student. In addition, parents and juvenile authorities shall be notified promptly. When a substance is suspected to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

DRUG TESTING

Any student who participates in extracurricular activities sanctioned by the Illinois High School Association will be subject to the drug testing policy.

EARLY DROP OFF

Students may arrive at school before the start of the school day. Early arrival drop off begins at 7:30 a.m. Parents are to drop off their child at the Junior-Senior High entrance at the front of the building. School Personnel will supervise early arrival students. Do not leave students before 7:30 a.m. as the doors will be locked.

EARTHQUAKE DRILL

WARNING SIGNAL: No warning signal.

In the event of an earthquake or other such emergencies, sit under your desk until the all clear announcement has been made.

EDUCATIONAL TRIPS

Occasionally classes and clubs may have educational trips. The school dress code also applies to students attending school sponsored trips. Students leaving campus are expected to get homework and other class materials prior to leaving for the trip. All work, quizzes and tests will be due upon return. At the discretion of administration, students with multiple disciplinary referrals, truant (more than nine (9) days absent), unexcused absences (tardies), suspensions or failing a class(es) may be excluded from educational trips. In such a case, the student would assume their regular school schedule. Any student that has received more than two (2) out-of-school suspensions will not be allowed to leave campus for school trips the rest of the year.

ENFORCEMENT OF RULES AND REGULATIONS

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The school Board of Unit #7 has this legal responsibility according to The Illinois School Code.

1. **SCHOOL DETENTION:** Students may be detained before school, during lunch, or after school as a disciplinary measure. This includes students transported by school bus. A reasonable attempt shall be made to contact the parent or guardian.
2. **OTHER REMEDIES:** The principal, any administrative personnel or any teacher of the school shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action might include:
 - a) Counseling with a student or group of students.
 - b) Conferences with a parent or group of parents.
 - c) Assigning students alternative assignments.

- d) Rearranging class schedules.
- e) Requiring a student to remain after regular school hours.
- f) Restriction of extra-curricular activities.
- g) Delayed access to Driver Education.
- 3. **REMOVAL FROM CLASS (CLASSROOM DISRUPTION):** The principal may remove a student from class when the seriousness of the offense, when the persistence of the misbehavior, or when the disruptive conduct, in consultation with the teacher, disrupts the educational process of the other students in the classroom, or when the student has been disrespectful, defiant, or insubordinate.
- 4. **PROBATION:** Students on probation will not be allowed to participate in extracurricular activities during the probation period. Extra-curricular activities shall include all school activities which are not directly related to a specific course in which the student is enrolled on a regular basis. Violation of probation may result in the extension of the probationary period or in the suspension of the student from school for a period of not more than three school days.
NOTE: Parents will be notified in writing or in person when a student is placed on probation. In all cases the assignment of probation will be by the principal or superintendent.
- 5. **ALTERNATIVE CLASSROOM:** The term "alternative classroom" means the student attends school during regularly scheduled hours and is assigned to a classroom where he/she receives his/her assignments and studies under supervision. All work completed while in the in-school suspension will count toward the student's grades.
 - A. May not eat at the same time as other students.
 - B. Must keep up with homework and other assignments.
 - C. Parents will be notified of the alternative classroom assignment.
- 6. **SUSPENSION:** The term "suspension" means disciplinary action whereby a student is separated from school and any extracurricular and related activities for a period of ten school days or less and which does not constitute an expulsion under number 7 of this section.
- 7. **EXPULSION:** The term "expulsion" means disciplinary action taken by the Board of Education whereby a student by Board of Education resolution:
 - A. Is separated from school attendance and extracurricular/related activities for a period in excess of ten school days.
 - B. As a result of Public Act 89-371, the school board may extend student expulsions into the following school year. Effective January 1, 1996, the maximum expulsion period is extended from the end of the current year to the end of the next school year for a maximum expulsion period of two school years.
- 8. **REFERRAL OF CHRONIC TRUANTS:** Chronic truants and their parents will be referred to the Office of the State's Attorney for prosecution under Illinois statutes.

ENROLLMENT PROCEDURE

Before a student can enroll at Gallatin County Unit #7, a student must present a valid birth certificate (a copy of a birth certificate is not acceptable.) Students also need to bring or have requested their student records from their previous school. Out of state students will need to present a physician's signed school physical before students can attend.

- 1. No Illinois school is required to admit a new student unless they can produce their student transfer form; OR
- 2. School records from previous out of state school through appropriate transfer forms; or through direct contact with that school's officials; OR
- 3. While serving suspension or expulsion from the previous school district.

FIRE DRILL

WARNING SIGNAL: Siren Alarm

ELEMENTARY SCHOOL SECTION:

Rooms 100-107 Use exit by elementary office
108-111 Use west elementary exit
201 Use west exit by art room
303-311 Use exit by Jr. High office

HIGH SCHOOL SECTION:

Rooms 500-507 Use exit by Jr. High gym

JR HIGH SCHOOL SECTION;

Rooms 400-407 Use exit by Jr. High office
Rooms 408-419 Use east Jr. High exit

GYM AND VOCATIONAL SECTION:

Rooms 700 Use northeast exit by JH gym
705 & 712 Use AG exit
708 & 710 Use auto exit

508-519 Use east high school exit
601-606 Use west exit by art room

714 & 716 Use west exit by drafting room
800 Use west gym exit
900 Use north gym exit

Individual classes with their respective teacher should assemble outside the building for roll call.

FUNDRAISING ACTIVITIES

All school fundraising must be approved by building and district administration using the district fundraising approval form. (See Coach/Sponsor handbook) Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and comply with the Coach/Sponsor Handbook and Board Policy 7:325 Student Fundraising.

GRADE SCALE

A = 94 - 100
B = 87 - 93
C = 77 - 86
D = 70 - 76
F = 69 - 0
I = Incomplete

An incomplete means that a student did not meet some requirement to receive credit for that course.

If a student is to take semester exams and does not, they will receive an incomplete for the course for which the exam was given. This will result in no credit for the course.

Semester grades are figured on the basis of 40% of each 9 weeks grade and 20% of the semester exam. Each semester is averaged separately. We are on 1/2 credit system. (See page 13)

Credits are given for grades A through D. A minimum number of credits must be earned to reach the next higher classification. Class credit requirements are as follows:

Freshmen (1st year student) 0-6
Sophomore (2nd year student) 7-11
Junior (3rd year student) 12-18
Senior (4th year student) 19-26

Currently, students are required to have 26 credits in order to graduate.

GRADUATION COMMENCEMENT EXERCISES

Commencement Exercises are held at the end of the second semester. To participate in the graduation ceremony all fees must be paid. Only seniors and mid-year graduates who have fulfilled all state and local requirements for graduation may participate. Seniors are required to pay \$15 toward a cap and gown and attend commencement practice sessions.

It is the responsibility of each mid-year graduate to make the necessary contacts and arrangements with the school and principal, attend practice sessions and pay toward the cap and gown.

GRADUATION EXERCISE REQUIREMENTS

1. The district does not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's school account
2. A senior must participate in graduation rehearsal in order to participate in graduation exercises. It is the student's responsibility to know the time and the place for rehearsal; to participate in the graduation ceremony, all fees must be paid.

GRADUATION REQUIREMENTS

To graduate from Gallatin County High School, students must complete the following requirements:

1. **Twenty-six (26) credits total**
2. Four (4) credits of English

3. Three (3) credits of Math (must pass Algebra I and Geometry)
4. Two (2) credits of Science
5. Four (4) credits of Physical Education
6. Two and a half (2 ½) credits of Social Studies (must include American History, World Geography, **Civics**).
All students are required by state law to pass examination on the Illinois and Federal Constitution
7. One half (1/2) credit of Health
8. One half (1/2) credit of Drivers Education
9. One half (1/2) credit of Consumer Education
10. Two (2) credits of Writing
11. Seven (7) elective credits (Art, Foreign Language, Vocational)

Students will be limited to one homeroom/study hall per year unless special permission is granted by the administration.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) GRADUATION REQUIREMENT

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

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

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

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

Building administration in consultation with guidance counselors and/or teachers will use the following criteria to approve schedules or assign and/or reassign students to classes: pre-requisite classes, test data, grades, attendance, and disciplinary records.

Students planning to enroll in college should complete the following courses of study:

- 4 years of English
- 3 years of Social Studies
- 4 years of Math (Computer Programming counts)
- 3 years of lab Science
- 2 years of electives: Foreign Language; Music; and/or Art
- 1 year Computer Applications

Outside Credits

High school students are allowed up to two (2) credits to be applied towards graduation requirements from outside sources such as Illinois Virtual High School, American School of Correspondence, or approved summer school programs. The student must have completed at least two years in high school before being allowed to get outside credit. College courses offering dual credit courses at both the college and high school level for qualifying students enrolled in grades 11 and 12. In all circumstances, approval from the school must be given PRIOR to admission. Failure to gain approval will result in credit not being given. The student is also responsible for all fees involved. Please see the guidance counselor for more information.

SIC Off Campus Classes

A maximum of two off campus classes a semester may be taken by only grade 12, seniors, between 8am and 3pm at Southeastern Illinois College if the student is in **good standing** being on track toward the 26 credit hours needed for graduation **and** meet one of the following requirements:

1. Have a minimum 4.0 GPA
Or
2. Have an ACT score of 30 or above or an SAT score that would equal or above a 1400 (on a 1600 SAT exam) or above a 1970 (on a 2400 SAT exam)

SIC classes will not replace high school curriculum weighted coursework toward Valedictorian/Salutatorian placement or be counted as dual credit unless an agreement is already in place between the college and GCHS.

Students may be allowed to attend a high level math course at SIC, provided they have completed the highest level math course provided by GCHS and are in good academic standing.

GRADUATION VALEDICTORIAN AND SALUTATORIAN

Class rank at Gallatin County High School is determined using the student's Academic Average. The eligible student with the highest Academic Average will be named Valedictorian and the student with second highest Academic Average will be Salutatorian. In the case of a tie, when the grade point average is carried out three (3) places, co-Valedictorians/Salutatorians will be honored.

Students whose schedule includes eighth hour work release relinquish the opportunity for valedictorian or salutatorian of the class.

