



**GREENVIEW C.U.S.D. #200**

*147 Palmer Street  
Greenview, IL 62642*

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*Greenviewschools.org*

**2019-2020**

*Student-Parent Handbook*

## **GREENVIEW C.U.S.D. #200 PARENT-STUDENT HANDBOOK**

### **Mission Statement**

To provide all students with the opportunity to grow academically, technologically, emotionally, and socially so that they may become productive citizens within their community. This mission includes a commitment of parents, teachers, administrators, community, and students.

### **School District Philosophy**

It is the sincere goal of the Greenview school system that each student be given the opportunity to realize his or her potential in intellectual, physical and emotional development. In order to accomplish this goal, cooperation must exist between the school and the community in establishing the school programs that recognize the importance of this goal.

It is imperative that the dignity, worth and unique qualities of the individual student be considered as a major factor in determining the role of the school. The school program must provide for common learning experiences in the fundamental skills and intellectual disciplines. It must also provide opportunities for the individual student to develop his or her unique talents and interests to the fullest possible potential.

The school will help prepare students for their responsibilities as citizens by both practice and study of the principles of a democratic society. All people must be given equal opportunity to achieve a quality education and to share in accordance with their efforts in the economic and social benefits derived from living in a democratic society. The school system shall help students develop value systems that speak to fair and equal treatment of all people.

Within its means, the Greenview school system will help each student to obtain the knowledge, skills, and understandings that will help that student become a responsible productive and happy citizen.

### **Goals and Objectives**

The administration staff's primary functions are to manage the School District and to facilitate the implementation of a quality educational program. The administrative staff is responsible for:

- 1) Effectively and efficiently managing the District's programs and buildings;
- 2) Providing educational expertise;
- 3) Developing and maintaining channels for communication between the school and community;
- 4) Developing an administrative procedures manual implementing School Board policy;
- 5) Planning, organizing, implementing, and evaluating educational programs;
- 6) Meeting or exceeding student performance and academic improvement goals established by the School Board
- 7) Facilitating the inclusion of all interested parties, board administration, faculty, student, non-certified staff and parent/community members on committees, programs, and projects of the District;
- 8) Entering into a contract with the School Board which conforms to State law and this policy.
- 9) Evaluating the performance of staff under their jurisdiction.

## Educational Goals and Objectives

The focus of the total educational program is manifest in the School Board's continuing vigilance in the areas of instructional goals and objectives. The school strives to establish an educational program for the district as a whole that will meet the needs of the students as individuals. To meet this goal, Greenview Community School District #200 will provide an instructional program based on the Illinois Learning Standards as adopted by the Illinois State Board of Education.

Greenview CUSD #200 will be an active participant in the Quality Assurance Program of the Illinois State Board of Education. An internal review team will continually monitor the progress of the District in the areas of Teaching and Learning, Student Learning, Progress, and Achievement, and the Learning Community.

## Current List of School Board Members

Rex Arkebauer – President  
Lenny Monroe - Vice President  
James Booth-Secretary  
Norman Hofmann-Member

Phil Watson - Member  
Tim Schultz– Member  
Natasha Bacon -Member

## Annual Notice of Nondiscrimination

Greenview CUSD #200 insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Board of Education policies are in place, designed to eliminate the essence of any barriers regarding accessibility and/or participation in any programs, including Career and Technical Education (vocational) programs. Such programs offered include:

Agricultural Education  
Computer Applications  
Health Science Occupations  
Industrial Occupations  
Law Enforcement

Questions regarding educational opportunities may be directed to the Superintendent or Principal of Greenview CUSD #200, at (217) 968-2295

This Handbook is only a summary of the Board policies governing the District. Board policies are available for public review in the district office. This handbook may be amended at any time during the year without notice.

## School Song

***We're loyal to you Greenview High, We're red and we're black Greenview High  
We'll back you to stand against the best in the land for we know you can stand  
Greenview High, Rah-Rah***

***So crack out the ball Greenview High, Go crashing ahead Greenview High  
Our team is the fame protector, On boys for we expect a victory for you  
Greenview High!***

***CHEE-CHA-CHEE-A-HAH-CHA-HE-CHA HAH.***

***CHEE-CHA-CHEE-A-HAH-CHA-HE-CHA HAH. ...G-H-S!***

***Bring out the dear old flag of red and black, Lead on to fame and honor we back,  
For men of old on giants facing reliance, Shouting defiance, Oskiwawa!***

***Bring out the shout and cheers that help us to win, For honest labor and for  
learning we stand,***

***And unto you we pledge our hearts and hands, to Alma Mater Greenview High!***

## SCHOOL CALENDAR

School calendars are published prior to the start of each school year. A copy of monthly activities will be mailed via the school newsletter. Additional copies may be obtained at the school office. This information is also available on the web: [greenviewschools.org](http://greenviewschools.org)

### SCHOOL HOURS

The school day begins at 8:00 a.m. and classes are dismissed at 3:05 p.m. No student should be in the building **prior to 7:45 a.m.** or after 3:30 p.m. unless he/she has prior permission or is involved in some supervised school activity.

#### Regular Schedule

1<sup>st</sup> Hour 8:05 to 8:45  
2<sup>nd</sup> Hour 8:48 to 9:28  
3<sup>rd</sup> Hour 9:31 to 10:11  
4<sup>th</sup> Hour 10:14 to 10:56 (has additional 2 minutes for announcements)

HS/JH Lunch 10:56 to 11:26  
ELE R Period

HS/JH Rtl 11:29 to 11:53  
ELE Lunch

5<sup>th</sup> Hour 11:56 to 12:36  
6<sup>th</sup> Hour 12:39 to 1:19  
7<sup>th</sup> Hour 1:22 to 2:02  
8<sup>th</sup> Hour 2:05 to 2:45  
Homeroom: 2:48 to 3:05

<b>11:30 Dismissals</b>	A	B
8:05 to 8:47	1	5
8:50 to 9:32	2	6
9:35 to 10:17	3	7
10:20 to 11:02	4	8
11:05 to 11:30	R	R

#### **2:00 Dismissals**

Elementary	JH/HS
1 8:05 to 8:39	8:05 to 8:39
2 8:42 to 9:16	8:42 to 9:16
3 9:19 to 9:53	9:19 to 9:53
4 9:56 to 10:30	9:56 to 10:30
5 10:33 to 11:07	10:33 to 11:07
R 11:07 to 11:37	L 11:07 to 11:37
L 11:40 to 12:09	R 11:39 to 12:09
6 12:12 to 12:46	12:12 to 12:46
7 12:49 to 1:23	12:49 to 1:23
8 1:26 to 2:00	1:26 to 2:00

#### **10:00 Late Arrival Schedule—27 minute class periods**

10:00 to 10:27	1 <sup>st</sup> Hour
10:30 to 10:58	2 <sup>nd</sup> Hour
11:01 to 11:31	ELE R Period HS/JH Lunch
11:34 to 12:04	ELE Lunch HS/JH Rtl Period
12:07 to 12:34	3 <sup>rd</sup> Hour
12:37 to 1:04	4 <sup>th</sup> Hour
1:07 to 1:34	5 <sup>th</sup> Hour
1:37 to 2:04	6 <sup>th</sup> Hour
2:07 to 2:34	7 <sup>th</sup> Hour
2:37 to 3:04	8 <sup>th</sup> Hour

### Registration & Fees

#### Junior High

Admission shall involve a consideration of both chronological age and the readiness of the children to do the work of those grades. New students to the district will be placed initially in the grade level they have reached elsewhere. The school principal will determine later whether there should be any change. Proof of residence within the school district is required.

#### High School

A student admitted to Greenview High School must be able to show graduation from eighth grade or a transcript that will verify attendance in a high school. Proof of residence within the school district is required.

