**Knoxville High School Student Handbook**

This form must be read and signed by each student and his/her parent/guardian as a condition of using the District’s System.

1. **ACCEPTABLE USAGE OF INTERNET/NETWORK/TECHNOLOGY**
   I have read, understood, and agreed to follow the guidelines. I acknowledge that access to the District’s System is provided as a privilege by the District and that inappropriate use may result in discipline, as may off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.

   I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT’S SYSTEM, AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR (SOMETIMES IN REAL-TIME) USE OF THE SYSTEM.

2. **SCHOOL SPONSORED DANCE – BEHAVIORAL CONTRACT**
   I understand that all rules and policies stated in the Knoxville High School handbook apply to all students and guests attending KHS sponsored dances. If I choose to violate any school rule/policy, I understand that I may be asked to leave the dance and further disciplinary action may be taken. I understand that inappropriate dancing, as determined by the chaperones, will not be tolerated. I understand that if I choose to leave or am asked to leave the dance by a chaperone, I will not be allowed to return to the dance and I must leave the property immediately. I understand that it is my responsibility to inform my date of the school dance policy if he/she does not attend Knoxville High School. I understand that if I am asked to leave, no refund will be given.

3. **KNOXVILLE HIGH SCHOOL STUDENT HANDBOOK** I have read, understand, and agree to follow the handbook.

*Date:_____________*

*Grade:  9  10  11  12 (Circle One)*

*Print Student’s Name: ________________________________*

*Print Parent/Guardian’s Name: ___________________________*

*Student’s Signature: ________________________________*

*Parent/Guardian’s Signature: ___________________________*
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## Mission Statement

WE ARE KNOXVILLE…Educating all students to be productive, involved members of our society.

## School Tradition, Colors, Nickname and Song

The school colors of Knoxville High School are Vegas Gold and Navy Blue. The teams and students that represent KHS are recognized as “Blue Bullets”.

## Knoxville Cheer Song

So let’s join in and cheer
While we’re all gathered here
Cheer for old Knoxville High!
We are ready to fight
For the blue and the gold
Dear old Knoxville High!

For her honor and fame
And her glorious name
We will stand every loyal man!
So let’s Cheer! Cheer!
For the gangs all here
All out for Knoxville High!
**School Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another’s property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois’ Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee’s directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference: PRESS 8:30, *Visitors to and Conduct on School Property*
Rights

Equal Opportunity and Sex Equity
Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

Cross-References:
PRESS 7:10, Equal Educational Opportunities
PRESS 2:260, Uniform Grievance Procedure

Student Records
A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for
copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. 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 college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is
transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**
The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**
Throughout the school year, the District may release directory information regarding students, limited to:
- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.**
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s
temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office 400 Maryland Avenue, SW Washington DC 20202-8520

Cross-References:
PRESS 7:340, Student Records

**Fines, Fees, and Charges: Waiver of Student Fees**
The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. **Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges.** Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

2. The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The director of food service will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.
Within 30 days, the director of food service will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the director of food service at 289-2324.

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

Cross-References:
PRESS 4:110, Transportation
PRESS 4:140, Waiver of Student Fees
PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees
PRESS 4:140-E1, Application for Fee Waivers
PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

**English Learners**

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

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

For questions related to this program or to express input in the school’s English Learners program, contact Elise McNeese at 289-2324.

Cross-Reference:
6:160, *English Learners*

**Accommodating Individuals with Disabilities**

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

Cross-Reference:
PRESS 8:70, *Accommodating Individuals with Disabilities*
**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. For further information, please contact:

Mrs. Elise McNeese  
309-289-2324  
Knoxville High School

Cross-Reference:  
PRESS 6:120, *Education of Children with Disabilities*  
PRESS 6:120-AP1,E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

**NOTICE OF DESTRUCTION OF SPECIAL EDUCATION TEMPORARY RECORDS**

By law, schools shall maintain student temporary records for not less than five (5) years after the student has transferred, graduated or otherwise withdrawn from the school. Knox-Warren Special Education District will maintain student temporary records until students turn 26 years of age.

If you wish to review or have a copy of your child’s records prior to the expiration of this timeline, please contact the Knox/Warren Special Education District Office at (309) 289-2324.

**Discipline of Students with Disabilities**

**Behavioral Interventions**

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

**Discipline of Special Education Students**

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

Cross-Reference: PRESS 7:230, Misconduct by Students with Disabilities

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

Cross-Reference: PRESS 7:340-AP1, School Student Records
Graduation Requirements

Knoxville High School Graduation

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements:

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be the history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. One semester of health education.
8. Physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.

The above requirements do not apply to:

1. Students with disabilities whose course of study is determined by an Individualized Education Program.
2. School districts that impose graduation requirements in addition to those required by the State.

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.

Cross Reference:
PRESS 6:300, Graduation Requirements

Requirements/Class Standing

Credit for Proficiency, Non-District Experiences and Course Substitutions
Credit for Non-District Experiences
A student may receive high school credit for successfully completing any of the listed courses or
experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school
level.

Requirements for Online Course Approval:
- Core classes must be attempted at KHS.
- It is a class not offered as an elective.
- It is an AP class which is not offered at KHS
- The class is a remedial class which is not offered at KHS.
- The class is credit recovery.
- The class is from an approved accredited school.
- There is a class conflict resulting in the need to take an online class.