GUIDELINES FOR DETERMINING PENALTIES

Any violation of state or local law will be promptly reported to the appropriate law enforcement authorities.

1. These examples are not the only acts or conditions for which suspension or expulsion is warranted nor do they limit this handbook.
2. Subsequent cases of the same offense may result in more severe disciplinary action.
3. Physical attack upon any person may be grounds for expulsion from school.
4. Expulsion may be levied on any student who is found to be carrying a weapon to, from, or within Gallatin County schools; or to, from, or in attendance at any school-sponsored activity.
5. Any student who has initiated, or taken part in an act of vandalism or arson as described in this handbook may be expelled. Further, it shall be the practice of the school district to seek to recover damages from the parents of any minor, or from any person, who has initiated, or taken part in any act of vandalism as described in this handbook.

HARASSMENT

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

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

I. Sexual Harassment

A person who engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature which creates an intimidating, hostile or offensive educational environment for another student. The terms "intimidating," "hostile,"

and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include but are not limited to: touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Building Principal, Social Worker or any staff member. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action.

HIGHLY QUALIFIED TEACHER

Parents may request the educational status of their child(ren)’s teacher(s) by filling out and submitting a “Teacher Status Request Form.” Forms may be obtained from the superintendent’s office.

HOME AND HOSPITAL INSTRUCTION

A student who is unable to attend school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital. For information on home or hospital instruction, please call 272-5141.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage. For information on home or hospital instruction, please call 272-5141.

HOMECOMING

Homecoming is one of the social activities at Gallatin County High School that is planned primarily for the pleasure of students at GCHS. Any freshman through seniors in good standing may attend. Junior High students will not be permitted to attend the homecoming dance. **To be eligible for King or Queen:**

- 1. The Homecoming King or Queen will be a member of the senior class.
- 2. The senior class will nominate 4 members and the entire high school will vote for king and queen from the four nominations.
- 3. Two representatives will be chosen from each of the other classes as attendants.
- 4. Candidates and attendants must follow prom, homecoming, dress guidelines.

Any student that has received two (2) out-of-school suspensions or has more than nine (9) unexcused absences within the first semester will not be eligible to attend homecoming. Students must also attend school the day before and the day of Homecoming unless the principal has granted prior approval.

Students on the homecoming decorating committee should exhibit outstanding behavior. The regular school day must not be interrupted with homecoming planning and/or pre-decorating activity.

HONOR ROLL

To be on the honor roll, a student must attain a 3.25 average.

I. Weighted Courses

Weighted classes contain additional point values for grades. The following is a list of weighted classes. Grades of 70% and above in weighted courses earn extra points based on a 1.1 multiplier. The weighted grades are used in computing grade point averages and class rank; however, the credit for individual courses on a student’s transcript do not reflect the added points. Weighted courses are denoted by an asterisk (*) on the transcript.

Accounting	Chemistry I	Pre-Calculus	Physics
Anatomy & Physiology I	Chemistry II	Zoology	
Anatomy & Physiology II	English IV	Calculus	

<u>Non-Weighted</u>			<u>Weighted</u>		
Letter Grade Earned		Point Value	Multiplier	Letter Grade Earned	Point Value
A	=	4.00	1.1	A	= 4.40
B	=	3.00	1.1	B	= 3.30
C	=	2.00	1.1	C	= 2.20
D	=	1.00	1.1	D	= 1.10
F	=	0.00	1.1	F	= 0.00

II. Formulating Cumulative Grade Point of Non-Weighted Courses

To calculate a cumulative grade point, the semester final letter grade earned is assigned a point value (see non-weighted chart values above). All point values of non-weighted courses are added together to find the total points earned. This total is then divided by the number of non-weighted courses attempted with the results being carried out three decimal places. This calculation is done for each student after every semester.

III. Formulating Cumulative Grade Point of Weighted Courses

To calculate a cumulative grade point, the semester final letter grade earned is assigned a point value (see weighted chart values above). All point values of weighted courses are added together to find the total points earned. This total is then divided by the number of weighted courses attempted with the results being carried out three decimal places. This calculation is done for each student after every semester.

IV. Grade Point Average

To find the grade point average, add the total point value of the weighted and non-weighted courses together. Divide this number by the number of ALL courses attempted to find the grade point average.

V. Semester Average

A semester grade is made up of two marking period/quarter grades and a final exam. All courses will administer a final exam. The semester grade will be calculated by using the following formula:

Marking Period 1/Quarter Grade = 40%

Marking Period 2/Quarter Grade = 40%

Final Exam = 20%

EXAMPLE: Your quarter 1 grade is 84%, your quarter 2 grade is 79%, your final exam grade is 82%.

$(84\% \times .4) + (79\% \times .4) + (82\% \times .2) = \text{Semester Average}$

$33.6 + 31.6 + 16.4 = 81\%$ is your semester average

ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

LEAVING SCHOOL

No student is to leave school without having permission from the office. They must also sign out, and sign back in upon their return. Failure to do this will result in an unexcused absence. This could be considered truancy. Students leaving school without permission, are caught skipping school or classes, or walk away from the class into another class/area will be subject to disciplinary action

LICE

The school will observe the following procedures recommendations regarding head lice. 1. Parents are required to notify the school nurse if they suspect their child has head lice. 2. Infested students will be sent home following notification of the parent or guardian. 3. The school will provide written instructions to parent or guardian regarding

appropriate treatment for the infestation. 4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

LIMITED ENGLISH PROFICIENCY

Students with a limited proficiency in English will be identified. Their level of proficiency will be assessed and methods of instruction will be provided to meet the educational strengths and needs of the student. A program will be developed with a goal to move to a proficiency in English with exit goals established. The student's parents or guardian will be notified and the program shall be established within 30 days after the beginning of the school year or within two (2) weeks after the student's enrollment.

LUNCH AND BREAKFAST

Lunch price is \$2.00; breakfast price is \$1.25. Breakfast is served between 7:45 a.m. and 8:06 a.m. Reduced breakfast is \$.30 and reduced lunch is \$.40. Extra milk will be \$.25 each. If needed, students will be able to charge breakfast and lunch meals up to a limit of \$5.00 if free, \$10.00 if reduced, and \$25.00 if paid. **Charge limits are per household and not per child.** If students are over their limit, they will not be allowed to charge any extras (i.e. milk, cup of ice, al-la-carte items). If you would like to be free or reduced, you MUST fill out and return paperwork for Free and Reduced Lunches. These prices are in effect if the community eligibility plan is not approved. Gallatin County CUSD 7 has adopted the Hunger-Free Students' Bill of Rights Act.

Meals Procedures- Breakfast/Lunch Program

The Board promotes healthy, high-quality school meals, recognizing that students need adequate, nourishing food in order to learn, grow and maintain good health. To assure students have access to healthy meals, the district participates in the National School Breakfast and Lunch Programs.

For students who wish to purchase an extra school meal, A la carte items, or beverages, we recommend advance payments be made online and/or cash and check payments made to the lunch secretary's office. Students may also bring lunch. Please label lunch boxes with your child's name. As always, soda and fast food lunches are discouraged.

Parents, the new online payment system will take credit and debit cards. The new student information system, TeacherEase, will allow you to make online payments to your students fees and lunch account. It is located on the main page of our schools website at www.gallatincusd7.com.

Once you have your account you may also Pay All Student Fees Online with credit or debit cards. The "TeacherEase" software will list individual students' school fees for this school year. The program is user friendly and should be helpful for families. Please take the time to visit the gallatincusd7.com website and click on <https://teacherease.com> to set up a user account for your child/children this school year. Access to your student's grades and information from their classroom will also be available through this portal.

Past Account Balances

During the past our lunch secretary has maintained accounts for each individual student; if your child has a previous account balance you may use the online payment system to take care of this debt or set up a payment plan with the lunch secretary by calling (618) 272-3821 Extension 1234.

Closed Lunch Policy

The Gallatin County School District has a closed lunch policy that prohibits students from leaving the building for lunch. Students who leave the building for lunch or who have not received permission to report to other areas of the building will be considered truant.

MARSHALLS

The top six students of the junior class will be selected as marshals based on academic qualifications: grade point average of the first five (5) semesters.

No PASS-No PLAY

The Board of Education believes that school sponsored, school supported and extracurricular activities provide students with invaluable educational, as well as instructional skills, and knowledge. The Board further recognizes, however, that a student's academic education must take precedence over participation in such activities. As such, and in accordance with Section 10-20.30 of the School Code, the Board has determined as follows:

1. All students in this District between grades nine and twelve, who participate in any school sponsored activity, including school supported athletic or extracurricular activities, shall maintain a minimum passing grade in all classes. Passing or failing shall mean the grade average based on the current cumulative grade point average on the day eligibility is checked. (i.e. year to date average).
2. Any student who fails to meet the minimum requirements established in paragraph 1 shall be suspended from further participation in any school sponsored, school supported or extracurricular activity for one week AND/OR until such student raises his or her grades to passing.
3. Any student in this District between grades 5 and 8, who was retained the prior school year is not eligible to participate in any school sponsored, school supported or extracurricular activity.

The Board of Education authorizes the administration to promulgate rules and regulations to implement and enforce this policy.

Legal Reference: The School Code, 105 ILCS 5/10-20.30.

All athletic rules and regulations are outlined in the athletic handbook.

Non-Discrimination

It shall be the policy of the Gallatin County Unit #7 Board of Education to prohibit discrimination against any employee, student, or individual on account of race, color, creed, religion, national origin, age, sex or disability.

Furthermore it shall be the policy to make reasonable accommodations for qualified applicants, employees, students and individuals with disabilities, such as each of the following, unless it demonstrably would impose an "undue hardship" on the operation of the program:

1. Making facilities used by employees readily accessible to and usable by disabled persons.
2. Making modifications or adjustments to the job applications process that enables a qualified applicant with a disability to be considered.
3. Making modification or adjustments in the work environment that enables a qualified individual with a disability to perform the essential function of that position.
4. Making appropriate adjustments or modification of examinations, training materials, or policies.
5. Job restructuring and part-time or modified work schedules.
6. Reassignment to a vacant position.
7. Acquisition or modification of equipment or devices.
8. The provision of readers or interpreters or other similar action.

PARENTS RIGHT TO KNOW

In accordance with Section 1111(h)(6) RIGHT-TO-KNOW, the Gallatin County School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher.