#### Health Requirements and Records

In compliance with Public Act 81-184, the Board of Education will require physicals and immunizations, as prescribed by the Regional Superintendent of Schools with the advice and aid of the department of Public Health, of all pupils in the public elementary and secondary school. Also a certified copy of the student's birth certificate is required. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth

certificate is presented the school shall promptly make a copy for its records, place the copy in the students temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained with that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

Grade Level Health Requirements:

Kindergarten: physical, eye exam, dental and immunizations

2<sup>nd</sup> Grade: dental exam

6<sup>th</sup> Grade: physical, dental exam, and immunizations

9<sup>th</sup> Grade: physical and immunization, dental exam

12<sup>th</sup> Grade: Two doses of Meningococcal Conjugate vaccine

Additional health examinations of pupils may be required when deemed necessary by the school authorities and a letter may be required before the student is permitted to come back to school. The superintendent shall have the authority to exclude students from school who are not in compliance with immunization and physical requirements. Pupils transferring from another school district must provide records for Greenview School. Students leaving Greenview must have their parents sign a release form before records will be forwarded. Greenview CUSD # 200 will abide by the rules and regulations related to the Illinois Student Records Act (Public Act 79-1108 and Public Act 89-261). Pupils transferring from another school district must provide the approved ISBE student transfer form. Students leaving Greenview must obtain said form from the office before records will be forwarded. It is also recommended that dental examinations be completed at this time.

Students must have a certificate of religious exemption to opt out of immunizations, dental and health examinations.

### **Tuition Fees**

Students who reside out of the district must pay tuition in order to attend Greenview. Current tuition charges are available at the district office. An annual tuition rate shall be established equal to the per student cost of education as cited on this district's Annual Financial Report for the most recent reporting period. This fee shall be prorated when a student attends less than a full year and only pertains in certain circumstances. If a student moves out of Greenview school district, he/she will not be required to pay tuition for the remainder of the year for which he/she has enrolled.

### **Writing Intensive Courses**

Students of Greenview High School are required by the State of Illinois to complete two writing intensive courses during their academic career. At GHS our courses that are writing intensive are English I, English II and English III.

### **Class Projects**

Occasionally teachers have class projects that require students to buy materials. Students must pay for materials in advance. Students should not be allowed to start projects unless the debt is paid. Students who cannot afford to pay for projects should see the principal.

### **Fees – Textbook Rental**

All textbooks are furnished by the school. The rental charge is made at the beginning of the year for texts and workbooks before books are issued. Renting books and supplying workbooks in this way makes it possible for parents to save an appreciable amount of money over what it would cost if each family furnished their own books. The state makes a portion of the textbooks available through the Illinois Textbook Program, which further helps defray this expense. Students will be issued books after book rental is paid or alternate arrangements are made. A book rental is charged to all students in grades K-12. Greenview will have a fee waiver form for families that will need financial help.

BOOK RENT / ACTIVITY FEE \$125.00\*

DRIVER ED. \$ 40.00  
Non traditional students taking driver's ed  
will be charged \$225 for the course.  
PE Uniform 6-12 Starting at \$13.50

BREAKFAST \$1.85  
ELEM.LUNCH \$2.30 per meal  
JR/SR LUNCH \$2.55 per meal  
Adult \$2.80 per meal

No student will be denied a meal for inability to pay. Students and families struggling to afford meals should contact the district to work out options.

Lost lunch cards will be replaced for a fee of \$5.00 each time.

Online Fees- APEX Credit Recovery will be offered in the summer at a cost of \$300/course. (Cost may increase if provider increases rates.) Students will only be offered summer credit recovery if they are behind pace and have approval of both the dean and administration. Online Courses will be at no cost during the regular school term.

**Caffeinated drinks will not be allowed at school for students in grades K-8**

**PE Uniforms and Equipment**

All students in grades 6-12 will be required to wear school issued PE Uniforms. Uniforms will be purchased at registration and issued to students. Uniforms need to be kept in the condition purchased and cleaned regularly. There will be rental uniforms available for students who may forget or are missing uniforms for class. Families can make payments on uniforms with the registration bill. Students who abuse PE equipment will be given a warning for their first offense, then receive a week long equipment ban for each successive offense with alternative assignments given.

**Waiver of Student Fees**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. Students shall not be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parents/guardians who have been assessed a fee on an application form available from the Building Principal.

**Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

**Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. The superintendent is designated the American With Disabilities Act. Title II Coordinator and, in that capacity, is directed to:

- 1) Over see the district's compliance efforts, recommend necessary modifications to the board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection,

for at least 3 years after its completion date.

- 2) Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principals if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Complaining Managers for the Uniform Grievance Procedure.

#### **Athletic Admission Fees**

Season athletic passes are available for purchase in the high school office. These passes are good for all home athletic events except for tournaments.

#### **Admission Rates:**

\$4.00 Adult  
\$2.00 Senior Citizens\*  
\$2.00 Students

\*Greenview residents 55 years and older are free with Admission Pass.

Passes	Adult	Family*
HSVB & HSBB	\$50/yr.	\$100/yr.
JHVB & JHBB	\$50/yr.	\$100/yr.

\*Adult family member must be present for student to enter using family pass.

#### **Refunds & Penalties**

If a student withdraws from school during the first semester, a refund of one-half of the book rental fee will be made. If he/she withdraws the second semester there will be no refund. If a student transfers in to this school during the first semester, he/she pays the full book rental and if he/she transfers in during the second semester, he/she pays one-half of the book rental fee. Books must be returned in acceptable condition before the student leaves in order for him to leave in good standing. Penalties may be assessed for abuse of books or materials.

#### **Insurance**

The school does provide insurance for students as part of the liability insurance coverage for Greenview Schools, each student is covered by the insurance while they are attending school at no cost to the student or parent. This coverage **does not** take the place of the primary insurance but will help with expenses from the deductible. The District does provide a voluntary student accident insurance. The student or parent/guardian has the option of purchasing or not purchasing this insurance. Students planning to participate in any extra-curricular sport or athletic activity, including cheerleading, are required to have insurance or proof of coverage elsewhere on file in the principal's office.

#### **ACADEMIC INFORMATION**

##### **Grading System**

The school year is divided into two semesters with two nine-week grading periods in each semester. Grades are issued each nine weeks. In addition to each quarterly grade, high school students will receive a semester grade and a determination of credit received will be made at that time. Deficiency slips will be issued approximately at the middle of each nine week period to those students who are not doing at least "C" work in a class. The following grading scale is to be used in determining grades:

90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
0-59 = F

The grading system used at Greenview has the following numerical values assigned to letter grades received in all courses except "Honor Courses": A-4, B-3, C-2, D-1, and F-0. Students receive a "quality point" added to grades received in honor courses. In other words, an A received in an honors course is worth 5 points, a B equals 4, C equals 3, D equals 2, and F equals 0. All Dual-Credit courses are considered Honors.

If a student earns an F both first and second quarters per semester, he/she will not be allowed to take the semester

exam, and he/she will receive an F for the semester.

### Grading and Promotion

It is the policy of Greenview CUSD #200 not to promote students to the next higher grade level based upon age or any other social reason not related to academic performance. Promotion in the elementary grades (K-8) will be based upon successful completion of the curriculum, attendance, and performance based on state mandated testing, or any other criteria established by the school board. A child may be recommended for retention by the teacher if after consultation, with the parents and approval of the principal, it is deemed that he/she will not be able to succeed at the next grade level. Parents will be consulted with the principal. The decision of the principal to promote or retain a student shall be final.