Students must receive pre-approval from the building principal or designee to receive credit
for any non-District course or experience. The building principal or designee will determine
the amount of credit and whether a proficiency examination is required before the credit is
awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses.
Students are responsible for (1) providing documents or transcripts that demonstrate
successful completion of the experience, (2) taking a proficiency examination, if requested.
The building principal or designee shall determine which, if any, non-District courses or
experiences, will count toward a student’s grade point average, class rank, and eligibility for
athletic and extracurricular activities, and (3) credit recovery students must complete a 6 hour
Saturday work session.
**Dual Credit/Dual Enrollment**

Knoxville High School strives to provide a well-balanced education. In doing so, we have partnered with local area colleges and universities to provide our students the opportunity to take college-level courses while still in high school. Students must meet college placement criteria to enroll in a college-level course. Students who are interested in taking a college course during their junior and/or senior year must receive permission from the high school counselor and high school principal. Specific rules, restrictions, and regulations pertaining to these courses are available through the Counseling Office.

In our partnership with colleges/universities, Knoxville has developed a grade and credit-granting policy in order to award students both high school and college-level credits. Students must choose, for each class in which they are enrolled, whether they would like the enrollment to be considered dual credit, or dual enrollment. For the purposes of Knoxville’s record-keeping, please reference the following definitions when making this decision.

**Dual Credit:** A dual credit course will grant the student a KHS credit and grade, as well as college credit and grade. The grade earned from this course will count towards the student’s high school GPA and will be reflected on their transcript.

**Dual Enrollment:** A dual enrollment course will allow the student to take a college-level class while in high school, but will ONLY grant credit and a grade at the college in which they are enrolled. The student will NOT be granted high school credit, and the grade they earn will NOT count towards their GPA or be reflected on their transcript. Students will be required to complete a form to designate, for each college class, whether they would like the class to count as dual credit or dual enrollment for Knoxville High School. Once the designation has been made, the student will have one week from the first day the class begins to revoke/change their decision.

When a student enrolls in a dual credit or dual enrollment course, the student/parent(s)/guardian(s) are responsible for the tuition cost.

**Accelerated Placement**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.
Students graduating from Knoxville High School are required to have at least twenty-four (24) credits.

**Class Standing**
The following credit schedule must be met in order to be classified in a specific class. Student lockers, class meetings, and certain programs are organized by classes. Students will attend the class activities they are so classified. Reclassification will not be done at mid-year unless extenuating circumstances arise due to state testing requirements.

**Sophomores**--Must have a minimum of 5 credits earned by the start of the fall semester.

**Juniors**--Must have a minimum of 11 credits earned by the start of the fall semester and must have passed two full credits of English, and one full credit of mathematics, science and history. This promotion gate enables KHS to ensure a minimum academic performance threshold prior to grade promotion.

**Seniors**— Must have a minimum of 17 credits earned by the start of the fall semester and must have passed three full credits of English, and two full credits of mathematics, science and history. This promotion gate enables KHS to ensure a minimum academic performance threshold prior to grade promotion. Students must also complete SAT testing during their junior year.

**Exemption from Physical Education Requirement**
In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or 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. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program; or
4. 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
4. 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).

5. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30. 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.

6. 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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student’s participation ceases;
2. The student’s class schedule; and
3. The student’s future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30

Cross-Reference:
PRESS 6:310, Credit for Alternative Courses and Programs, and Course Substitutions
PRESS 7:260, Exemption from Physical Education

Special Education Exemption from Physical Education Requirement

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

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

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

Cross-Reference:
PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the guidance counselor prior to October 1st of the student's seventh semester.
Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition. The student and a parent will schedule a conference with the Principal and the guidance counselor prior to October 1st of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

English IV requirements will be fulfilled with a combination of English IV and Dual Credit English Comp 101. Students must qualify for English Comp 101 through the CSC Placement Exam.

Students graduating early will not be permitted to attend any extracurricular activities without prior permission.

Cross-Reference:
PRESS 6:300 Graduation Requirements

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

Cross-Reference:
PRESS 6:300, Graduation Requirements

Grade Level Requirements
All students must be enrolled in a minimum of six courses per semester. Each student will be assigned to a 30 minute homeroom period each day, which will allow for supervised study time. If desired, students may elect to take one study hall in addition to their required homeroom period. Certain individual courses are specifically required of all students during each year of high school. Each Knoxville High School course earns a ½ credit per semester. Credits earned through the Delabar Area Vocational Center will vary according to its policies as does the ¼ yearly credit earned from homeroom.
No student may have more than one study hall at any time. All courses, with the possible exception of correspondence and summer courses, will be considered when calculating grade point average, class rank, and honor roll.
Students who are mid-year graduates may not be eligible for certain awards. Grade level requirements are listed below:

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<th>Freshmen</th>
<th>Sophomore</th>
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<tbody>
<tr>
<td>English I</td>
<td>English II</td>
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<tr>
<td>Science</td>
<td>Science</td>
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<td>Math</td>
<td>Math</td>
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<tr>
<td>Government</td>
<td>PE</td>
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<tr>
<td>PE – Semester</td>
<td>Consumer Education – Semester</td>
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<td>Health - Semester</td>
<td>Driver’s Education - Semester</td>
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<td>Elective</td>
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<td>English III</td>
<td>English IV</td>
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<tr>
<td>Science</td>
<td>PE</td>
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<tr>
<td>Math</td>
<td>Elective</td>
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<td>U.S. History</td>
<td>Elective</td>
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**Course Selection and Grading Procedures:**
1. Approved courses must either be unique and not offered in the District or a course which makes up a credit which was lost due to the failure of a course previously taken in the district.
2. Courses may be either graded or pass/fail. Determination must be made prior to the start of the class.
3. Credit Recovery course grades do not eliminate the GPA earned from the original grade.

Cross Reference:
PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

**Report Cards**
The school year is divided into two semesters. Grades are determined by a cumulative point total.

**Grading Scale**
- A – 90-100
- B - 80- 90
- C – 70-80
- D - 60-70
- F – 59 or below

**Honor Roll:**
- Honors: 3.0 – 3.49 GPA
- High Honors: 3.5 – 4.0 GPA
**Schedule Change Policy**

To allow for effective scheduling, students are expected to remain in their requested courses for the entire year. Parents should be involved throughout the registration process. Schedule changes will only be considered by the principal within the first three (3) student attendance days of the beginning of the semester if:

- The student in the previous semester earned an F in the subject area. Students will not be permitted to drop a year-long class unless the above criterion is met or extenuating circumstances exist.
- Or the student is dropping a semester long class and replacing it with another semester long class.
- And a “Drop Class” form is completed and turned in to the Counselor.

**Teacher Qualifications**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher’s certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

Cross-References:
PRESS 5:190, Teacher Qualifications
PRESS 5:190-E1, Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications
Academic Awards

Academic Hall of Fame

To be inducted into the KHS Academic Hall of Fame, a student must meet the following criteria at the completion of the 8th semester: GPA – 3.9, ACT – 28 or SAT - 1300; and have 18 Carnegie credits in college preparatory classes. KHS classes that qualify as Carnegie credits in preparatory classes are:

A. Minimum Four credits of English
   English I    English II   English III   English IV
   English I H   English II H  English III H  English IV H
   English Composition 101 (1/2)   English Composition 102 (1/2)

B. ** Minimum Three credits of Mathematics
   Algebra I    Geometry    Algebra II    Functions & Trig    Pre-Calculus

C. ** Minimum Three credits of Laboratory Science
   Biology    Chemistry I    Physics I    Advanced Topics in Science
   Anatomy/Physiology

D. Minimum of Three credits of Social Studies
   U.S. History    Comprehensive Social Studies    Psychology I & II
   Ancient World History I & II    Modern World Cultures I & II    Geography (1/2)
   Modern Warfare (1/2)

E. Minimum Two credits of foreign language
   Spanish I    Spanish II    Spanish III    Spanish IV

F. Other Carnegie Credit Courses
   Accounting I    Accounting II    STEM
   Introduction to Engineering Design    Principles of Engineering

** Note: Students must have a minimum of seven (7) credits between section B. Mathematics and section C. Laboratory Science.

Academic Letter Award
The Academic Letter Award can be earned by those students in good academic standing who have a cumulative G.P.A. of 4.0 after the first semester or a cumulative G.P.A. of 3.75 after the third, fifth, or seventh semesters of high school. This award will be presented annually at the Spring Awards night. Students will receive an Academic K the first time they meet requirements and will receive a pin each time they are eligible thereafter.
Seal of Biliteracy
Knoxville School district 202 now recognizes an award called the **Seal of Biliteracy** and the **State Commendation Toward Biliteracy** that recognizes students who studied and attained proficiency in two or more languages, English and a language other than English, by high school graduation. The seal will appear on the transcript and diploma of each graduating senior and is a statement of accomplishment to future employers and universities. The rationale for the Seal of Biliteracy:

- Encourages the study of other languages.
- Benefits to the students
  - Increasing employment opportunities by providing a method for identifying people with language and biliteracy skills.
  - Increasing academic opportunities by providing universities with a method to recognize and give credit to applicants for attainment of high level skills in multiple languages.
    - Starting January 1, 2017: For admissions purposes, requires each public university in this State to accept the State Seal of Biliteracy as equivalent to 2 years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy. Provides that each public community college and public university in this State shall establish criteria to translate a State Seal of Biliteracy into course credit based on foreign language course equivalencies identified by the community college's or university's faculty and staff. See House Bill 4330 for more information.
- Benefits to the global community
  - Communicating with people from other cultures
  - Developing economic opportunities

A student will receive the **Seal of Biliteracy** if they attain a composite score (including listening, reading, speaking, and writing) equivalent to “Intermediate High” on the AAPPL language exam AND “meets standards” or “exceeds standards” for English language arts on either the ACT, SAT, or PARCC exam. The AAPPL is $20 per student.

A student will receive the **State Commendation Toward Biliteracy** if they fail to meet the requirements of the Seal but attain a composite score (including listening, reading, speaking, and writing) equivalent to “Intermediate Low” on the AAPPL language exam AND “meets standards” or “exceeds standards” for English language arts on either the ACT, SAT, or PARCC exam.