PESTICIDE APPLICATION

During the first week of each month the Gallatin County School District will have an outside agency come into the building to spray for insects. Parents may turn in a written request to the superintendent's office if they would like to be notified in advance of the day the building is sprayed.

PHILOSOPHY

The board of education and the school staff recognize that instruction is the most important single activity of the school. The primary function of all other departments of the school is to support the instructional program and to maintain a quality program of education for the school system.

It is the desire of the board and the administration that the school have highly qualified personnel for all positions at our school. Employees are expected to devote themselves to the education and welfare of the students to fulfill their job descriptions to the best of their abilities, and to implement within the scope of their positions, the district policies.

The board of education and the school staff accept the responsibility for generating an understanding of American freedom and for the preservation of these freedoms through the development of informed and responsible citizens.

Each teacher in the Gallatin County School should strive to maintain a classroom in which pupils are comfortable and in which each student is learning.

We believe that the most important teaching starts in the home and at a very early age. The home and school must work together to provide the very best possible for the student as he/she grows. Students usually feel that education, work ethic, responsibility, respect, following rules and guidelines, and being sensitive to the needs of others are important if their parents do.

Each student is regarded as being a unique individual and is important to the staff at Gallatin County Schools.

Educators as well as students should be made aware of and be respectful to each individual in his or her daily life and develop a sincere appreciation for the different ethnic, economic, religious and social backgrounds of groups and nations.

The dignity of individuals should be protected with proper consideration for their personal feelings which may be associated with race, color, creed, and intellectual characteristics. The recognition by the pupil and the teacher of their responsibilities to each other in this connection might well establish a mutual respect which should stimulate a sound basis for developing high morale and for carrying out school procedures.

Education cannot proceed effectively without good, consistent discipline. Good discipline is best thought of as being positive, not negative; of helping a student to adjust, rather than a punishment. Discipline is training to act in accordance with rules to obtain certain goals.

Gallatin County Unit #7 feels it is the responsibility of the school to help the student maintain and further develop his or her self-discipline so that the exercise of individual rights does not infringe upon the rights of others.

To enjoy the benefits of school citizenship, rules and guidelines for student behavior in Gallatin County Schools have been established and adopted to insure standards of conduct which will promote knowledge and learning as mandated by the Gallatin County Unit #7 school board and the Illinois School Code.

We take pride in the fact that our policies were developed and have been modified periodically by committees of parents, community, and staff members. It continues to be our goal for students to develop "self-discipline so that the exercise of individual rights does not infringe upon the rights of others".

It is expected that the staff will apply the behavior policies evenhandedly and that they will modify the application of discipline (including handicapped students) in accordance with federal and state laws as well as current court decisions.

PHYSICAL EDUCATION

In order to be excused from participation in physical education, a student must present an appropriate excuse from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

1. Ongoing participation in an interscholastic or extracurricular athletic program;
2. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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

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

PHYSICAL EXAMINATIONS/PROOF OF IMMUNITY

It shall be the policy of Gallatin County Community Unit #7 School to enforce the requirements of Section 27-8 of the School Code regarding physical and dental exams. As per current regulations (5-1980) fulfillment of the requirements for immunizations and providing the school with dates of each shall be part of this policy as well. Failure to obtain proof of immunization with dates and/or physical exams will lead to the exclusion of the student from school until the recommended requirement is met. The procedure leading to exclusion will be:

1. Parents or the guardian will be notified that the child is not in compliance.
2. Parents will also be notified that such failure to comply will lead to exclusion from school.
3. Mumps immunizations will be required by the State of Illinois for all students, entering and presently attending school.
4. As per Illinois State Law, students not in compliance on October 15 will be excluded from school.
5. Any student who does not show proof of measles immunity will be excluded from school for a 21 day period after the onset of the last reported measles case, or until acceptable proof of immunity is presented to school officials.
6. Transfer students must have a physical exam and immunization dates on file within 30 school days or he/she will be excluded from school pursuant of the School Code.

NOTE: Physical examination, dental exam, and proof of immunity are required of all children entering kindergarten or first, sixth and ninth grades and all new students transferring from outside of the State of Illinois. A physical exam is required **before participation in Driver Education and athletic activities.**

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

PROM

Prom will be held with the following guidelines:

1. Students may invite one guest who has obtained a classification of freshman, sophomore, junior or senior or above, must be under 21 years of age unless he/she is still enrolled in a high school, and has been cleared through the office.
2. Anyone who has dropped out of school or is enrolled in an alternative program will not be allowed to attend Prom
3. Students and guest must ride the school-provided transportation to after-prom.
4. Guests will be charged an appropriate fee.
5. A committee of junior sponsors and junior students will work with the junior class to complete the remaining details and arrangements.

6. Any student that has received two (2) out-of-school suspensions or has more than nine (9) unexcused absences within the second semester will not be allowed to attend Prom. Students must also attend school the day before and the day of Prom unless the principal has granted prior approval.
7. All students and their guest must register no later than 45 calendar days before the scheduled Prom event. No changes can be made after this date, unless:
 - a) There is an event of a mutual split among a registered Prom couple where they may want to choose another partner to attend Prom. This person must meet all requirements stated in the Prom Guidelines. Both parties must sign a form stating that this is a mutual agreement. These changes must take place no later than 2 weeks before the scheduled Prom event and/or be approved by the Prom sponsors and administration.
 **Remember this can only take place when both parties are in agreement! **
8. To ensure the safety of all Prom participants, all students and their guest attending Prom could be subject to a noninvasive Breathalyzer if they are suspected of being under the influence of alcohol. To participate in the Prom events, all students and their guest must sign the Prom Breathalyzer Participation Form.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted.

PROM AND HOMECOMING DRESS

With modesty in mind, the following dress guidelines will be enforced for prom and homecoming. The GCHS dress guidelines apply to both GCHS students and their dates. It is the responsibility of the students to inform their dates of the dress guidelines.

For Girls: Remember to choose a dress and shoes that are comfortable to walk, dance and sit in before purchasing. Formal attire is expected and should reflect a formal family occasion.

- ☐ Dresses may not be shorter than 5 inches from the top of the knee. This includes any slits side, front, back and hi-low dresses.
- ☐ Dresses must not be too tight or form fitting. Spandex and Lycra materials are not appropriate.
- ☐ Midriffs may not be exposed. This includes both front and side. Covering a cut out with fabric will not suffice unless the fabric is permanently sewn into the dress. Sheer fabric Tulle, Netting, or Illusion cannot be used to cover flesh that should not be exposed.
- ☐ Backless dresses must not dip below the hips.
- ☐ Dresses may not be low cut in the front. Be especially careful with halter style dresses and strapless dresses. Sweetheart and bustier necklines are not appropriate.
- ☐ Appropriate undergarments should be worn based on the style of the dress and should not be visible.
- ☐ No cover-ups (coats, shawls, sweaters) will be allowed over dresses that do not meet dress guidelines.

So you can relax and say yes to the dress, we will offer the opportunity (for both GCHS and dates from other schools) to submit a dress for prior approval. If you wish to submit a dress for approval please submit a picture of yourself (make sure we can see your face and both the front and back view of the dress) by email to Mrs. Mitchell. The principal will respond within 48 hours after receiving your email. Please do not wait at the dress shop for a response. If you change dresses or do any alterations you will need to start the approval process over.

For Boys: Remember to choose a tuxedo, tie, and dress shoes that are comfortable to walk, dance and sit in before making your purchase.

- ☐ Formal attire, Tuxedo.
- ☐ No non-formal headwear allowed: baseball caps, hats, do rags, etc.
- ☐ While attending a formal event, dress shoes are the appropriate footwear for gentlemen.
- ☐ While attending a formal event, shirts should be worn at all times.
- ☒ To verify that your attire meets the established dress guidelines, speak to the homecoming or prom sponsors or submit a picture for approval.

Please avoid any misunderstanding by following these guidelines for appropriate formal attire. Students and guests who are not in compliance will not be able to participate in the Prom or Homecoming Events.

REPORTING CONCERNS

If a parent/guardian should have a problem regarding a teacher or the school we ask that the following school procedure be followed:

First, approach the teacher. Often, a simple misunderstanding can be cleared up quickly and easily. If the matter cannot be resolved through a meeting with the Teacher, the Principal is the next point of contact. Then, if the matter needs to be taken further, parents/guardians can go to the District Superintendent. If no resolution parents may choose to fill out the required paperwork with the Superintendent's office and be added to the public comment section of the next regularly scheduled school board meeting. Venting on social media is never recommended and will only exacerbate the situation.

Remember a negative comment about a teacher or school posted on social media can prove very costly if legal action would be taken. The teacher or school does not have to be named if the comments can be pieced together to work out who is being spoken about; that is sufficient evidence of defamation. When posting on social media during or at the end of the day, it really is all about respect, and teaching our children that adults do not always have to agree, however, adults need to be able to show respect to one another, failing to do so will prove detrimental to everyone involved. Parents/guardians and teachers need to lead by example.

SAFETY DRILL PROCEDURES AND CONDUCT

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

SCHOOL ATTENDANCE

ATTENDANCE

To call in a student absence: Attendance Office Ms. Oldham (618) 272-3821 Extension 1601, Elementary Ext. 1308, Jr. High Ext. 1300, High School Ext. 1224
Attendance email for questions: koldam@gallatincusd7.com The Attendance Procedures are in the Parent/Student Handbooks on the schools website for families to access. The schools website is <http://gallatincusd7.com>

SCHOOL ATTENDANCE

Good school work depends, to a large extent, on punctual attendance. Make-up work cannot completely take the place of regular classroom work. Parents must assume their share of the responsibility for the regular and punctual attendance of their children. Gallatin CUSD 7 recognizes that many factors such as family needs, medical conditions and others contribute to a student's ability to make it to school each day. Our procedures described below reflect our efforts to establish a system that takes these factors into account while also striving to achieve the desired outcome. Students are expected to attend each class and study hall/enrichment daily. Parents are obligated to contact the school when their student is absent. *Parents and Guardians are legally responsible for their child's attendance during the entire time school is in session.*

If a parent/guardian is leaving their student in the care of another adult for a short period of time, they must contact the Elementary, Jr. High or High School Secretary ahead of time to provide the name and contact information of that adult.