Every Teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a district administrator without notifying the teacher. Reasons for changing a student's final grade include:

- \* A miscalculation of test scores
- \* A technical error in assigning a particular grade or score
- \* The teacher agrees to allow the student to do extra work that may impact the grade
- \* Not following best practice or established policy.
- \* An inappropriate grading system used to determine the grade; or
- \* An inappropriate grade based on an appropriate system.

Should a grade change be made, the administrator making the change must sign the changed record.

#### Junior High Promotion:

A student who fails two of the core academic subjects (math, language arts, science and social science) shall be considered for retention. At the conclusion of the first semester of 8th grade year, the parents/guardians will be informed in writing if the student is a candidate for retention and a conference will be scheduled with the parents/guardians, administrators and student to discuss the reasons for the student's educational concerns and the steps to be taken to correct the academic deficiencies. In

addition, eighth grade students must study and pass an exam on the U.S. and Illinois Constitutions in order to be promoted to the ninth grade.

Promotion or retention of students with and Individual Education Plan (IEP) will be decided each spring at their annual IEP conference.

For the purpose of determining retention the following academic subjects shall be considered:

<u>Grades 1 – 2</u>	<u>Grades 3-8</u>
Reading	Reading
Arithmetic	Arithmetic
Language Arts	Language Arts
Spelling	Spelling
Science and Health	Science and Health

#### **Grades 1 and 2:**

When a student compiles a failing average in one of five areas based upon the testing criteria established by the Board, the student may be considered for retention. If a student fails in two of the five academic subjects, retention is recommended.

#### **Grades 3 through 8:**

A student compiling a failing average in two of the five areas may be considered for retention. A student who fails in three of the five areas should be retained. Before a student is retained, efforts will be made to inform parents of the possibility of retention. Such efforts may take the form of deficiency slips, notes, phone calls, or conferences and should be documented in the student's folder.

The grading system used a Greenview has the following numerical values assigned to letter grades received in all courses: A=4, B=3, C=2, D=1, and F=-0. However, specific courses that are identified as honors courses, students receive an additional "quality point". In other words, an A received in an honor's course is worth 5 points, a B equals 4, C equals 3, D equals 2 and an F equals 0. These numerical values are used to calculate GPA and are used to determine call rank.



## **Semester and Year Exam Requirements**

### **Grades 7 & 8**

Semester exams and comprehensive end of the year exams are not administered in grades 7 & 8. Final grades (end of the year grade) are calculated by averaging the four quarterly grades for each course.

### **Grades 9 – 12**

Final exams will be given in course work students complete in the high school. The exams will be a review of the material covered through the semester.

## **Credit for Proficiency, Non-District Experience, and Course Substitutions**

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, and (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.

## **Online Courses--APEX**

The Principal and counselor must pre approve any courses a student takes online. The district will cover the cost of course enrollment fees. (except for summer courses). If the student finishes the course with a grade lower than a C, the student will be responsible for the cost of the course. Greenview's online classes are through APEX, and should be completed during designated Study Halls. Exceptions may be made at the discretion of the administration for credit recovery.

### **Western Online—Dual Credit**

Senior students will be given the option to take selected Dual Credit offerings from Western Illinois University online and on demand. The district will cover the cost of the tuition, but students will be responsible for the cost of any textbooks or other fees.

Please consult with the dean if you are interested in pursuing this option.

### **LTEC—Vocational Training**

Qualified juniors and seniors will have the option of taking vocational courses through Lincoln High School's LTEC program. Consult with the dean for details.

## **Reporting to Parents**

Parents(s)/guardian(s) shall be informed of their child's progress in school four (4) times a year. Divorced or separated parents will both be informed if a request is made unless a court requires otherwise. Grading is not used for disciplinary reasons. All grades and symbols will be appropriately explained. D and F slips are mailed to parents at the mid-point of each quarter. Teachers shall make every effort to be available to meet with parents/guardians at a mutually agreed upon time.

## **Student Conferences**

Parent-Teacher conferences are scheduled two times during the year. Exact dates will be listed in the appropriate newsletter. After the completion of the first nine weeks and before the end of the third nine week grading periods, parent-teacher conferences will be scheduled. These conferences are scheduled to allow parents and teachers the opportunity to discuss the progress of individual students. Parents are encouraged to attend these conferences. If the scheduled time is not convenient, the appointment can be rescheduled for another day and time.

During the course of the school year, if parents have concerns about the progress of their child, they are urged to contact the teacher at school. If necessary, the teacher and parents can then schedule an appropriate time to meet and discuss the child's progress.

## **Honor Courses**

Pre-AP English, AP English, Advance Biology, Physics, Chemistry, Pre-Calculus, Calculus and all Dual Credit courses.

## **Honor Roll**

Each quarter, a listing of those receiving a 3.25 average or better on a 4.00 grading scale will be published in the

local paper and posted in various locations on the school grounds. Honorable Mention will be given to students who achieve an average of 3.25-3.49 on a 4.0 grading scale. Those students who earn a 3.50-3.74 average will receive Honors. Students who earn a 3.75 average or higher will be awarded High Honors. In addition to the quarterly honor roll, a semester honor roll also will be determined. The semester honor roll uses the same guidelines as the quarterly honor roll except that semester grade point averages are used instead of quarterly averages. No student may qualify for the quarterly honor roll or semester honor roll with a D or an F.

### **Class Standing**

Class standing for high school students shall be calculated each summer. A student's class standing will be determined by the year they first become a freshman, and he or she will remain with that class for the entire school year. For the class of 2020, and 2121: 20.0 credits are required for senior status, 14.0 for junior status, and 7.0 for sophomore status. For the class of 2022 and 2023: 18.0 credits are required for senior status, 12.0 for junior status, and 6.0 for sophomore status.

## **GRADUATIONS & PROMOTIONS**

### **Graduation Requirements**

The minimum number of credits required for the graduation for the class of 2022 and 2023 is twenty-five (25). The minimum number of credits required for the graduation for the class of 2020, 2021 is twenty-eight (28). Each student must, in addition to District course requirements, successfully complete the following courses in order to graduate from high school: three years of math (including one course of Algebra and one course with a strong Geometry content), three years of science (including Biology), three years of social science (including U.S. History I and Civics starting with the class of 2020); four years of English, (including English I and English II); health; drivers education; consumer education; one year of Computers 1, one year of fine arts (band, chorus, music appreciation, music theory, or art appreciation), \*physical education during each year of attendance, and twelve hours of community service (six hours Jr. year and six hours Sr. year).

\*(Juniors and Seniors may waive the PE requirement according to State guidelines).

### **Community Service**

The object of this requirement is for students to learn how to contribute to their community, that students do have skills that they can use to help others, and to become more knowledgeable about the community in which they live. Many scholarships, recognitions, awards, and future employment opportunities want to know what students have contributed to their community. Greenview High School students will be required to complete a total of 12 hours of community service as a requirement for graduation, during their years of high school. Students who transfer into Greenview High School will be required to complete a prorated portion of this requirement. Written confirmation must be turned into the guidance counselor, who will maintain a community service record for each high school student.

### **Mid-Term Graduation**

The Greenview Board of Education does not recommend early graduation for the majority of students. However, if circumstances warrant, the following guidelines will govern a student's application to graduate early.

- 1) Students must complete all graduation requirements set by the State of Illinois and Greenview CUSD #200.
- 2) No student will be allowed to graduate with fewer than seven (7) semesters of high school.
- 3) Students must obtain an application from the school counselor.
- 4) Students must complete an application for early graduation and return the application to the high school principal no later than November 1st of the school year in which they plan to graduate. The principal will submit the application to the Board of Education for approval. The application must include a parent's signature if the student is under the age of eighteen (18). Mid-term graduation requests will not be considered if received after November 1st unless an emergency reason is established. Students who apply for mid-term graduation or withdraw from school after November 1st and have met graduation requirements will receive a diploma at graduation.