Please contact the building principal if you have any questions:
**Code of Conduct**

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

Cross-Reference:
PRESS 4:110, Transportation

**Student Discipline**

Search and Seizure

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

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

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

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

Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her
parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross-Reference:
PRESS 7:140, Search and Seizure

LOCKERS
Will not be provided in the fall of the 2022-2023 school year unless requested.

STOLEN ITEMS
School personnel will not investigate stolen items which have not been secured in a school issued locker.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
   1. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law).
2. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner’s prescription.

3. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician or licensed practitioner’s prescription.

4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law.

5. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.

6. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

7. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

8. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

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

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was
available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
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.

Disciplinary Measures

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

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Access to Student Social Networking Passwords & Websites

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

Cross-References:
PRESS 7:140, Search and Seizure
PRESS 7:190-AP7, E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day
- Clothing with overly revealing holes, rips, tears, or showing skin and/or undergarments may not be worn at school. All parts of the stomach, back, and sides must be fully covered without pulling or tugging.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal or his designee will make the final decision.
Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Cross-Reference:
PRESS 7:160, Student Appearance

Prevention of and Response to Bullying, Intimidation, and Harassment
Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:
Mrs. Elise McNeese
600 E. Main St.
309-289-2324 (Ext. 221)
emcneese@bluebullets.org

KHS Principal
600 E. Main St.
309-289-2324 (Ext. 203)

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

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

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

Cross-references:
PRESS 7:20, Harassment of Students Prohibited
PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment
PRESS 7:190, Student Discipline
PRESS 2:260, Uniform Grievance Procedure

**Weapons Prohibition**
A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:
(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

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

**Gang & Gang Activity Prohibited**

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

**Re-Engagement of Returning Students**

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

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**Cross-References:**
PRESS 7:190, *Student Discipline*
PRESS 7:190-AP2, *Gang Activity Prohibited*

**Disciplinary Measures**

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Revocation of driving privileges
5. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Lunch Detention, After-school detention, working lunch or Saturday detention.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
15. Exclusion from field trips, dances, assemblies, and/or extracurricular activities.

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

**ATTENDING/RESCHEDULING DETENTION:**
Students are expected to attend any and all detentions scheduled by teachers and/or administration. Students will be allowed to reschedule one (1) detention per semester without consequence. Additional no-shows or reschedules will result in additional disciplinary action.

**END OF YEAR DISCIPLINE:**
Any violation of school rules during the last days of the school term by any student returning to school the following year may be subject to disciplinary action that could extend into the following year. Violations by graduating seniors may result in exclusion from school sponsored graduation ceremonies, activities, and/or other disciplinary action.
Attendance

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

Cross-Reference:
PRESS 7:70, Attendance and Truancy

Student Absences

<table>
<thead>
<tr>
<th>What is an Excused Absence</th>
<th>What is an Unexcused Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Illness.</td>
<td>● No phone call or note to explain the student's absence.</td>
</tr>
<tr>
<td>● Medical appointments that can’t be scheduled outside of school day</td>
<td>● Returning to school after 3 consecutive absences without a valid doctor’s note.</td>
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<tr>
<td>● Observation of religious holiday.</td>
<td>● Missing bus.</td>
</tr>
<tr>
<td>● Death in the immediate family.</td>
<td>● Oversleeping/alarm problems.</td>
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<tr>
<td>● Approved educational purpose.</td>
<td>● Transportation issues.</td>
</tr>
<tr>
<td>● Family emergency (on a limited basis).</td>
<td>● Any other reasons that do not fit the excused category.</td>
</tr>
<tr>
<td>● Planned vacation with prior approval</td>
<td>● VALID DOCTOR’S NOTE WILL BE ACCEPTED: Confirm the child was seen in the office and/or must state the child was too ill to attend school.</td>
</tr>
<tr>
<td>● Military duties</td>
<td></td>
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</tbody>
</table>

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or
combat-support postings. 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. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student’s absence. In the event of any absence, the student’s parent/guardian is required to call the school at 289-2324 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a 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.

Cross-Reference:
PRESS 7:70, Attendance and Truancy

Home and Hospital Instruction
A student who is absent from school, or whose physician, physician assistant or licensed 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 educational 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. Instructional 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, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage. For information on home or hospital instruction, contact: KHS Principal.

Cross-Reference:
PRESS 6:150, Home and Hospital Instruction

Truancy
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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:
● Referral to the truancy officer
● Reporting to officials under the Juvenile Court Act
● Referral to the State’s Attorney
● Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross-references:
PRESS 7:70, Attendance and Truancy

Procedural Notification:

➢ 3rd Unexcused Absence
  o Referral from the office to the Regional Superintendent followed by a letter sent home.

➢ 6th Unexcused Absence
  o Letter from the Regional Superintendent will be sent home.

➢ 9th Absence
  o Ticket will be issued by the County Sheriff’s office/Regional Superintendent

➢ 12th Absence
  o Letter sent home from Regional Superintendent

➢ 15th Absence
  o Letter sent home requesting parent/guardian to attend a mandatory meeting with the Truancy Review Board
  o If the meeting does not resolve the issue a referral will be made to the State’s Attorney’s office.

  o Further consequences may be imposed for additional absences per the District’s Attendance Plan.