Attendance Awareness and Communications

It is imperative parents/guardians are aware of their student's attendance status at all times, both for safety reasons and because students are only allowed a certain number of absences before risking loss of credit and/or be promoted to the next grade level. We strongly recommend monitoring attendance on the Gallatin County School App using "Teacher Ease" daily. Parents/guardians can also expect to receive a daily phone call from the school when their child is marked absent. The purpose of this daily communication is to ensure student safety and make sure parents/guardians are aware of the attendance that is recorded for their student. It also serves as a reminder in case a student has been marked absent unexcused for the day and the parent/guardian forgot to call to excuse the absence. The parent can then give a reason for the absence before the cut-off time of 9 a.m. Parent/guardians should contact the attendance office if they notice an error on the attendance record that was made after contacting the office secretary or attendance aide to excuse an absence.

Reporting An Absence

Excused Full Day Absences

A phone call from the parent/guardian is required. School begins at 8:10 a.m. When a student is absent from school, parents must call the office before 9:00 a.m. of the day of their child's absence as per IL School Code, Section 122: 26-36.

If a call has not been made to the school by 9:00 a.m. on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

1. On the day following the absence, the student must bring a signed note from their parent or guardian explaining the absence or a phone call to 618 272-5141 must be received from the parent/guardian by 9:00 a.m. to give a reason for the absence. Failure to bring a note or phone call will result in an unexcused absence. Students with an unexcused absence in a high school class will be required to take the final exams.
2. If a student has any medical appointments or is absent 3 or more consecutive days due to illness, a doctor's excuse may be required.
3. If a student wishes to participate in or attend an extracurricular event on a day when school is in session, he/she must be in attendance at least one-half of the school day.

Attendance of school sponsored activities and trips will not be counted as an absence. Also, seniors may take two (2) days for pre-approved college visits and not be counted as absent.

If a student is absent for more than ten (10) school days and has not notified the office, they will be dropped from class rolls. *This applies only to students who are of the age of 17 or older.*

**The Gallatin County School recognizes three types of absences. The type, some examples, and the corresponding school action to be taken are indicated as follows:

TYPE I – LEGAL as per IL School Code, Section 122: 26-36

Any absence allowed by the laws of the State of Illinois. The following is a list of acceptable reasons for absences to be excused (appropriate documentation required)

- Illness/Hospitalization (including up to 5 days per school year for mental or behavioral health of student)
- Pre-arranged doctor or dental appointment
- Death in the family
- Family emergency
- Situations beyond the control of the parent/student

- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.
- Required court appearance
- Observation of a bona fide religious holiday
- Attending a military honors funeral to sound TAPS
- Pre-arranged absences
- Any other reason as approved by the Administration
- Excusal up to five (5) days when student's parent is active military and has been called to duty, returns to duty or is on leave. The Board of Education, in its discretion, may excuse a student for additional days related to such leave or deployment.

TYPE II - SCHOOL ACCEPTED

Any absence due to sickness, 5 days per school year for mental or behavioral health of the student, death in family, prearranged absences, school-sponsored trips, and family emergency and includes other situations beyond the control of the student as evaluated by school officials, or circumstances which concern parents such as but not limited to mental, emotional, physical health or the safety of the student. Emergency situations may be evaluated by school officials. (See Type 1 Legal absences per School Code, Section 122:26-36)

Prearranged absences are those anticipated prior to the actual day or period of absence (i.e. doctor appointments, necessary family trips, and funerals). In order for the prearranged absences to be excused the parent must inform the office as soon as possible prior to the last day of the student's attendance (see Prearranged Absences page 4).

Home and Hospital Instruction:

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

Appropriate education services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instruction or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, online Software courses, or other courses of instruction before

(1) the birth of the child when the student's physical condition indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instructions, contact the building principal at 618-272-3821.

Active Duty Parent or Guardian:

A student will be excused for up to five (5) days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.

A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Make-up work must be completed and given to the individual teachers. Students may be granted up to one day missed to complete make-up work. It is the student's responsibility to obtain the make-up assignment from the teachers. It is the classroom teacher's responsibility to hold each student

accountable for missed class time.

Excused Partial Day Absences

For the safety of all students, advance notice from or contact with a parent/guardian is required to excuse any absence related to an early dismissal or late arrival.

1. Students who return to school before the end of the day must report to the Office when re-entering the building. The secretary will supply students with an excused admit pass to their next class.
2. Students who need to leave school due to illness or injury MUST be excused by the Gallatin County Nurse's Office. Students who are ill or have an injury must report to the nurse and are not to leave the building on their own. The school nurse will contact a parent/guardian to authorize the early dismissal. For safety reasons, students authorized by the school nurse to go home on their own must be approved by a parent/guardian before the student is allowed to leave.
3. Absences for students who leave school without proper authorization as outlined above will be unexcused and are subject to the school's procedures for unexcused absences and truancy.

Students are allowed full make-up privileges for absences. Students must speak to their teacher for guidelines for makeup work. The following is a list of acceptable reasons for partial day absences to be excused.

- Observance of a religious holiday
- Illness
- Appointments (doctor, dentist, therapy, etc.)
- Hospitalizations
- Mental Wellness Day
- Death in the immediate family
- Family emergency/personal reasons
- Pre-arranged absence (explained below)
- School-sponsored field trip
- Visits to school nurse
- In-school meetings with school staff (counselor/social worker, wellness center appointment)
- In-school and out of school suspensions
- College visits
- Quarantine

Extended Pre-Arranged Absences

Extended absences from school can have a negative impact on a student's learning and are, therefore, discouraged. In unavoidable cases, parents/guardians should notify their student's teachers and counselor of an extended pre-arranged absence. This allows the teachers to provide work to be done during the student's absence, if appropriate. *There cannot be any pre-arranged absences for the semester exam days.*

A pre-arranged absence may be granted where the student has an authorized reason for not attending school, i.e. family trips. The following procedure must be followed for an excused, pre-arranged absence of 3 or more consecutive days:

1. A completed request for absence form must be submitted in writing to the office at least 5 days prior to the absence. The forms may be obtained in the school office.
2. The form must be submitted to each of the student's teachers. The teacher will give the student the assignments that will be missed.
3. The form must be signed by the following:
 - The parent/guardian stating the purpose for the absence.

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- The teachers verifying the student is passing all academic subjects.
- The principal verifying the student has not been absent more than 10% of current accumulated school days

4. Parents are responsible for making sure all assignments are completed upon arrival back to school.

TYPE III – UNEXCUSED ABSENCES

Any absence that is not considered legal or reasonable, but which is not typical of truancy, or reasons characterized by careless planning such as but not limited to:

Unexcused Absences/Tardies/Early Departures

- Not having received an absence call from the parent/guardian (call later than 24 hours from day of Absence)
- Car trouble
- Oversleeping or missing the bus
- Personal business or taking/doing parent or guardians personal business
- Suspensions
- Truancy from school or class
- Running Errands
- Applying for Jobs
- Working
- Excessive absences without formal documentation

Identification of Student Absences

The school district will collect and review absences and chronic absentee data and determine what system of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and to promote success.

Absence Procedure:

- 3 consecutive days absent will require a note from a medical provider.
- Once a student has been absent 5 school days within the school year:
 - Ø A note from the physician may be required for each additional absence as determined by the principal.
 - Ø A note from the physician may be required for each additional absence
 - Ø A referral will be sent to the Regional Office of Education's TAOEP at the next unexcused absence.

Resources:

For those students who are at risk of reaching or exceeding chronic absence levels the district will make resources available to the families to try to improve daily school attendance.

- Ø Provide Alarm Clocks
- Ø Assign an administrator, teacher or family member to Phone Student each morning "wake up call"
- Ø School Resource office will arrange pick up of student(s)

TARDINESS:

A student is tardy to class when the second bell rings, the student must be in his/her seat ready to start working, or he/she is tardy to that class. Individual teachers will address tardiness.

Passing times are three minutes in length -- sufficient time to move to any other area of the building without undue difficulty. The following procedures should be followed when you are late to class:

1. If you are late in arriving at school, report directly to the office for an admit slip to be marked present.

Your admit slip will be marked excused or unexcused, depending upon the reason for your tardiness. There are few reasons for being tardy which are excusable; however, many are understandable and will result in little or no difficulty to the student or parent. Habitual tardiness is another matter and will not be tolerated. Students habitually tardy or late arriving to school five times within a quarter to 1st period classes are subject to having their driving pass revoked for (5) school days; student passengers may also be disciplined. If habitual tardiness continues the student's driving pass will be revoked for the remainder of the quarter. Every effort necessary to correct habitual tardiness will be made.

2. If you are detained by a teacher, secure an admit slip from that teacher and report to class. If you are tardy for any reason, report directly to class. Do not come to the office since admit slips will not be issued. Each teacher shall determine the validity of the excuse and advise the student of such. Classroom teachers will assign reasonable punishment for being tardy for class.

Teachers will also keep a record of all students who are tardy and will report habitually tardy students to the office where corrective measures will be taken. The principal shall make the determination if tardiness is becoming a pattern and will assign appropriate corrective measures such as:

1. The principal or classroom teacher will assign reasonable punishment.
2. The student may be assigned unexcused absences for one or more periods.
3. If the principal determines that a pattern of tardiness is established, the student may be suspended, barred from extracurricular activities, and/or a parent conference arranged.

TRUANCY: TRUANT'S ALTERNATIVE AND OPTIONAL EDUCATION PROGRAM

A student who is absent from school without parental approval or knowledge shall be deemed truant. A chronic or habitual truant, as defined by the Illinois School Code, is "a child subject to compulsory school attendance who is absent without valid cause from attendance for 5 percent or more of the previous 180 regular attendance days." The parent or guardian will be notified that a doctor's excuse will be required after the 9th absence.