5) Students who graduate early lose their student privileges the semester in which they graduate. For example, school dances, prom, and senior trip attendance is forfeited by the student. A student, who graduates early and has met all requirements set forth above, may participate in the spring graduation ceremony provided he or she attends all practices.

6) Waivers to the above policy may be granted by recommendation of the principal and approval of the school board. Class rank and G.P.A. will be based on the student's grades at the end of his or her 7<sup>th</sup> semester. Class ranking will be with the student's original class.

### **Walking at Graduation**

Walking at graduation or promotion is privilege. Students with repeated discipline issues can be withheld from participating in the ceremony.

### **Fifth Year Students**

Fifth year seniors will be allowed to take as few subjects as are necessary to graduate. They shall be allowed semester credit. They will be allowed to leave school as soon as their last class is completed provided the student has his/her own transportation. Eligibility for extra-curricular activities will be determined by the Board of Education on a case-by-case basis.

### **Valedictorian & Salutatorian Honors**

The graduating senior with the highest cumulative high school grade point average will be named as the class valedictorian. The student with the second highest high school cumulative grade point average will be named the class salutatorian. In order to receive either of these awards, a student must be completing their eighth semester of high school, the last two semesters of which must be completed at Greenview. If two or more students tie, then we will have co-valedictorians. Calculations will go out to the nearest hundredth. Starting with the Class of 2020 to be considered Valedictorian or Salutatorian a student must take and pass two advanced courses.

### **Graduating with honors**

In order for a student to graduate with honors they must have a final cumulative GPA of 3.5 or higher GPA to graduate with honors.

### **Driver Education**

To be enrolled in driver education, a student must be in high school. The student must also turn fifteen by October 15<sup>th</sup> of the upcoming school year to enroll in driver education. State law requires that a student must receive a passing grade in at least eight courses during the previous two semesters prior to enrollment in driver education. In addition, state law requires each student complete a minimum of 30 hours of classroom time.

Driver Education Fee: \$40.00\*/\$225 for non traditional students

\*Failure to pay Drivers Education fees will result in the student being skipped within his/her Behind-The-Wheel (BTW) class rotation.

### **Progress Reports**

These reports will be mailed to parents for all high school and junior high students near the middle of each grading period. Reports will indicate the grade and current status for each respective course that a student is performing at 76% or below.

### **Cheating**

Academic dishonesty, cheating, and plagiarism are serious infractions of school policy. Progressive disciplinary action, which may range from required Study Club attendance, detention, or suspension, will be taken against students that cheat. Any student caught cheating on an assignment of any nature, will be given an automatic zero and be required to make a personal parent contact. Group or cooperative effort on individualized assignment constitutes academic dishonesty.

### **Late Work**

In order to increase the consistency of student performance and expectations in the Jr./Sr. High, Greenview has implemented a uniform policy to address late assignments. Each quarter, each student may turn in one (1) assignment to the teacher one (1) day after it is due. In simple terms, one late assignment per class per quarter. Any additional late work will may not be accepted after the instructor calls for it to be collected, and a grade of zero (0) will be recorded. Exceptions to this rule can be granted on large projects with the consent of the principal and/or teacher.

## **SPECIAL PROGRAMS**

### **Special Education**

Through its participation in the Sangamon Area Special Education District, the school board provides for the education of special needs students of the district. The Board may assign students to attend some school outside this attendance center for special classes. The Board provides transportation for Special Education students, and participates financially in the SASSED program of providing trained personnel and facilities.

### **Speech & Vision**

Through our membership in the Sangamon Area Special Education District, the school board provides speech therapy and vision assistance for those students who have a need and are enrolled in the district.

### **Guidance & Counseling**

Guidance services are available for every student in school. Students who wish to discuss courses, grades, personal problems, etc. are encouraged to make an appointment with the school counselor. However, students without appointments are also welcome. The school counselor will assist the student in the planning of career and personal goals, aid in self-evaluation, assist in adjustment to school, and evaluate academic progress.

### **Student Welfare Services**

The following services are provided by the School District:

- 1) Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Perdiculus Humanus Capitis*)
- 2) Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent/guardian. The results will be given to the parent/guardian, with interpretation, as well as the appropriate professional staff.
- 3) The services of a social worker. A student's parent/guardian must

consent to regular or continuing services from a social worker.

- 4) Guidance and counseling services.

### **Title I Programs**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities and procedures are described in District-level and School-Level compacts.

### **English Language Learners**

The Superintendent or designee shall develop and maintain a program for students having limited English language proficiency that will:

1. Appropriately identify students with limited English proficiency.
2. Comply State law regarding Transitional Bilingual Educational program (TBE) and Transitional Program of Instruction (TPI)
3. Comply with any applicable federal law and/ or any requirements for the receipt of federal grant money for limited English proficient students
4. Determine the appropriate instructional environment for limited English proficient students.
5. Annually assess the English proficiency of limited English proficient students and monitor their progress in order to determine their readiness for a mainstream classroom environment
6. Notify parents/guardians of, and provide information about: (1) the instructional program, reasons for their child's identification, (2) their

child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's IEP, if applicable, and (7) information on parent/guardian rights. Parental involvement will be encouraged and parents/guardians will be regularly appraised of their child's progress.

Parents/guardians of limited English proficient students will be: (1) given an opportunity to provide input to the program, and (2) provide notification regarding their child's placement in, and information about, the District Limited English Proficiency program

### **ATTENDANCE**

The Board of Education, administration and faculty feel that maximal education achievement occurs for most students through regular attendance in classes, while excessive absences may result in poor grades and possibly even failure. Attendance and academic performances are closely related. All students are expected to attend regularly and to be on time for classes in order to benefit more fully from the instructional program. The Greenview School attendance policies are designed to develop student punctuality, self-discipline, and responsibility. School is the primary occupation of students and, as in any occupation, attendance is expected. Absences will not be taken lightly.

#### **Attendance Laws**

Regular attendance at school is the responsibility of all students as well as their parents or guardians. Illinois law states: Every person having control of a child between the ages of seven (7) and seventeen (17) years shall annually cause such a child to attend some public or private school for the entire time during which school is in session. Any person having custody or control of a child to whom notice has been given of the child's truancy and who willfully permits such child to persist in their truancy within the school year, upon conviction thereof shall be guilty of shall be guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine of up to \$500.00.

Any person who willfully induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three (3) consecutive days, if convicted, is guilty of a Class C misdemeanor. Students, who are the age of 18 years or older, and still living at the home of their parents or guardian, are expected to follow the same rules as those under this age for parent verification.

#### **Valid Cause for an Absence**

In keeping with Section 26-2a of the Illinois School Code, the following circumstances are valid causes for a student's absence: illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student, and other situations approved by the school principal. Any student that misses the entire day of school or afternoon classes due to illness or an unexcused absence will not be allowed to attend any extra-curricular activity on that day or evening. The school administration does make the final decision whether an absence is excused or unexcused.

#### **Excuses**

***Parent Responsibility: When sickness, emergency, or other valid cause necessitates absence, please call the school office, 968-2295, before 10:00 a.m.*** This does not authorize your child's absence; however, this does relieve the office of unnecessary concern and phone calls. Phone calls will be made to parents of all students unaccounted for at the end of the second period, if possible. Please make sure that the school office has the appropriate phone numbers as to where you may be contacted. If a student misses sixty-six (66) minutes or more instructional time they are considered absent. The administration does not consider over sleeping or chronic car problems a valid excuse.