Make-Up Work
If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work other than tests, quizzes, and/or major projects. Assignments will be due (1) school day more than the number of specified school days missed. The student is responsible for obtaining assignments from his/her teachers. Unexcused students must complete all work on the day they return to school.
COLLEGE VISITATION

Seniors may use two (2) school days to visit a college campus
Juniors may use two (2) school days to visit college campus
The Senior/Junior must:
1. Turn in a completed parent/guardian and teachers signed Pre-Arranged Absence Form into the principal’s office before the pre arranged absence
2. Prearrange the visit with the high school counselor and a college admissions counselor.
3. Upon return to KHS to provide the high school counselor with documentation from the school visited, the absence will be considered a college visit and will not impact the attendance record of the student.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Failure to be passing all classes
- Behavioral or safety concerns;
- An unexcused absence the prior day;
- An accumulation of tardies and/or unexcused absences;
- Denial of permission from administration;
- Other reasons as determined by the school.
The office discipline procedure for a tardy/unexcused absences per semester is:
1\textsuperscript{st} Offense: Warning
2\textsuperscript{nd} Offense: 30-Minute Detention
3\textsuperscript{rd} Offense: 1 Hour Detention
4\textsuperscript{th} Offense: 1 Hour Detention
5 or More: 2 Hour Saturday School and ineligible for field trips, dances, and assemblies.

*All tests, quizzes, and/or major projects should be made up for full credit on the day the student returns to school. No credit will be given for daily grades/homework.*
Extracurricular Activities

Requirements for Participation in Athletic Activities
A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association’s “Pre-Participation Physical Examination Form.”
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA’s most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student’s parent/guardian agreeing to IHSA’s Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student’s parent/guardian authorizing compliance with the School District’s Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District’s policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Philosophy

It is a PRIVILEGE to play for Knoxville
Student-Athletes are REPRESENTATIVES of our school and community
ACADEMICS is and will remain the priority
TEAM before self
SACRIFICE before selfishness
We will not be OUTWORKED
We don’t coach EFFORT
CONTROL what we can control
NURTURE well-rounded athletes and young adults
DEVELOP players at the JV level
COMPETE at the varsity level
CONTEND for and DEFEND conference, regional, and sectional titles
**Spectator Conduct and Sportsmanship**

Any person, including adults, who behaves in an unsportsmanlike manner during an extracurricular event or practice, may be ejected from the event the person is attending and/or denied admission to school events for up to a year in accordance with Board Policy 8:30. Unsportsmanlike conduct will be determined at the discretion of the supervising administrator and/or event officials. Parents or fans ejected from a game will be suspended for a minimum of one event as determined by the administration.

Playing time is distributed at the sole discretion of the coaching staff of each sport. If there is a concern over playing time, the following conversations MUST take place in order:

1. Student speaks with his/her parent/guardian about playing time.
2. Student approaches the coach(es) about playing time.
3. Student speaks again with his/her parent/guardian about playing time.
4. Parents schedule a meeting with the coach(es) at least 24 hours in advance to discuss playing time.
5. Parents schedule a meeting with the coach(es) and athletic director at least 24 hours in advance.
6. Parents contact the principal
7. Parents contact the superintendent

Conversations about playing time will not take place immediately prior to or at the immediate conclusion of any contest.

**EXTRA CURRICULAR ACTIVITIES/SCHOOL ACTIVITIES**

All rules which apply to the regular school day shall be in effect for all extra-curricular activities and all school sponsored trips. Students who choose to leave extracurricular activities will not be allowed to return.

**IHSA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular Activity Code. In the case of a conflict between IHSA and this Extracurricular Activity Code, the most stringent rule will be enforced.

**Activity Eligibility - No Pass No Play Policy**

Selection of members or participants in extracurricular activities is at the discretion of the designated teachers, sponsors, and coaches. All students involved in activities must maintain scholastic eligibility as established by the Knoxville School District and conference guidelines.

Eligibility will To be eligible to participate in extracurricular events a student must:

1. Have earned passing grades in all courses in the previous semester. (This rule does not apply to first year freshmen during the fall semester. All first year freshmen are eligible).
   a. Any student who becomes ineligible in one (1) class at the end of the semester will:
      i. Serve a suspension from athletic contests for no more than 25% of their respective season. Participants are expected to practice with their respective squad during the suspension.
ii. Complete the season in which they participate in order for the suspension to be considered served.

iii. Participants in non-athletic activities are not permitted to participate in club activities while ineligible.

b. Any student who becomes ineligible at the end of the semester in more than one (1) class will be considered ineligible for the following semester.

c. Credit recovery classes do not replace the grade earned from the previous semester. The player will continue to remain ineligible for the appropriate length of time.