Chronic truancy will be referred to the Regional Office of Education's Truancy Officer. The Truancy Alternative Program may then refer the case to the State's Attorney for possible legal action and reporting to officials under the Juvenile Court Act. If chronic truancy persists students will be referred to the district's credit recovery classroom or the ROE 20 Learning Alternative Branch. Truancy can be considered and referrals will be made to the Truant's Alternative and Optional Education Program (TAOEP) through the Regional Office of Education for the following:

- Students who are absent "without valid cause" (unexcused) for 5% or more of attendance days
- Students who have 6 unexcused absences within the school year
- Students who have 6 or more unexcused tardies or early departures in one quarter
- Failure to sign in or sign out at the main office door when returning to or leaving school
- Skipping school
- Persistent morning tardies
- Persistent early departures
- The principal or his/her representative will decide and issue unexcused absences. Parental permission to be absent from school does not necessarily mean an excused absence.

The following actions or consideration may result from unexcused absence:

1. The student will be barred from any or all extracurricular activities scheduled for that date.
2. The student may have make-up time for credit in the class missed.
3. After nine (9) unexcused absences, discipline will result, a parent conference arranged and a referral submitted to the Regional Office 20 Truancy Officer (the Gallatin County State's Attorney will receive notice of the truant issue of the student).
4. Skip and related type absences may also result in some type of detention or suspension.

SUPPORTIVE SERVICES:

Support services to truant or chronically truant students will include but are not limited to:

- Ø Parent conferences
- Ø Conference with administration and social worker
- Ø Student counseling
- Ø Family counseling
- Ø Information regarding community services and other services that meet the students' individual needs.

SCHOOL BUS RIDER INSTRUCTIONS

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders. Audio and video recordings may be used randomly on school buses.

To ensure the safety of students, unauthorized persons will not be allowed to ride a bus. This includes, but is not limited to, unregistered students, visiting students, and adults, unless authorized by the school administration in the form of a permission slip or through direct contact with the bus driver. Upon enrollment, a new student must get a bus pass from the office.

Student safety is a high priority for Gallatin County School. Parents or legal guardians are reminded that they must send a note in the morning on the day their child will be riding a different bus or if different arrangements must be made from those previously established. Bus passes must be issued by 1:00pm. Unless it is an emergency, please do not call the school with a bus pass request. We realize that occasionally an emergency will occur and we will work with you to make other arrangements for your child/children. All emergency arrangements must be approved by the principal. We appreciate your cooperation in this matter.

It is recommended that all riders, parents of riders and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Be on time at the designated school bus stop; 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. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the bus has been brought to a complete stop.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the bus.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus without permission of the school transportation director and the superintendent and/or the principal.
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. Help look after the safety and comfort of smaller children.
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 a school official.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. School officials will assign students to specific seats on the bus if necessary.

21. Do not eat, chew gum or drink on the bus.

Students who do not conform to these rules and are in frequent violation of them will be dealt with in the following manner:

- A. School officials will confer with the student and the driver.
 - B. School officials will confer with parents.
 - C. If the above steps do not solve the problem, the student may lose his/her riding privileges for one week.
 - D. If problems continue to exist, the student may lose his/her riding privileges for the remainder of the current school year.
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- 1. Safety is the most important issue concerning transportation of students.
 - 2. If a student has behavior problems on the bus, the student and the driver will have a conference and try to resolve the problem. The driver will keep a record of said conference.
 - 3. If a minor problem is reported to the principal, he will have a conference with the student and send a copy of the conference results to the driver. The parents will be notified.
 - 4. If a student is disrespectful or refuses to follow directions of the driver, the parents will be notified and the student may be suspended and/or lose bus riding privileges.
 - 5. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to the following:
 - a) Violating any school rule or school district policy
 - b) Willful injury or threat of injury to a bus driver or to another rider
 - c) Willful and/or repeated defacement of the bus
 - d) Repeated use of profanity
 - e) Repeated willful disobedience of a directive from a bus driver or other supervisor
 - f) Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

SCHOOL LOCKERS

A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. If school officials have a reasonable suspicion the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their locker that they would not want anyone to find. All lockers are to be kept clean and orderly. Lockers should be cleaned out at least once every 9 weeks.

SCHOOL OPERATIONS DURING A PANDEMIC

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

SCHOOL PRAYER

The Gallatin County CUSD #7 has no policy that prevents constitutionally protected prayer.

SCHOOL SEARCHES

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots and other school property and equipment owned or controlled by the school for illegal

drugs, weapons, or other illegal or dangerous substance or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this section provides evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. Disciplinary action may include suspension or expulsion from school and all school activities and a prohibition being present on all school grounds.

SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT

The building principal or his/her designee is the official records custodian of each building.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal. (ISSRA, Par.50-2(e); 50-4(e))
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(f); Rules, Section 375.10)
3. Parents or any person specifically designated as a representative by a parent have the right to:
 - a) Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 10 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record. The school charges \$.35 per page for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISSRA, Par. 50-5)
 - b) Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. (ISSRA, Par, 50-0(b))
 - c) Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
 - d) The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
 - e) An informal conference will be held within 15 school days of receipt of the request for a hearing.
 - f) If the challenge is not resolved by the informal conference, a formal hearing shall be innate.
 - g) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the

challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

h) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings, and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA (Par.50-7; Rules, Section 375.90)

4 The right to have one or more scores received on college entrance examinations included on the student's academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on the college entrance examination that is the subject of the request and the dates of the scores that are to be included. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

Parent/guardian may request removal from the student's academic transcripts one or more scores received on college entrance examinations

No school records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- a) to a parent or student or person specifically designated as a representative by a parent; (ISSRA, Par.50-6(a) (1))
- b) to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest; (ISSRA,Par.50-6(a)(1))
- c) to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmission to the parents. Such service shall be deemed conclusive; and ten school days after such service, if the parents make no objection, the records may be transferred to the requesting school; (ISSRA, Par.50-6(a)(3); Rules, Section 375.70(a))
- d) to any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records; (ISSRA, Par.50-6(a)(4); Rules, Section 357.70(d)(2)
- e) pursuant to a court order--provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the contents of the school student records; (ISSRA, Par. 50-6(a) (5); Rules, Section 375.70(c) (3))
- f) to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents; (ISSRA, Par.50-6(a)(6); Rules, Section 375.70(b))
- g) subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other

persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release; (ISSRA, Par.40-6 (a) (7); Rules Section 375.60)

h) to any person with the prior specific, dated, and written consent of the parent designating the person to whom the records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records or designated portions of the information contained within the records or designated portions of the information contained within the records. (ISSRA, Par. 50-6(a) (8); Rules, Section 375.70(d))

5. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, Par. 50-7(d))
6. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted there from and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, Par. 50-4(h))
7. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without prior consent of the parent obtained in accordance with ISSRA, Par. 50-6(a)(8). (ISSRA Section 50-6(d))
8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such a request, the date of the release, the name and signature of the official records custodian releasing such information, and a copy of any consent to such release. (ISSRA (Par. 50-6(c))
9. All rights and privileges accorded a parent under the ISSRA 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 respect to the student's permanent school record. (ISSRA Par. 50-2(g))
10. The following is designed as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, academic awards, degrees and honors; information in relation to school-sponsored activities, organizations and athletics; the student's major field of study; and period of attendance in the school. (ISSRA, Par. 50(e); Rules, Section 375.80)
11. No person may condition the granting or withholding of any right, privilege, or benefit or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act. (ISSRA, Par.50-8)
12. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files, and other information contained in the temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. (Rules, Section 375.40(d))
13. Any policies of the school relating to school student records which are not included in the Act or Rules.
14. Copies of the Illinois School Student Records Act, Chapter 23, Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.
15. The Wabash and Ohio Valley Special Education District at Norris City, Illinois is the official and legal custodian of all special education records for Gallatin County Community Unit District #7.

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.

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

Illinois School Student Records Act: 105 ILCS 10/4; 105 ILCS 10/5(a)

Illinois Administrative Code: 23 Ill. Admin. Code 375.30

The written notification of their rights under this Act is given to parents/students upon initial enrollment or transfer of a student to the school

Illinois Administrative Code: 23 Ill. Admin. Code 375.4

Proper written notification regarding the destruction schedule for permanent and temporary records and the right to request a copy of such records prior to their destruction is provided to parents/students when pupils graduate, transfer or withdraw from school.

SCHOOL VISITATION RIGHTS ACT

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

SECURITY CAMERAS

For the safety and security of our students, security cameras have been installed inside the school as well as around the exterior of the building. Security cameras will be in operation 24 hours per day.

SEIZURE SMART SCHOOL ACT PA 101-0050

Creates the Seizure Smart School Act. Requires the parent or guardian of a student with epilepsy who seeks assistance with epilepsy related care in a school setting to submit a seizure action plan with the student's school.

SEMESTER EXAMS

1st Semester

Semester exams will be given in ALL classes and will be taken by ALL students in the first semester.

2nd Semester

Semester exams will be taken by ALL students in ALL classes second semester with the exception of those classes in which the student has an A average 94% or higher in both 3rd and 4th quarters, or has not been absent from class more than three (3) class periods. **Any unexcused absence or suspension will result in the student taking the semester exam in the class.** Failure to follow the student attendance guidelines found on pages 18 and 19 of this handbook will result in a student receiving an unexcused absence. If a student has three or more unexcused tardies in a class or has a grade of 'F', he/she must take the exam in that class.

SENIOR TRIP GUIDELINES

1. Sponsors and the principal will determine the place, time and details of the trip.
2. Eligibility for the trip will be as follows:
 - a) Students must be passing for the year to date at the time of the trip.
 - b) Students must have passed the Illinois and the U.S. Constitution test if it has been given prior to the trip.
 - v) Students may be made ineligible for class trips due to repeated misbehavior (more than three full days of

ACR), excessive absenteeism (more than 9 unexcused absences within the second semester) and major rule infractions (any student that has more than two out of school suspensions) or other reasons as determined by the principal.

- d) Anyone enrolled in an alternative program will not be allowed on the trip.
- e) All fees and bills owed to the school must be paid before a student may go on the senior trip.
- f) A copy of the health insurance card (front & back) must be given to the senior sponsor by date due.
- g) All forms must be signed by parent/guardian (even if the student is 18)

SEX OFFENDER REGISTRATION

Please be aware of 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 from your local Sheriff's office or online at www.isp.state.il.us/sor.