#### **Pre-arranged Absences**

Absences must be arranged 72 hours in advance, except in case of an emergency, with administrator approval, and may be considered as part of the six (6) absent occurrences allowed per semester. Prearranged absences shall

not be in excess of these limitations without involving the stated penalties, except for (A) a certified medical situation or (B) a decision by an administrator that the educational value of the prearranged absence warrants an exception to the stated policy. All assignments to be missed must be turned in **before** the absence. Students may **not** take a “**late grade**” for any assignment missed. Missed assignments will receive a grade of zero and the student will be assigned Study Club time.

### Home and Hospital Instruction

A student who is absent from school because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff shall begin as soon as eligibility is established. Instructional or related services for a student receiving special education classes will be determined by the students 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 (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parents/guardians, and hospital staff to coordinate course work and facilitate a student return to school.

### Returning to School after an Absence

The faculty at Greenvew Jr. /Sr. High School is concerned about each and every absence. Each student should report to the Jr. /Sr. High School Office prior to his/her first class of the returning day when he/she returns to school from any type of absence.

### Making-up Class Work After Absence

Excused absences or suspended absences may be made up for equivalent academic credit. Unexcused absences may not be made up.

1) The student is responsible for contacting the teacher for make-up work

and missed assignments immediately upon returning to school.

2) The classroom teacher should clearly define or designate a reasonable time limit in which to make up work or accept assignments (i.e., one (1) make up day for each day of absence).

3) Substitute assignments, tests, or activities may be used in place of the specific assignments, test, or activities missed. Assignments will be decided by the teacher involved.

4) In the event that a student is suspended out of school, the student is responsible to complete all work assigned during the suspension. These assignments must be completed and turned in to the instructor at the beginning of the first class period following the suspension. All assignments not completed and turned in will result in a grade of zero (0). Tests and/or quizzes must be made up on the first day returning from the suspension. Each test and/or quiz will be graded as if the student had taken the test or quiz normally. If the grade earned by the student is a passing grade then the grade will be exempt and will not count toward the final grade in the class. If the student earns a failing grade the student will receive the grade earned. Any test and/or quiz that is not made up will result in a grade of (o) for the exam.

### Leaving School Sign-Out Sheet

Before leaving school during school hours, a student must report to the attendance office for sign-out purposes under the following conditions:

1) When you are too ill to remain in class or Studyhall. Parents or guardians will be contacted by phone, whenever possible.

2) Students who expect to leave the building during the school day are encouraged to present written evidence signed by the parent, guardian, doctor, etc. to the attendance office. Verbal approval may be accepted.

3) If an emergency exists during the school day, the student is to report directly to the office.

4) The School District frowns upon the practice of releasing students for errands of any kind.

5) Students will be discouraged from signing out to return home for items they forgot to bring to school.

### Truancy

The School feels that there are few things in life more important than obtaining an education. To do this, each student must attend classes. Missing school is highly discouraged. The School Board supports the principal that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions:

- 1) Truant-a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
- 2) Valid Cause-a child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances with cause reasonable concern to the parent for the safety or health of the student.
- 3) Chronic or Habitual truant- a child to who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 180 regular attendance days.
- 4) Truant minor -a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is a truant, chronic or habitual truant or a truant minor. The superintendent shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student who is truant, chronic or habitual

truant or a truant minor. The diagnostic procedures may include by not be limited to counseling services to the student and the student's parents/guardian, use of peer groups and clinical evaluations by local and/or state agencies. The following supportive services may be offered to a student who is experiencing an attendance problem:

- \*Parent-Teacher Conferences
- \*Counseling services by social workers
- \*Counseling services by psychologists
- \*Psychological testing
- \*Alternative education programs
- \*Alternative school placement
- \*Community agency services

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the principal shall refer the matter to the superintendent. The superintendent may call upon the resources of outside agencies such as the Juvenile Officer of the local police department, or the Truant Office of the Educational Service Region. The School Board, superintendent, school district administrators and teachers shall assist and furnish such information, as they have to aid truant officers in the performance of their duties. In accordance with The School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against chronic truants for their truancy unless available supportive services and other school resources have been provided to the student.

The (6) six-occurrence absence ruling is to be used for emergency situations only. It is never permissible to "skip" a class or classes. If a student skips a class (including Study Hall) or is truant from school, that student faces the possibility of immediate suspension from school. Unexcused absences may result in grades being lowered and/or a report to the proper authorities that the student is truant. A student who is absent and neither the school nor the parents know where the student is will also be subject to disciplinary action unless an acceptable excuse is permitted. If a student misses any class, including Study hall, and does not present one of the reasons required for a non-countable

absence to the office or his/her parents do not notify the school of the student's intended absence, that student will be considered truant for that period of time. A student who is truant from one (1) class will be required to serve an hour detention after school. Two or more class absences within the same day will be cause for immediate suspension from school or Saturday detention. Continued unexplained absences from class(es), including Studyhall, will require a parent conference and possible suspension for up to ten (10) days.

### Perfect Attendance

In order for a student to achieve perfect attendance, they must have no countable absences. A countable absence is both an excused and/or unexcused absence. The definition of a countable absence is when a student is absent for more than sixty-six (66) minutes of instructional time during a school day. School-sponsored activities, such as a field trip, are not countable absences.

### Tardy Policy

All students are to be in assigned classrooms before the bell rings to begin a class. As to whether the student is to be in his/her seat or merely in the classroom is left to the discretion of the classroom teacher. Students will receive a tardy if they do not have mandatory materials to participate in class. The number of times a student is tardy will be accumulated for each quarter. The following disciplinary actions will be taken for tardiness:

- 1<sup>st</sup> tardy – No Penalty
- 2<sup>nd</sup> tardy – No Penalty
- 3<sup>rd</sup> tardy – Verbal warning to student
- 4<sup>th</sup> tardy – detention—Parent contact from office
- 5<sup>th</sup> tardy – Parent contact from office-detention.
- 6<sup>th</sup> tardy – Parent contact from office-detention
- 7<sup>th</sup> tardy – detention- Parent conference
- 8<sup>th</sup> tardy-detention, banned from all extra curricular activities and field trips
- 11<sup>th</sup> tardy-detention and parent conference
- 12<sup>th</sup> tardy-detention and parent conference
- 15<sup>th</sup> tardy-OSS and ban on all pass privileges—student must be escorted by office staff to leave classroom

Tardy "clock" resets each quarter.

No student will be admitted to class after the bell has rung without a pass and/or admit slip.

If a student skips two detentions in a quarter he or she banned from all extracurricular activities, school activities and field trips for the remainder of the quarter.

### Hall Passes

Students desiring to leave the classroom for a valid reason must secure a written pass from the teacher. A student desiring to have a conference with a teacher during his/her/hall period must secure a written pass from that teacher in advance. **Do not run errands to the office during passing periods and expect a pass.** Office visits need to be taken care of prior to school, during lunch, Study hall, or after school. Students that visit the restroom longer than 5 minutes on a pass out of class will be assigned a tardy for that class. (This rule does not apply if student has a relevant doctors note.)

### Excessive Absences

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

Upon the **fourth (4) absence** from any semester, a letter will be sent home to notify parents; upon the **sixth (6) absence** in any semester, a parental conference will be requested; and upon any subsequent absence following the **sixth (6) absence**, medical documentation of physical or emotional conditions causing such absences will be required.

If a student is absent and brings a note from the doctor stating that the student was actually seen in the office for an appointment or illness, then that absence will not count as one of the six (6) days. The requirement is that the doctor's note specifically states that the student was seen in the office on that day and time. Failure to provide such documentation after 6 absences each semester will result in an unexcused absence being assigned.

If a student is absent due to an extended illness or injury and provides medical



documentation; the principal may wave the six (6) class absence limit.