2. Be earning passing grades in all classes during the semester. The grades will be figured on a weekly and cumulative basis throughout the semester.

a. Eligibility will be checked on a weekly basis. The cumulative semester grade determines eligibility for the present week. The ineligibility week is defined as Monday through Sunday. Eligibility runs Sunday-Saturday.

b. Ineligible athletes are required to attend tutoring during the week(s) of ineligibility. Tutoring takes precedence over any scheduled practices or events. Ineligible athletes are expected to practice and attend games with the team unless the dismissal for the event is prior to the end of the school day and/or conflicts with the tutoring sessions. An ineligible athlete who misses tutoring for an unexcused purpose will not be allowed to participate in any activities for their sport the following week. The athlete is also required to make up the unexcused tutoring sessions the following week.

Attendance
Students who are absent during any part of the school day will not be allowed to participate in activities or games on that date. Students will be considered absent if they arrive after the beginning of the advisory period. Exceptions to this rule would include (1) funeral or death; (2) dental or medical appointment (This will require written verification from that office.); (3) family emergency (at administrator’s discretion). A student who has one or more truancies or who has been suspended from school may be suspended from participation in activities by school officials.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the designated teacher, sponsor or coach.

Awards
High School student athletes who successfully complete the season will receive an award. Generally, freshmen will receive their numerals and sophomores will receive their Big Blue Patch. Juniors and seniors will receive a varsity letter if they meet the criteria in that sport. If they do not qualify for a varsity letter, they will receive a certificate of participation. Athletes will receive only one actual letter per sport. A pin will be awarded to denote each year of varsity participation, per sport.

Care of Equipment
Students involved in athletic activities are responsible for the care of all athletic equipment issued to them during the course of a season. Participants are also responsible for any of the athletic facilities which they use in the course of their season. Deliberate and willful destruction of school property (Knoxville and/or any opponent) will result in restitution of damaged

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equipment or property by the individual(s) involved in the acts. Restitution does not preclude other disciplinary measures.

All equipment must be turned in at the completion of the sport season. Failure to do so will make the student ineligible for future athletic sport seasons until it has been returned or the district has been reimbursed for the replacement costs.

**Activity Fee**

In the spring of 1984, the Board of Education instituted extra-curricular activity fees rather than eliminate some of the programs. To cover the increased costs of extra-curricular activities, students in grades 5-12 participating in athletics, band, orchestra, cheerleading, and dance are required to pay a fee for each extra-curricular activity in which a student participates. The fee is $25.00 and should be paid to the Athletic Director or to the office by the fifth day after the beginning of the activity. In sports where there is a cut policy, the fee is to be paid within five (5) days after the team is established. Checks should be made payable to Knoxville School District #202. A refund would be made only under the following circumstances:

1. The participant moves from the district within three (3) weeks after the activity begins.
2. The participant is injured prior to the first contest and is not able to compete for the remainder of the season.

Any participant that quits after the first week will not qualify for any refund. Any participant that is dismissed for disciplinary reasons will not qualify for any refund. Any participant becoming academically ineligible will not qualify for any refund.

**Coaches’ Rules**

District rules have been established to provide a consistent guide for the entire activities program in the Knoxville school system. Each representative coach/sponsor may establish further rules or guidelines, such as curfew, grooming, etc. Each respective coach/sponsor will also establish other rules such as regulating attendance at, and participation in, practice sessions and games as well as all other times the student/athlete is under the supervision of the coach/sponsor.

IT IS ALSO UNDERSTOOD THAT NOT ALL RULE INFRACTIONS CAN BE SPECIFICALLY LISTED IN A DOCUMENT SUCH AS THIS.

**Medical Excuse/Injury**

Any written notification from a doctor or certified trainer requiring a student athlete to be removed from participation will require a written release in order for that athlete to return to active participation. The student must also have a written release for full participation in physical education before the student is able to participate in extracurricular activities.

**Student Conduct**

Students involved in activities are directly responsible for their conduct in the school and community. Students shall not violate the school rules and district policies on student discipline. Infraction of any rule may result in suspension or expulsion from their respective squad/organization. The coach/sponsor, in conjunction with the Athletic Director and the Administration, will judge the rule’s infraction and improper conduct. It is understood that student participants represent the school and the community; therefore, exemplary conduct is expected both in and out of the school setting.
The student shall not:
1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol;
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, vapes, or any look-a-like device.
6. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
7. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
8. Act in an unsportsmanlike manner;
9. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
10. Vandalize or steal;
11. Haze or bully other students;
12. Violate the written rules for the activity or sport;
13. Behave in a manner that is detrimental to the good of the group or school;
14. Be insubordinate or disrespectful toward the activity’s sponsors or team’s coaching staff;
15. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
**Social Media**
Students are expected to be responsible for their social media activity. Inappropriate conduct communicated via cell phones, social media, or other forms of communication will not be tolerated. This conduct may include but is not limited to photos, videos, and/or comments showing the personal use of alcohol, drugs, tobacco; content that is unsportsmanlike, derogatory, or demeaning towards a teammate, coach and/or opponent; or content that is sexual in nature. Violations of this policy may result in suspension or expulsion from the respective squad as determined by the coach, Athletic Director and the Administration.

**Violations of Activity Rules**
Activity rules are in effect both in and out of season throughout the entire calendar year. Guilt will be determined by participant admission, investigation by school officials, teacher observation, law enforcement information, arrest, or conviction. The Principal and Asst. Principal/Athletic Director will judge the rule’s infraction and/or improper conduct and determine the appropriate consequence. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student’s conduct.