STUDENT AUTOMOBILES AND PARKING REGULATIONS

Students driving vehicles to school are asked to park them in the student parking lot east of the school. The following parking regulations will be strictly adhered to:

1. Parking is strictly limited to the student parking area. No parking behind the gym at any time.
2. Students are not to loiter in the parking lot. Students are not to sit in parked cars. Upon arrival at school, students are to leave their vehicles and enter the building to their designated areas.
3. The parking lot and vehicles are off-limits until school is dismissed at the end of the day.
4. To facilitate identification, automobiles are to be parked with the front end in first.
5. All students are to be licensed and covered by insurance. The school is not responsible for automobiles or their contents.
6. Students are not to drive vehicles over 5 miles per hour while on school property. Students should not exhibit any form of reckless driving on school grounds.
7. Automobiles are to yield the right-of-way to school buses when entering or leaving the campus.
8. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, weapons, stolen property or other contraband might be present in a vehicle.
9. All vehicles driven to school must be registered in the high school office. A registration ticket must be displayed in the vehicle parked in the parking lot. If you drive more than one vehicle, you may register all vehicles and receive a ticket to display for each vehicle.
10. Violation of registration or display of ticket could result in loss of driving privilege and/or receiving a writing assignment.
11. Parking regulations are enforced. **It is considered a privilege to drive and park on school grounds. It is not a right!** Any violation of the above guidelines may result in the suspension of driving privileges, the towing of vehicles, and/or suspension from school.
12. Students must show proof of automobile liability insurance and pay the \$21 parking fee before a parking permit will be issued to them.

STUDENT BEHAVIOR GUIDELINES

Students are expected to conduct themselves in a manner which reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct which occurs on school buses, in school buildings or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district, while being transported to and from school sponsored activities or events. Students may also be disciplined when the misconduct is directed against school employees, their families, or their property because of their status as employees.

The consequences stated are recommended as a guide in determining the disciplinary action for student violations. This in no way implies that these consequences must be followed sequentially, or that other or more severe actions cannot be taken. Each disciplinary case will be handled appropriately at the discretion of the administrator in charge.

EXPULSION or Alternative Placement
SUSPENSION
ALTERNATIVE CLASSROOM (ACR)
DETENTION

Additionally, students are expected to follow the extracurricular conduct code general rules (page 7 of the Athletic Handbook). The conduct code (1) requires students who participate in extracurricular activities to conduct themselves as good citizens and exemplars of the school at all times, including after school, on days when school is not in session and whether on and off school property, and (2) students that fail to abide by the extracurricular conduct code may be removed from the activity. All hazing and bullying activities are strictly prohibited. All coaches and sponsors of extracurricular activities will annually review the Athletic Handbook rules of conduct with students and provide students with a copy.

When and Where Conduct Rules Apply

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

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

STUDENT FEES

Consumables/Instructional Materials Fee – A consumables fee of \$42 (\$84 Maximum) includes all textbooks and are payable when books are received. Textbooks are provided to students on a rental basis. Students who qualify for free/reduced lunches may have this fee waived. The waiver must be signed by a parent or guardian and on file in the office within ten (10) days of the first semester. Individuals who are issued books must pay for books that are lost, stolen or damaged; therefore, every student should care for his/her books. When available, students will be given used book prices for the replacement of their lost or damaged books.

Parking Fee – Students driving personal vehicles to school will be charged a \$21 parking fee.

Drivers Education Lab Fee - \$68.00 per student and must be paid before driving with the instructor.

Family & Consumer Science Foods Lab Fee - \$26.00 per student for Food Handler Certification

Art Fee - \$11.00 per student

Science Lab Fee - \$6.00 per student

Athletic/Activity Participation Fee – Students will be charged a \$52 (\$104 Maximum per family) athletic/activity participation fee for sports & Scholar Bowl participation. The fee revenue will help fund the school's activity programs.

- The participation fee will be levied only when team rosters have been set after tryouts.
- The participation fee is charged per student/athlete, per year.
- The participation fee does not guarantee playing time.
- The participation fee does not guarantee a full complement of contests.
- Families with two or more siblings participating in the district sports/Scholar Bowl will be charged \$52 per participant up to a family limit of \$104 per year.
- Refunds of participation fees will not be given if a student/athlete quits a team, is removed from a team, withdraws from the school or is injured during a practice and/or contest and cannot play. Refunds in other circumstances beyond district control will be decided on a case-by-case basis.

Exception: a student athlete who pays the participation fee in a sport that is canceled prior to the first contest will receive a refund.

Outlining the waiver criteria: Students who have been approved for free/reduced price meals are eligible to receive a waiver of participation fees. Other extenuating circumstances may also apply.

Waiver process:

A child who is “directly certified “or “categorically eligible” (i.e., is homeless, migrant or runaway, or has a parent that is a veteran or active duty military personnel at or below 200% of the federal poverty line) would automatically receive school fee waivers subject to the federal verification limitations. Proof of income will determine school fee waiver eligibility. A School Fee Waiver Application is included in the appendix of this handbook. The School Fee Waiver Application must include a copy of verified proof of yearly family income and be submitted to the child’s office secretary by Friday, August 26, 2022.

STUDENT GRIEVANCE PROCEDURE

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 following 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. More detailed information is available in the offices of the superintendent and building principal. Time limits refer to days when school is in session.

STEP 1: The student(s) and/or 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 II: If the grievance is not resolved, it should be submitted in writing within five (5) days to the building principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra investigation of the issue will be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP III: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent of designee within five (5) days from the receipt of the response on Step II. 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 IV: If the issue is not satisfactorily resolved on Step III, the grievant(s) may appeal the grievance 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.

STUDENT POLICY

- ☐ Good manners, courtesy and personal pride shall be exhibited by all students during school hours and during school sponsored activities (i.e. not running in the halls; wearing hats in the building; loud, boisterous, or profane speech/gestures).
- ☒ Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Roaming hallways will not be permitted. Students who are out of class without having the proper pass will be issued a detention immediately, no exceptions.
- ☐ Pupils are expected to restrain themselves from any show of affection toward others while on school property or while attending school activities off the school premises.
- ☐ Students who do not ride the bus should not arrive on school grounds before 7:45.
- ☐ Any student who wishes to ride a different bus other than their regular bus must bring a note in the morning

from home to be issued a bus pass before 1:00 pm. Unless it is an emergency, please do not call the school with a bus pass request. All emergency arrangements must be approved by the principal.

- ☐ Purses, backpacks and athletic bags are to be stowed in lockers and are not to be taken into classrooms. Small clutch purses can be approved by the administration for the purpose of carrying female personal items. Eighth period teachers may designate an area of the classroom for backpacks, purses and bags for take home at the end of the day.
- ☐ Key lanyards must be stored in lockers.
- ☐ No gang logos, colors, signs, paraphernalia, or gang activities are allowed at school. Further anti-gang uniforms and vulgarities are prohibited. Gang like activities are defined as any conduct by a student for the furtherance of a common purpose.
- ☐ No knives or weapons of any kind, matches, cigarettes, and tobacco products/tobacco look alike, or pornographic materials shall be brought to school.
- ☐ The privilege of riding a bus may be withdrawn when any student persists in violating rules and regulations.
- ☐ Children entering kindergarten or first, sixth, and ninth grades and before participation in Driver Education and Athletic Activities shall present a physical administered by a competent physician on the first day of school. Transfer students must have a physical examination and immunization dates on file within 30 school days or they will be excluded from school pursuant to section 27-8.1 of the school code of Illinois.
- ☐ The school will not issue acetaminophen (Tylenol), antacid tablets, cough drops or any internal medicine without a written physician order and signed parent consent. Students are to be reminded not to carry any prescription or non-prescription medications on their person or into the school building. First aid supplies are available and first aid will be provided.
- ☐ All correspondence and summer school work must be authorized in advance by the superintendent before credit can be given.
- ☐ Breakfast and lunch will be furnished free according to state and federal guidelines when it is determined that a child is eligible. Application for free/reduced meals must be completed at the beginning of year or when financial status changes.

Dress

- ☐ Young men and women should recognize the importance of being well groomed at all times. Clothing need not be expensive to be clean, neat and attractive. One of the most important factors in being well groomed is wearing clothing appropriate for the occasion. Dress that may be proper at home or on the beach may be out of place at school. Clothing shall not be hazardous to the health and safety of the students or disruptive to the educational program of the school. Any extremes of dress which detract from the orderliness of the school program by bringing undue attention to the individual are, of course, inappropriate. For example: Shoes must be worn at all times. Bare midriff clothing, "see-through mesh" attire, undershirts as outerwear, half-shirts, halters, spaghetti straps, tank tops, or house shoes, caps, hats, or sunglasses shall not be worn. Length of shorts, skirts and dresses must be within five (5) inches from the top of the knee. Holes or slits in jeans must not be more than 5 inches above the knee. No baggy pants without belts and no showing of undergarments. Shirts and scoop neck tops must have a neckline that is no lower than four fingers from the center of the collar bone. Leggings/yoga pants must be worn with a top of a length that, at the minimum, covers the "bottom" and is consistent in length from front to back. Students should also refrain from wearing items of clothing which contain printed messages, logos, and/or activity which are deemed offensive, illegal or condone an activity which is socially unacceptable or unwise (i.e. tobacco, alcohol, drugs, profane comments or gestures, etc.).
- ☐ When a student's dress becomes inappropriate for the school setting, then it becomes the responsibility of the school to intervene. Faculty and administration reserve the right of determining whether students' dress is appropriate or disruptive to the educational process. A student who is inappropriately dressed will be asked to correct the problem immediately or be sent home to change. The time missed as a result will be considered unexcused. All classrooms are air-conditioned; therefore, students should wear adequate clothing. Students are expected to follow student dress guidelines presenting themselves decently and appropriately at all times during school, educational trips, extra-curricular events and activities. During "dress-up days" such as during Homecoming or Spirit Week, attire must adhere to the school dress guideline. Any deviation must be approved by the principal.