### **Multiple and Prolonged Absences**

Parent/guardian(s) should call the attendance office each day of a multiple absence. For prolonged absences due to illness, special arrangements may be made through the guidance office to obtain assignments following the second day of the absences. **Assignments may be picked up in the guidance office twenty-four (24) hours after the request is made.**

### **Vacations While School is in Session**

Greenview CUSD #200 discourages vacations while school is in progress, since it is generally felt that there can be no substitute for regular school attendance. However, recognizing that by necessity, some family trips take place while school is in progress, the following guidelines must be followed:

- 1) The student must be with his/her parent or guardian.
- 2) The parent or guardian must notify the principal in writing at least five (5) school days before the date of departure.
- 3) The student must obtain a pre-arranged absence slip from the principal at the time of parent contact.
- 4) Permission to be absent from extra-curricular activities shall be dealt with directly through the respective coach or sponsor.

### **Students Living Alone or Apart From Parents**

Students and parents should be aware that this situation puts extreme hardship on the school in areas of attendance supervision, parental responsibility, and matters of discipline. As a result, this practice is discouraged. For minor children, this practice is illegal unless a legal guardian is appointed. The school will communicate with parents of such students if at all possible. When impossible, communication must be carried on exclusively with the student. Students in this category should make an earnest effort to attend classes.

### **Take Your Child to Work Day**

Any student absent from school for this purpose must produce a parental consent letter and obtain a pre-arranged absence

form (48 hours) prior to the date of absence. Upon return, students must submit evidence of attendance to the place of work intended for the day. If this procedure is not followed, the student will be unexcused and will receive no credit in any classes missed.

### **College Visitations / Career Days**

Juniors and seniors will be allowed two (2) college visits per year. However, these will be considered countable absences. A student must follow procedure of obtaining a prearranged absence form prior to being absent or upon return all assignments will be unexcused. Students must bring verification of their college visit, or the absence will not be excused. No college visits will be approved after May 1, unless otherwise approved in advance by the principal. See the school counselor for an application.

### **Senior Trip/8<sup>th</sup> Grade Trip**

Any student, who begins the year as a senior/8<sup>th</sup> grader and attends school for the full year at Greenview, is eligible to go on the senior/8<sup>th</sup> grade trip, provided all other requirements have been met. Students are eligible for the senior/8<sup>th</sup> grade trip regardless of credits earned by the end of their senior/8<sup>th</sup> grade year. No student may go on more than one senior/8<sup>th</sup> grade trip. Students, who transfer to Greenview during their senior year, will be allowed to go on the senior/8<sup>th</sup> grade trip, provided they contribute an amount of money equal to a proportionate share of money that has been accumulated by the senior/8<sup>th</sup> grade class at the time the student enters school. Any senior/8<sup>th</sup> grade who attends the trip will be excused from school during the duration of the trip, unless a parent/guardian requests that they attend school. The senior/8<sup>th</sup> grade trip itinerary is subject to final approval by the School Board.

### **Field Trips**

Before groups of pupils are taken on school sponsored trips, written permission must be secured from the parent/guardian of each student. Students must secure and complete all work to be missed in advance of the trip. Students who fail to meet the pre-trip criteria will not be allowed to attend the event. No overnight field trips will be allowed without approval by the Board of

Education. If students have discipline referrals they could be held back from attending a trip at discretion of the administration. No student can go on any field trip during the school day if they are failing two or more of their classes (similar to athletic weekly eligibility). They may go on a field trip outside of the regular school day, pending approval of the trip sponsor.

#### **Attendance at After School Activities**

All children through fourth grade must be accompanied by a responsible adult in order to attend after school activities. Behavior at after school events is a reflection of your school. Those that do not behave in an acceptable manner will be barred from attending those activities.

### **PROCEDURES & POLICIES (Building, Classrooms, & Campus)**

#### **School Lunches**

Lunches will be served during each regular day of school attendance. Menus will be available via the newsletter and will also be posted in the office. Lunch cards will be issued to new students. If a student loses a lunch card a new one can be purchased for a fee. Payments to lunch accounts made in the Jr. /Sr. high school office by 9:00 a.m. will be credited that day. Any payments made after 9:00 a.m. will be credited the next school day. If a student does not have his/her lunch card he/she must wait until all other students have been served. When a student's lunch account balance goes below \$4.00 they will be notified in a form of a receipt. When a lunch account accrues a charge of \$5.00 he/she will no longer be allowed to charge. We ask that these charges be paid promptly. Some students may qualify for free or reduced lunches. For more information, please check with office personnel. Students who forget to bring their lunch cards are required to go to the back of the line. Students are encouraged to eat lunch served by the cafeteria staff. However, if you bring your lunch, you should also eat in the cafeteria area and not take food from that location. Lunch materials, such as trays and silverware may not be taken from the cafeteria to commons area. Students are not allowed to eat out of purses or backpacks. Students are not allowed to sit or stand and socialize in the hallway or lobby area during the lunch period.

#### **Food & Drink in Hallways/Classrooms/Busses**

Food and drinks should not be eaten or drank in the hallways or classrooms. Detentions will be given for students who break this rule. Glass containers are not to be brought into the building. Liquid containers must be totally empty before being placed in the trash. Teachers must pre-approve food and drink in their classroom at least 24 hours in advance. If the forecast for the day is 85 degrees or higher students will be allowed to have **water bottles** in class.

#### **Free and Reduced-Price Lunches**

A student's eligibility for free and reduced price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and determined by the Illinois State Board of Education. At the beginning of each school year, by letter, the District shall notify students and their parent/guardian of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information. The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

Absolutely no food or drink are to be consumed on the busses. Many of our students have food allergies. To prevent exposure to triggers, nothing should be consumed on the bus.

#### **Vending Machines**

The beverage machines are turned off from 8:00 am until 3:05 pm. Only water will be available during school hours. All other beverages will be confiscated. On occasion, vending machines may be turned on during the lunch period. Misuse of the machines will result in them being removed from the building.

### **Closed Campus**

Once a student arrives at school, he/she is not to leave the premises without permission from the principal or superintendent. If permission is granted, the student should write his/her name on the sign-out sheet when leaving and again upon returning. A student may leave for lunch with his or her parent only.

### **Library**

A school library is available for student use. Materials may be checked out for a reasonable length of time. We encourage students to take advantage of the Studyhalls found in the library and ask that you take care of these materials so that others may use them.

### **Computer Usage**

#### **Access to the Internet**

The School Board's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges for fees resulting from access to the Internet.

Individual School Board members and administrative staff members shall be treated like teachers. "Internet" includes all information accessed by Internet sites, E-mail, on-line services, and bulletin board systems.

#### **Curriculum**

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The Internet is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's connection to the Internet must be in support of education or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's Authorization for Internet Access contains the appropriate uses, ethics, and protocol for the internet. Electronic communications and download material, including files deleted from a user's account but not erased, may be monitored or read by school officials. A ban on the use of any technology in the building may be imposed on students at the discretion of the administration. The degree and duration of the ban will be determined on a case by case basis. Students may be given "limited use" options to complete required assignments for particular classes under direct supervision of staff members.

### **Authorization for Internet Access**

Each teacher must sign the District's Authorization for Internet Access as a condition for using the District's Internet connection. Each student and his or her parents/guardians must sign the Authorization before being granted unsupervised use. The failure of any student or teacher to follow the terms of the Authorization for Internet Access, or this policy, will result in loss of privileges, disciplinary action, and/or appropriate legal action.

### **Lockers**

A school locker is provided for each student. Combination locks are available to students upon request. Only school issued locks may be used on lockers. Remember that the locker is provided as a service to students and is actually the property of the school. You are expected to keep your locker in good condition and to stay out of other students' lockers unless you have permission. Nothing should be placed on the front of lockers unless approved by the principal. Book bags, gym bags, and other objects too large to fit in the lockers may be stored daily on top of the

lockers. All items are to be removed at the end of each school day. All textbooks are to be secured in lockers at all times. Students must stay in their assigned lockers.