**Consequences**
1. First offense – 50% suspension of regularly scheduled contests/events. Suspensions may carry over into another season/school year. Requirement of a school-approved counseling program at the expense of the student/parent. Participants are expected to practice and attend games/events (excluding games/events where students would be required to leave school early) with the respective squad of which they are a member during the suspension.
2. Second offense (during their career) – Dismissal from activities for a period of one complete calendar year. Requirement of a school-approved counseling program at the expense of the student/parent.
3. Third offense (during their career) – No activities for the remainder of their school career.

* The suspension penalties for offenses out of season will be imposed the following season/semester of a participant’s active participation in a sport/activity. Any participant serving a suspension must complete that season/activity in compliance with team expectations in order for the suspension to be considered “served.”

* The amount of games/matches/activities participated in per sport/activity varies. The total number of games/activities scheduled on the first day of practice/attendance will be used to determine the length of season and the length of suspension. Games/Events canceled or added for any reason will not reduce or add to the number of games/matches/activities that the participant will be suspended for. Percentages will not be recalculated during the course of the season. Only games/activities that are completed will count as suspension time served.

* **Honesty Code** – If a student self-reports to a coach, sponsor, or administrator, within 24 hours of the infraction, that he/she violated the activities code, the student will be suspended 20% of
the athletic season/school year. This provision only applies to first offense situations and cannot be utilized in a circumstance when a student is selected for random drug testing. As a condition of this reduction in the length of suspension, the student must complete a Substance Abuse Evaluation/Screening by a licensed or certified substance abuse counselor and fulfill any counseling or treatment recommendations given by the substance abuse counselor. The student must provide written proof from the counselor to the Athletic Director that the screening and recommendations are complete. Parents/Guardians/Students will be responsible for any monetary expenditure as a result of the student's admission of guilt including the fee for the screening and counseling sessions. If the student does not complete the screening and recommended counseling program, an immediate suspension from sports will be enforced. The participant must serve the remaining percentage of the original 50% penalty before he/she becomes eligible to participate.

**Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student.
7. The student may appeal the decision of the administrator in which case it would be presented to a Participation Board as described below.

**Participation Board**

The Participation Board shall consist of the coach/sponsor of a team/activity other than the team/activity involved, Athletic Director, Principal, and two staff members designated by the Principal to serve for the duration of the case. The Principal shall officiate at any hearing of the Participation Board. Any athlete/participant or parent may appeal to the Participation Board any decision regarding suspension or dismissal from a team/organization. Any ruling by the Participation Board may be appealed to the Superintendent. Appeals to the Participation Board and/or Superintendent must be filed in writing within five (5) days of the adverse ruling regarding a suspension or dismissal.

**Drug Testing Policy**

Each student and parent/guardian must consent to random drug testing in order to participate in ANY extracurricular activity. Students or their parents who do not sign a “Random Drug Testing Consent” form will not be allowed to participate in ANY extracurricular activities. A refusal to produce a specimen will be considered an admission of guilt whereby the exclusion procedure will be applied.
Any student randomly selected must produce an adequate urine specimen. If unable to do so within 3 hours, the student is considered ineligible to participate in activities until the next testing date or until they provide a specimen at their own expense.

If a student tests “positive,” the Building Principal, or their designee, will implement the exclusion procedure as outlined in the Activity portion of the Student Handbook and the student will not participate in ANY extracurricular activities. In addition, the Building Principal will order a second drug test after the time for when the previously reported substance should have been eliminated from the student’s system. If the second test is “negative,” the student will resume extracurricular activities, providing the requirements of the Activity portion of the Student Handbook have been met. If the second or subsequent tests are “positive,” the Building Principal will use the exclusion procedure again. No student shall be expelled or suspended from school, because of a “positive” test under this program, unless staff has an independent reasonable suspicion of drug or alcohol use.

**Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

Cross Reference:
PRESS 7:305, Student Athlete Concussions and Head Injuries
Transportation

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student’s parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student’s safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver’s instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver’s signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Chuck Hillery at 289-2324.

**Bus Conduct**

Students are expected to follow all schools when riding the school bus. 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:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. 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 shall be the responsibility of the student’s parent or guardian to notify the school that the student does not have alternate transportation.
**Healthcare**

**Required Health Examinations and Immunizations:**
All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. Failure to comply with the above requirements by August 21st of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

**Dental Examination:**
All students entering kindergarten, second, and sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

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

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

5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Cross-Reference: PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

**Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district’s policy, is posted on the school district website. Information can also be obtained from the school office.

Cross-Reference:
PRESS 7:290, Suicide and Depression Awareness and Prevention

**First Aid and Health**

A student who feels ill or requires first aid should immediately contact the most available teacher for assistance. An attempt will be made to contact parents in order to permit parents to make a decision as to whether the student is to remain at school, go home, or is to be taken for professional medical attention. An ill student will be given permission to go home when the school has contacted a parent/guardian, and he/she has directed the student to sign out to go home.

**Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

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

Self-Administration of Medication
A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student’s diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student’s seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student’s parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Cross-References:
PRESS 7:270, Administering Medicines to Students
PRESS 7:270-AP, Dispensing Medication
PRESS 7:270-E, School Medication Authorization Form
**Head Lice**
The school will observe the following procedures regarding head lice.