Electronic Devices

Acceptable Use of the District's Electronic Networks 1

- ☐ All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.
- ☐ Due to distracted learning, cheating on tests, cyberbullying, access to digital amusement, inappropriate video and social media postings during class periods, all Smart phones and other electronic devices must be put away and stored in the locker at the 8:06 a.m. bell with no exceptions. These items are not considered "put away" if they are in the pockets of jackets, coats or pants or in pencil/makeup pouches that students are carrying with them to class. NOTE: Students should never share their locker combination or "rig" the locker to open. **Gallatin County CUSD 7 is not responsible for lost or stolen phones or electronic devices.**
- ☐ If a student needs to make a phone call during the day, they may come to the office. Parents wishing to reach students are asked to call the office, 272-5141, and leave a message for the student or ask that the student come to the office and return the call. Additionally, text messaging during the school day is prohibited. Students will have designated usage time of Smartphones and other electronic devices during high school lunch period at administration discretion. In the event that a student's cell phone or any other electronic device is visible during the school day, the following procedure will be followed: the phone or device will be confiscated and brought to the office. Phones will not be allowed in Physical Education classes or in locker rooms. Once the school day has finished, students may use their cell phones and other electronic devices in common areas (hallways, courtyard, cafeteria, etc.).
- ☐ Students may not use cell phones or other electronic devices to engage in bullying, harassment, or other illegal or threatening behavior at any time. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic device, or cellular phone, commonly known as "sexting".
- ☐ Misuse of cellular telephone and other electronic devices will result in confiscation of the device and the student will be subject to disciplinary action for engaging in prohibited student conduct. No using or possessing of an electronic paging device or laser pointer.
 - 1st Offense - Warning, student pick up at the end of day
 - 2nd Offense - Lunch Detention and device confiscated, pick up by parent/guardian
 - 3rd Offense - ACR 1 day, device confiscated, pick up by parent/guardian

Extra-Curricular Activities

- ☐ Any student who desires to participate in any extra-curricular activity shall have all school fees paid before the student may actively participate in that event. All extra-curricular activities and/or **Driver's Education are required to have the student insurance.** The insurance requirement will be waived upon presentation of evidence signed by a parent or guardian that the student is adequately insured.
- ☐ Student accident insurance is provided for a nominal fee.
- ☐ Students who ride the bus to a school activity or sporting events shall return by bus. To ride home with a parent or guardian, the parent or guardian must be present to sign out the student from the supervising sponsor or coach.
- ☐ All equipment purchased by the school for individuals (uniforms, shoes, etc.) must be paid for within 30 days and before issue.
- ☐ Participation in extracurricular activities may be denied to pupils who fail to conform to school rules
- ☐ Discrimination: The Board of Education of Gallatin County Unit District #7 shall not condone discrimination practices on the basis of sex, color, race or creed. The superintendent will be the coordinator. His duties shall be to investigate complaints and supervise the district's efforts to comply with Title IX. All complaints shall be routed by way of the building principal to the coordinator and then to the Board of Education.

Media Center

- ☐ Books may be checked out of the media center for 2 weeks with the exception of reference books. They are

to be checked out overnight. A fine of 5 cents per day will be assessed on overdue books and 30 cents per day will be charged for overdue reference books. Magazines and vertical files may be checked out for 7 days. All books are bar-coded and every student has a library number. If the barcode is damaged, an assessment of \$1.00 will be charged. Material taken without checking out will be assessed a fine. Students are responsible for returning books on time according to the date stamped in the book.

- Students who lose or damage a book while it is checked out to them will be expected to pay for it at the following rate: First year of use--100% of actual cost; second year of use--75% of actual cost; third year of use--50% of actual cost; fourth and subsequent years of use--25% of actual cost. A teacher may require a student to purchase necessary items for class work.
- Each student shall pay for all damage he or she may do to school property or the property of others within one week after demand thereof unless by arrangement with the principal. With arrangement, payment can be deferred until a later date. Failure to make such a payment may result in suspension.
- Parents/guardians and students must agree and sign a usage clause or statement which guarantees usage of the Internet will be used ethically and correctly. Parents must agree to pay if a student causes damage to Internet access or destroys equipment, records or data.

STUDENT PROMOTION

The Board of Education adheres to the Illinois School Code's prohibition on promotion of a student to the next grade level based on social reasons, such as age. It is, therefore, the policy of this District that students shall be promoted to the next grade level based on the following criteria:

1. Successful completion of the curriculum
2. Attendance
3. Performance based on state and local testing
4. Local goals and objectives indicating that the student can perform at the expected grade level.

Students shall not be promoted for purely social reasons.

Legal Reference: 105 ILCS 5/10-20.9a

20 U.S.C. Sec. 1412 (a) (17) (A) (I).

STUDENT'S RIGHTS AND RESPONSIBILITIES

RIGHTS

1. Each student has the right to pursue an education.
2. Each student has the right to express opinions verbally or in writing.
3. Each student has the right to dress in such a way as to express the student's personality.
4. Each student has the right to expect that the school will be a safe place for all students to gain an education.
5. Each student has the right to expect to assist in making decisions concerning his own educational goals.
6. In case of suspensions and expulsions, the student who is disciplined has the rights provided by the School Code, Constitutional due process, and the policies adopted by Unit #7.

RESPONSIBILITIES

1. Each student must not hamper any other student from pursuing an education.
2. Express opinions and ideas in a respectful manner so as not to offend or slander others.
3. Dress so as to meet recognized standards of health and safety and not to the detriment of the educational process.
4. Be aware of all rules and expectations regulating student behavior and conduct and to follow the guidelines established in this code.
5. Participating positively in learning situations.
6. Be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such a case.

SUSPENSION AND EXPULSION

I. General

1. Students committing acts of gross disobedience or misconduct may be suspended or expelled from school. Any student suspended from school or riding the bus shall have the opportunity to complete or make up work for equivalent academic credit.

2. Authority to suspend a student is delegated to the superintendent and principals.
3. Suspension is defined to mean an exclusion of a student from school or from riding the bus for a period of time not to exceed the ten (10) school days by summary action of the superintendent or principals.
4. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period of time, up to a maximum period of two school years by the Board of Education. Expulsion may be preceded by suspension.
5. School personnel include employees, teachers, administrators, school board members, school bus drivers, and other school district employees and students where the term is appropriate.

II. Definition of Gross Disobedience or Misconduct

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus or at a school function. Such conduct may also occur outside the school grounds provided there is a direct relationship between the conduct and the school's education function. Gross disobedience or misconduct shall include any conduct, behavior or activity which causes or may reasonably lead school authorities to forecast substantial disruptions or material interference with school activities or the rights of others. It shall be further defined to include but is not limited to the following types of conduct, behavior or activity or any other activity or behavior which may be prescribed by the school board from time to time:

1. Possession of, use of, sale or intent to sell, or distribution of any dangerous, controlled or illegal substance or weapon or look-alike.
 - a) The Gun-Free Act
 - b) The intent to sell or deliver drugs including look alike drugs and alcohol in the school building, on campus, at a school activity, or school transportation and vehicle parked on or in the vicinity of the campus or at any time under school jurisdiction is prohibited. Expulsion may be preceded by suspension. Police or Juvenile authorities shall be notified.
2. Unexcused absences from school or from any class.
3. Insubordination to any school personnel which includes failure to follow directions or produce student identification, passes, etc.
4. Intimidating or attempting to intimidate school personnel or other students.
5. Fighting with or assaulting school personnel or students.
6. Intentional damage to or destruction of school property, or property of school personnel.
7. Verbal abuse or use of profanity or obscenity to school personnel
8. Endangering the physical well-being of the school population by acts such as:
 - a) Improper release of a school fire alarm or tampering with fire extinguishers.
 - b) Calling emergency responders (911), in the absence of a reasonable belief that an emergency exists
 - c) Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity. A bomb threat is a felony punishable by 2-5 years in prison and expulsion from school.
 - d) Starting a fire in or to school property or attempting to do so.
9. Repeated incidents of misbehavior including the repeated refusal to comply with school rules.
10. Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel.
11. Other behavior or conduct which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.
12. Creating or attempting to create a classroom disturbance.
13. Smoking, using or selling of tobacco in or on school property or look-alike.
14. Possessing or consuming any alcoholic beverage, a controlled substance/illegal drug, a look-alike/counterfeit drug or any other substances which cause a physiological or psychological change.
15. Any form of harassment will not be tolerated.

Due Process Procedure

Due Process will be extended to all students. This means that students:

1. Must have had the opportunity to become informed of the school regulations and procedures.
2. Must be informed of the provisions allegedly violated.
3. Must be given an opportunity to give their version of the alleged violation.

Levels of authority:

1. Teacher or other school personnel

2. Principal or assistant principal
3. Superintendent
4. Board of Education

III. Procedure for Suspension

A. Pre-suspension Procedure

1. The superintendent or principal shall confer with the student who is under consideration for suspension. The student shall be adequately advised of the reasons for the proposed suspension, and ask for his/her version of the incident that gave the proposed suspension.
2. If the student denies his/her guilt, he/she shall be advised as to the evidence upon which the suspension may be predicated.
3. The student shall be given an opportunity to respond to the evidence.
4. If the conference does not cause the charges to be dropped, the suspension procedure set forth below shall be followed.
5. The person conferring with the student shall make an anecdotal record of the conference.
6. When, in the opinion of the persons empowered to suspend, the student poses an immediate threat to school personnel or property or an ongoing threat for disruption of the educational process, the student may be summarily removed from the school without following the pre-suspension conference within that time if at all possible.

If the student's presence poses a continuing danger to persons or property, a pre-suspension conference is not required and the student can be immediately suspended.

B. Notification

1. Immediately following the pre-suspension conference, if it results in a decision to suspend, the parents or guardian of the student and the student shall be advised of the decision to suspend by certified mail, return receipt requested:
 - a) The notice shall state the reasons for the suspension and the duration of the suspension.
 - b) The notice shall inform the parents or guardian of the student that they may request a review of such suspension and that their failure to request such review within five days after receipt of the notice shall constitute a waiver of the right to such review.
 - c) The request for review must be in writing directed to the superintendent's office.
2. The school board shall be notified of each suspension by a notice sent to each member of the school board.
3. Where the suspension is ordered by a principal, a copy of the notice of suspension shall be immediately furnished to the superintendent.

C. Suspension Review

1. If a request for review of the suspension is made by the student, parents, or guardian, written notification of the time and place of such review shall be given at least one week prior to the review. The letter shall also set forth the review hearing procedure.
2. The review hearing shall be conducted by the school board.