### **SEARCH and SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" 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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

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

### **Seizure of Property**

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

### **Student Assemblies**

Student assemblies are scheduled from time to time. Students at these assemblies are expected to act in a mature and courteous manner. Students who are disruptive or discourteous will be removed from the assembly.

### **Prom & Dances**

The Greenview High School Jr. /Sr. Prom are for Greenview juniors and seniors and their dates. Dates must be at least a freshman in high school to attend the prom. Furthermore, the administration reserves the right to determine which grade levels are eligible to attend other dances. In addition, the principal reserves the right to set a standard of dress for each event. No persons 21 or older are allowed to attend dances.

### **Hazing or Bullying**

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 is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender, identity, gender – related identity or expression ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics 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 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

The term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stealing, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying is unacceptable and will not be tolerated.

### **Sexual Harassment**

Greenview CUSD #200 shall provide students an environment free from unwanted sexual advances, requests for sexual favors and other verbal and physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment is a form of sexual discrimination and disrupts equal education opportunities by interfering with the student's psychological, social, and physical well-being. This school district will not condone or tolerate incidents of sexual harassment of the district's students during school hours, during district-sponsored events on school property, and at the site of a district activity involving students.

### **Reciprocal Reporting**

The principal and the police department will arrange meetings between school district officials and law enforcement personnel, as needed, to share information regarding criminal activities which involve or affect students.

### **Student Visitors & Guests**

No visitors are allowed to visit unless permission is granted by the principal. A request must be submitted to the principal at least one day in advance. Passes will be issued and approval given on a VERY LIMITED BASIS.

### **Daily Announcements**

Announcements concerning activities and other matters of interest to students will be issued and posted on the bulletin board each morning. If a student wishes to include an announcement, they must secure approval from the Principal. Announcements will be read each day. Students should make sure they read or listen to the announcements carefully.

### **Student Vehicle Regulations**

Students who drive are required to comply with the following rules:

- 1) Drive safely at all times, obeying all speed limits.
- 2) Park only in student parking areas in front of the school.
- 3) Stay out of the parking lot except when entering or leaving school.
- 4) Do not bother another person's car.
- 5) Report any accidents immediately.
- 6) Exit the west entrance only.
- 7) Register the automobile in the office.

A student is not authorized to transport themselves or any student of the Greenview Community Unit Schools while acting as an agent of the Greenview Unit School in any vehicle designated for transportation purposes. Written permission must be obtained by the office from the parent(s)/guardian(s) of the student giving permission to drive their own car for a school sponsored activity. Furthermore, permission must be given by a parent(s)/guardian, in writing, allowing other students to be transported by their child. Likewise, this procedure must be followed in giving permission for their child to ride with another student driver. Vehicles may not be operated on school premises unless vehicle and driver are licensed as required by State law.

### **Dress Code**

We pride ourselves on the fact that students of Greenview Schools are proud of their school and conduct themselves so that everyone in the

community regards the school highly. Student's dress and grooming **must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Students need to be mindful they need to understand the way dress for success in future employment after they leave Greenview CUSD #200.**

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements
- Holes above the knees will not be allowed in pants or shorts.
- Students who choose to wear shorts, skirts, and dresses are to make sure that they have a 3 inch inseam or as approximately as long as the thumb when the hands are placed at the side.
- Tube tops, halter tops, muscle shirts, sleeveless tops which expose undergarments or excessive skin, or tops which expose the midriff are **not** allowed.
- Hats or caps are **not** to be worn in the building. Baggy pants must be worn at the waistline.
- Pajamas or pajama pants and slippers are not acceptable school attire.
- Students may not wear clothing, jewelry, or bracelets with lewd slogans or pictures.
- PE clothing is not to be worn during other class time.
- PE clothes need to follow school guidelines.
- No clothing with names, slogans, or advertisements of alcohol, tobacco or drugs will be allowed.

Students who wear clothing or adornments in violation of this rule may be required to change, remove, or conceal the offensive articles. Failure to comply will result in the student being sent home for the remainder of the day. Such students also will be subject to the regular disciplinary process. Any absence as a result of violation of this rule will be counted as an unexcused absence from any class period missed.

### Public Display of Affection

Any inappropriate physical contact will result in disciplinary measures. This includes behavior such as kissing, fondling, long embracing, or any other action that causes the people in the surrounding area to become uncomfortable. Repeated offenses of PDA will be considered gross insubordination and result in detention. Students who continue to violate PDA regulations may be required to call parents to explain their noncompliance. Parent conference may also be required.

### Telephones

The telephone is for business purposes and should be used as such. Students will be called to the office to take calls only in case of emergency. Otherwise, messages will be taken and delivered later. When permission is granted, students may use phones for necessary out-going calls for business, but not for social reasons. Students are not to call without staff permission from personal cell phones.

### Electronic Equipment

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

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

1. Cell phones will be allowed in the gym before school and during lunch period.
2. Cell phone usage in the classroom is up to the discretion of the teacher.
3. Teachers may require students to relinquish their cell phones prior to receiving a hall pass.
4. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
5. No headphones/ ear buds can be worn in the hallways at any time.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, and laptop computers. Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, and AM/FM radios.

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

Consequence by number of Offenses:

1<sup>st</sup>—Office confiscation, returned at end of day.

2<sup>nd</sup>—Office confiscation, returned to parent at end of day

3<sup>rd</sup> Offense—same as 2, add detention

4<sup>th</sup>—Same as 2, add two detentions

5<sup>th</sup>—Same as 4, add phone ban

6<sup>th</sup>—Suspension, possible full tech ban

### **Change of Student Information**

It is **mandatory** that any change in the student's address, **phone number** or any other significant information be reported to the respective office as promptly as possible.

### **Class Rings / Jewelry / Merchandise**

It should be clearly understood that items designed to commemorate the students experience at Greenview Schools, such as jewelry, mugs, pictures or yearbooks is not mandated by the district. The school's only concern in connection with marketers is to see that students can buy reputable merchandise at a fair price.

### **Distribution of Materials**

Distribution of materials that are not directly a part of the Greenview School's program must be approved by the principal before they are distributed to the students, teachers or staff members. This includes brochures, announcements, schedules, questionnaires, registration forms, or any other literature not directly produced by the school district.

### **Care of School & Personal Property**

Any pupil who shall willfully or damage school property or the property of another student while at school shall be required to pay in full for such damage. Locks and lockers are available for all students but provide ineffective protection against lost property if not used properly. Subsequent action involving offenders, school authorities, and legal authorities may be pursued following restitution. Each situation shall be judged on its own merits.

### **Lost & Found**

Lost and found articles are kept in the high school and elementary offices. The student may claim these items after identification and proof of ownership. Articles will be kept for a reasonable length of time and then discarded. Stolen article should be reported and a statement filed in the office.

### **Parking**

Vehicles must be parked in the front parking lot and be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

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

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

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

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

discipline code and/or withdrawal of parking privileges.

### **Bulletin Board**

The main bulletin board near the office will include only material directly connected with the school. All items must be approved by the principal before being placed on the board. Students should read the bulletin board regularly to keep abreast of the activities of the school.

### **Early Dismissals and No-School Info**

Planned early dismissals and no-school announcements will be listed on each month's activity calendar (included in the newsletter). When there is early dismissal or cancellation of school because of inclement weather or some unforeseen emergency, notification will be given via local TV and/or local radio.

### **Parent-Teacher Conferences**

Parent-teacher conferences may be scheduled two times during the year. Exact dates will be listed in the appropriate school newsletter.