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

Cross-References:
PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

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

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

For further information, please contact the Building Principal and/or School Nurse.
Internet Acceptable Usage

All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user’s account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network 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:

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

d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School 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.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

e. Use of the School District’s email system constitutes consent to these regulations.

**CONSEQUENCES FOR VIOLATIONS**

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) Suspension or revocation of System privileges, (2) Other discipline including suspension or expulsion from school, and (3) Referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building Principal to review the limitation. The decision of the building Principal shall be final.

Cross-Reference:
PRESS 6:235, Access to Electronic Networks

**Guidelines for School-Sponsored Publications, Productions and Websites**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.
Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.
5. All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.
6. The author’s name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.
7. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Cross Reference:
PRESS 7:315 Restrictions on Publications; High Schools
Food Service Information

LUNCH POLICY
Knoxville High School is a closed campus during the lunch hour. Students are not permitted to leave campus for lunch unless a parent/guardian signs them out at the office. Lunch payments are made in the High School office. In order for the payment to be placed on your account for use that day, it must be made by 8:20 a.m. Any payments received after 8:20 a.m. will be placed on the account for use the next day. Money will not be taken by lunch cashiers. Charges are not allowed and it is the student’s responsibility for checking their account balance with the lunch cashiers. Students will not be permitted to charge items to their account without sufficient funds available. Students with insufficient funds will be allowed to eat an alternative lunch provided by the cafeteria staff. Fast food is not permitted in the cafeteria.

Fees and Free and Reduced Lunch
The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 600 E. Main St. Knoxville, IL or 309-289-2324.
Miscellaneous Information

Attendance at School Dances
Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student’s guest in advance of the event. A guest must be “age appropriate,” defined as under 21 years of age.

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. The school may also impose other discipline as outlined in the school’s discipline code.

Cross-References:
PRESS 6:190, Extracurricular and Co-Curricular Activities
PRES 7:240-AP1, Code of Conduct for Extracurricular Activities

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibit instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References:
PRESS 6:60-AP, Comprehensive Health Education Program
PRESS 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

FLOWER/GIFT POLICY
Flowers and/or gifts will not be distributed at school at any time.
QUESTIONING OF STUDENTS BY LAW ENFORCEMENT OFFICIALS
Proper and legal procedures shall be followed to protect student rights in cases of questioning by law enforcement officials. The Board of Education requires that all law enforcement officials abide by the following procedures in the questioning of students.

1. Given prior approval by the superintendent or building principal, the law enforcement official or designated juvenile officer may speak with a student.
2. When entering a school, the law enforcement official must report to the principal's office to present credentials and ask for information.
3. Law enforcement officials are not to go directly to a student's classroom and call him/her out of class.
4. Only the principal, or acting principal, may call a student to the office for questioning. The principal shall determine if the parents or legal guardian need to be notified and permitted to be present during the questioning session. Such questioning shall only be conducted by a law enforcement official.
5. When law enforcement officials present a warrant to the superintendent or principal, a student may be taken from school.
6. Child Abuse: The right of law enforcement officials and representatives of the Department of Children and Family services to question a student in school during the school day on a child abuse matter is acknowledged. It will not be necessary to obtain parental permission for such questioning, nor shall school officials necessarily notify parents, after the fact, of such questioning.

Sex Offender Notification Law
State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)
- Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)
- Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

Cross-Reference:
PRESS 4:175-AP1,E1. Informing Parents/Guardians About Offender Community Notification Laws

Pesticide Application Notice
The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Steve Wilder

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.
Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Cross-References:
PRESS 7:15, Student and Family Privacy Rights
PRESS 7:15-E, Notification to Parents of Family Privacy Rights
**Homeless Child’s Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support for homeless families please contact 289-2324 and ask for the homeless liaison.

**Cross-References:**
PRESS 6:140, Education of Homeless Children
PRESS 6:140-AP, Education of Homeless Children

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

**Cross-Reference:**
PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights
PRESS 8:95-E2, Verification of School Visitation

**Parent Notices Required by the Every Student Succeeds Act**

I. **Teacher Qualifications**
A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student’s classroom teachers, including, at a minimum, whether:

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

b. The teacher is teaching under emergency or other provisional status.

c. The teacher is teaching in the field of discipline of the certification of the teacher.

d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. **Testing Transparency**
The State and District requires students to take certain standardized tests. The PSAE, SAT, and DLM will be administered to eligible students.
A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card
Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District’s website at www.bluebullets.org

IV. Unsafe School Choice Option
The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, contact Mr. Steve Wilder at 309-289-2328 if applicable to your student.

V. Student Privacy
Students have certain privacy protections under federal law. For additional information, see handbook pages 3 – 6 and page 58.

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross-Reference:
PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights 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

Cross Reference:
PRESS 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook page 7.
Homeless Students

For information on supports and services available to homeless students, see handbook page 59.

For further information on any of the above matters, please contact the building principal.

Cross-Reference:
PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act

Safety Drill Procedures and Conduct
Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, 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.

Cross-References:
PRESS 4:170, Safety
PRESS 4:170-AP1, Comprehensive Safety and Crisis Program