D. School Board Review of Contested Suspension.

1. The review of a contested suspension shall be conducted by the school board in executive session within thirty (30) days of the notice of suspension or the review hearing whichever is later.
2. The school board shall take such action as it deems appropriate including affirming or overruling the suspension.
3. The decision of the school board shall be final and shall be made in public session except that the name of the student shall not be announced.
4. If the Board shall determine that the suspension was not justified, the student's records shall be marked "excused". The student will be allowed to make up missed work.
5. Written notification of the Board's decision on the suspension review shall be mailed to the parents or guardian within 48 hours after the school board meeting.

IV. Procedure for Expulsion

- A. If a student is to be recommended for expulsion, the superintendent shall send a letter by certified mail (return receipt requested) to the parents or guardian of the student notifying them of the proposed expulsion. If the expulsion is preceded by a removal from school the pre-suspension procedure must be followed.

- B. The superintendent may elect after a suspension is initiated, to move to expel, in which event the suspension review shall be combined with the expulsion hearing.
- C. The notification of expulsion letter shall include:
 - 1. The reasons for the proposed expulsion.
 - 2. The time and place of the expulsion hearing which shall be at least one week after the notification is sent.
 - 3. The hearing procedure.
- D. Expulsion hearings will be conducted by the school board.
- E. The penalty imposed by the board may be expulsion for a period up to a maximum of two school years.

III. PROCEDURE FOR SUSPENSION AND EXPULSION HEARINGS

- A. The hearing shall be held in executive session.
- B. The student may attend the hearing and be represented by a representative of his choice.
- C. Presentation of evidence.
 - 1. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases a summary of the witness' testimony must be presented to the student at the hearing.
 - 2. The student may present evidence to refute the charges either orally or in writing. He shall be afforded an opportunity for cross-examination of any written evidence presented.
 - 3. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
 - 4. The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript of the tape.
 - 5. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
 - 6. There may be short closing arguments by the parties at the conclusion of the hearing.
 - 7. A motion to exclude witnesses may be made by either party.
- D. The Department of Mental Health shall be invited to send a representative to the hearing to consult with the board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

TARDINESS

A student is tardy to class when he is not in his assigned station and ready for work when the class bell rings. Passing times are three minutes in length -- sufficient time to move to any other area of the building without undue difficulty. The following procedures should be followed when you are late to class:

- 1. If you are late in arriving at school, report directly to the office for an admit slip to be marked present. Your admit slip will be marked excused or unexcused, depending upon the reason for your tardiness. There are few reasons for being tardy which are excusable; however, many are understandable and will result in little or no difficulty to the student or parent. Habitual tardiness is another matter and will not be tolerated. Students habitually tardy or late arriving to school five times within a quarter to 1st period classes are subject to having their driving pass revoked for (5) school days; student passengers may also be disciplined. If habitual tardiness continues the student's driving pass will be revoked for the remainder of the quarter. Every effort necessary to correct habitual tardiness will be made.
- 2. If you are detained by a teacher, secure an admit slip from that teacher and report to class. If you are tardy for any reason, report directly to class. Do not come to the office since admit slips will not be issued. Each teacher shall determine the validity of the excuse and advise the student of such. Classroom teachers will assign reasonable punishment for being tardy for class.

Teachers will also keep a record of all students who are tardy and will report habitually tardy students to the office where corrective measures will be taken.

The principal shall make the determination if tardiness is becoming a pattern and will assign appropriate corrective measures such as:

- 1. The principal or classroom teacher will assign reasonable punishment.
- 2. The student may be assigned unexcused absences for one or more periods.
- 3. If the principal determines that a pattern of tardiness is established, the student may be suspended, barred from extracurricular activities, and/or a parent conference arranged.

TECHNOLOGY

Student Use of Technology Resources Students will have access to web-based tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information (such as student names and email addresses). These online services are only permitted for the use and benefit of the school for the purpose of student learning. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

Computer/Electronic Devices, Unauthorized Use:

Law enforcement may be notified depending on the infraction. The unauthorized use of a computer/electronic device is defined as the following:

A.Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives)
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

Technology Administration

The technology director will maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The district's technology director may fully or partially disable the district's content filter to enable access for an adult for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's content filter, the school administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a

student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

TEEN DATING VIOLENCE

Teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Anyone with information about incidents of teen dating violence is encouraged to report them to any school staff members (teacher, administrator, social worker, etc). School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. Parents/Guardians will be notified. Complaints will be kept confidential to the extent possible given the need to investigate.

TOBACCO PRODUCTS

NO using or selling tobacco products, nicotine materials, electronic cigarettes or e-cigarettes on school grounds, on school transportation or at any high school event home or away. If brought to school, they will be confiscated and appropriate disciplinary procedures will result. Students who have tobacco products at school will receive one day of suspension. Students who use tobacco products at school will receive a minimum of two days of suspension.

TORNADO DRILL

WARNING SIGNAL: Pulsating Bell
ALL CLEAR SIGNAL: Announcement over intercom

ROOMS 100-119, 201, 300-322, 400-419, 501-519, & 601-604:

Stay in room and go to wall next to hallway

- 606 (Art) Go to Art storage room
- 600 (Library) Go to high school hallway
- 700 (junior high gym) Go to dressing room
- 702 Stay in room
- 708-716 Go to north/south vocational hallway
- 800 (Multi-purpose) Go to storage room #804
- 900 (High school gym) Go to dressing room

NOTE: During a tornado drill or emergency, students are to sit on the floor with their faces to the wall. All fire doors should be closed. All windows and classroom doors should be closed.

TRUANCY

The parent(s) or legal guardian should make every effort to make sure their child(ren) attends school regularly. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse by the school or the state) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district take further action, which may include the following:

- The truancy officer will conduct home visits
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of state law. Parents, or persons having custody or control of a truant child, may be fined up to \$500 and or sentenced to thirty (30) days in jail for a class "C" misdemeanor when a child continues to violate the Illinois Compulsory attendance Laws. If unexcused absences persist after available supportive services and other school resources have been exhausted, possible punitive action, including suspension, expulsion or court action shall be taken.

The parent(s) or legal guardian should make every effort to make sure their child(ren) attends school regularly.

Consequences for Truancy

Once a student has been absent nine (9) days or has three (3) unexcused absences they will be subject to the following consequences as well as all district unexcused absence guidelines and policies:

- 4th unexcused absence: 1 day detention
- 5th unexcused absence: 1 day detention and truancy letter sent
- 6th unexcused absence: 2 days detention
- 7th unexcused absence: ½ day ACR (alternative classroom)
- 8th unexcused absence: 1 day ACR
- 9th unexcused absence: referred to Gallatin County State's Attorney
- Subsequent absences: 1-3 days ACR through out-of-school suspension 1-5 days

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must register in the office. Parents are always welcome, but students are not permitted to bring guests. Visitors are expected to leave promptly when their business is completed. Preschool age children are not permitted to visit school unless accompanied by a parent.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to

conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

WEAPONS

Any student who brings a weapon to school or any school sponsored activity or event, or any event that “bears a reasonable relationship” to school shall be expelled. The term weapon refers to using, possessing, controlling or transferring of any object/weapon that may be used to cause bodily harm. Any student caught with a weapon will be referred to the criminal justice system.

WEATHER NOTE

When students and parents are in doubt about school closing due to the weather, they should listen to the automatic phone message, radio stations WEBQ-Harrisburg, WROY-WRUL Carmi, or TV stations WSIL-Marion, WTVW, Fox 7, Evansville, and WPSD-Paducah. If no report is heard, it can be assumed that school will be in session. PLEASE DO NOT CALL THE ADMINISTRATORS. Telephone lines must be kept open for emergencies. In order to be informed by phone of school closings, please remember to complete the emergency alert page and return to school.

WEB SITES

Websites created by a student(s) away from school and on the student’s own time and personal computer that directly relates to school and/or school personnel may be disciplined because of its content.

AGGRESSIVE BEHAVIOR REPORTING LETTER & FORM

Dear Parent(s)/Guardian(s):

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). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student _____ Incident Date _____

Incident Location _____ Incident Time _____

Reported by _____ Reporting Date _____

Aggressive behavior description: *(Reporters, be specific. List all pertinent information regarding the incident including: names of all parties present and involved, weapons or objects used as weapons, pertinent and/or precipitating acts or statements, description of injuries sustained and names of injured parties, etc.)*

The following consequence(s) is/are recommended:

_____ I will telephone you to schedule an in-person meeting or telephone conference to discuss the necessary next steps.

_____ Counseling service _____

_____ Non -District affiliate psychological service _____

_____ Alternative school assignment _____

_____ Community agency service _____

Together, I am confident we can help your child understand that aggressive behavior is not allowed at school.

Building Principal

Date

Gallatin County School District #7

School Compact

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As a Student, I will:

- ✓ Always try to do my best in my work and in my behavior
- ✓ Work cooperatively with my classmates
- ✓ Show respect for myself, my school and other people
- ✓ Obey all school and bus rules
- ✓ Take pride in my school and my work
- ✓ Prepare myself for school with adequate sleep, diet and activities
- ✓ Come to school prepared with my homework and supplies
- ✓ Believe in myself that I CAN learn and WILL learn.

As a Parent/Guardian, I will

- ✓ See that my child attends school regularly and on time
- ✓ Provide a home environment that encourages my child to learn
- ✓ Insist that all homework assignments and preparation for tests are completed
- ✓ Communicate regularly with my child's teacher
- ✓ Support the school in developing positive behaviors, and respect for others
- ✓ Talk with my child about his/her school activities every day
- ✓ Encourage my child to read at home and to monitor his/her TV viewing
- ✓ Volunteer time at my child's school
- ✓ Show respect and support for my child, the teacher, and the school

As a Teacher, I will

- ✓ Believe that each student can learn
- ✓ Show respect for each child and his/her family
- ✓ Come to class prepared to teach
- ✓ Provide an environment conducive to learning
- ✓ Help each child grow to his/her fullest potential
- ✓ Provide meaningful and appropriate homework activities
- ✓ Demonstrate professional behavior and a positive attitude
- ✓ Enforce school and classroom rules fairly and consistently
- ✓ Maintain open lines of communication with the student and his/her parents through
 - o Opportunities to discuss my students' progress on a regular basis
 - o Annual Parent-Teacher Conferences
 - o Seek ways to involve parent in the school program

See the District Policy Manual for complete Policy.