### **Transportation**

The school will provide free transportation for pupils residing at least one and one half miles from his or her assigned school or within one and one-half miles from his or her assigned school where walking to school or to a pick up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent/guardian may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act. In order to maintain order and safety on the school buses, students must comply with the following rules:

- Be on time.
- Stay off the road while waiting for the bus.
- Stay in your seat when riding on the bus.
- Keep inside; do not lean out of the windows.

- Do not throw things.
- No eating or drinking on the bus.
- Act in an orderly manner.
- Be quiet when approaching railroad crossings.
- Do not leave the bus until the driver opens the door.
- Always look before crossing the road when exiting from a bus and wait for a signal from the bus driver before continuing across the road.
- Always walk in front of the stopped bus--not behind it.
- Obey the driver of the bus.
- If a student wants to ride home with another student, a permission note from the parent is required.
- Students who are suspended from the bus and lack alternative transportation must be given the opportunity to make up work for equivalent credit

### **Spectator Bus Regulations**

The same general rules apply for the spectator bus as apply for regular bus riding. Other specific rules that apply are:

- 1) Sign up for the trip in the office before noon of the day of the trip.
- 2) Students who have signed up have priority to ride buses-others may add their names to the list at departure (if there is room).
- 3) All students who ride the bus to the game must return on the bus unless they present a signed note from one of their parents or they have made prior arrangements with the principal or superintendent.
- 4) A student who signs up to ride the spectator bus must notify the office or the chaperone if he/she wishes to cancel the reservation. Failure to do this could result in loss of spectator bus privileges.
- 5) Junior high students may ride the bus to high school games and vice versa, providing there is room on the bus. If a junior high student signs the sign-up sheet for a high school game, that student has priority for riding the bus over any high school student who has not signed the sheet. The same holds true of high school students going to junior high games.
- 6) While at the game or event, students should conduct themselves in a suitable manner, obeying chaperones. Students should not leave the game or event.



Riding on the spectator bus is a privilege. If this privilege is abused, you may forfeit this benefit for future activities.

### Safety Drill Procedures

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on district property or at a district event. The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention, bomb threats, weapons, and explosives on campus; school safety drill program; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

- 1) Three school evacuation drills,
- 2) One bus evacuation drill
- 3) One severe weather and shelter-in-place drill, and
- 4) One law enforcement drill

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan, with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building. In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

### Severe Weather/ Fire Drills/ Emergency Procedures

#### Severe Weather/Natural Disaster Plan

A natural disaster includes severe weather situations, tornados, hazardous material accidents, floods, and earthquakes. The following emergency procedures will be taken by the district:

- 1) The building principal or main office staff will alert staff – the signal is "Tornado Tone"
- 2) Teachers shall step into the halls to immediately clear them by directing students to the classroom.

3) While in the room, all teachers and students are to maintain sheltered positions.

4) Call local police/911 if emergency responders are needed.

5) Render first aid if necessary.

6) The Building Principal or designee will direct designated "couriers" to each classroom notifying the teacher/staff of the situation.

7) Unless the situation requires evacuation, all doors will remain locked and personnel and students will remain stationary until the "ALL CLEAR" by the Building Principal.

### Fire Emergency Procedures

The following emergency actions will be taken by the appropriate staff member:

- 1) Pull the fire alarm immediately if you have any reason to suspect a fire may be in the building and notifying the main office, giving as many details as possible
- 2) The main office will immediately call 911
- 3) The main office will immediately advise the Building Principal or designee of the situation.
- 4) The Building Principal will sound the fire alarm and evacuate the building.
- 5) The Building Principal or designee shall notify the Superintendent's office; the Superintendent's office shall notify the Safety Program Coordinator.
- 6) Fire extinguishers should be used only after notifying the Fire Department and only if feasible. Fire extinguishers are intended for small fires only. In addition, the user should make sure the fire extinguisher is of the proper type for the fire before using it.
- 7) When the fire alarm is heard:
  - a. Teachers and supervisors shall be sure that all windows and doors are closed and lights are turned off in their rooms.

- b. Teachers and supervisors shall immediately check the class register to be sure all students are present. If a student is absent who was present before the evacuation, notify the principal or fire official immediately.

### Bomb Threat Plan

Any bomb threat is treated as a danger to all persons in a school building. Staff members will follow these procedures when a bomb threat is made:

- 1) The secretary or any person taking the telephone call will attempt to gain as much information as possible from the caller, i.e., the bomb's location, type, and when it will explode, and the caller's name, sex, age, and voice tone.
- 2) The main office will immediately call 911.
- 3) The main office will immediately advise the building principal or designee of the situation and will announce a "CODE YELLOW" over the PA system to notify the staff a bomb threat was received. All two-way radios should be immediately shut off.
- 4) The Principal will sound the fire alarm and evacuate the building.
- 5) Staff members should note any "strange" boxes or packages and are instructed NOT TO TOUCH ANYTHING SUSPICIOUS and to report any such item to law enforcement after they have left the building.
- 6) The Principal will check to ensure everyone has left the building.
- 7) Staff members will account for everyone by making a roll call check. Names of missing students or staff members will be reported to the building Principal.
- 8) Staff members will escort the students to a predetermined waiting area that is a safe distance from the school and wait for further instructions.
- 9) The principal will assist the police, fire and public safety officials as needed.

- 10) After a bomb search is completed, the principal, safety program coordinator, superintendent, and local law enforcement will determine if the building should be re-entered.
- 11) If the school cannot be re-entered, the students will be moved to the closest available facility that can safely house them.
- 12) When a bomb threat is made before lunch, the Principal or designee will coordinate with the food service department to arrange for an alternative lunch plan.
- 13) If the decision is made to move students to an alternate location, the Principal will so notify the transportation department. Buses will be used if the building is beyond walking distance or if there is inclement weather.
- 14) The transportation department will make arrangements to have the evacuated students picked up at the regular release time, at the alternate site, by the normal route school buses.
- 15) When a bomb threat is made during inclement weather, the Principal or designee will notify the transportation department to supply buses for temporary shelters. This should not delay the school's evacuation.
- 16) No one shall re-enter the building unless the "ALL CLEAR" is sounded by the Principal. No electronic devices shall be used to recall students into the building.

### Weapons and Explosives on Campus

Any report of a person armed with a weapon or explosive on campus is a "CODE RED", I.E., ALL DOORS ARE LOCKED IN OFFICES, CLASSROOMS, AND HALLS. The following emergency actions shall be taken by the appropriate staff member:

- 1) Notify the main office immediately if you have any reason to believe that a weapon or explosive is on

school grounds. Give the main office as many details as possible (where, who is involved, type of weapon, and if anyone is injured or is currently being threatened or being held hostage).

- 2) The main office will immediately call 911
- 3) The main office will immediately advise the Principal or designee of the situation. The principal will announce a "CODE RED" over the PA system to notify staff members to lock all doors.
- 4) If possible, move students safely away from the armed person. Remain calm while sending people to safety. Do no panic students by telling them that the person is armed.
- 5) When a "CODE RED" is called:
  - a. Lock the classroom door, and, if it your responsibility to do so, lock hallway doors. Keep students away from doors. If a weapon fired is heard, tell students to immediately duck and cover. Remain this way until the principal sounds the "ALL CLEAR" or until you are evacuated from your room by law enforcement.
  - b. If students are not in a classroom they will be moved to the closes securable room and lock it down
  - c. If it is not possible to get to a classroom before shots are fired, students are to duck and cover behind any available barrier or drop and cover if there is nothing to hide behind and directed to move to a protected area as soon as possible
- 6) The building principal or designee shall notify the superintendents office and they will in turn notify the Safety Program Coordinator
- 7) School nurses and/or others staff will give first aid for victims

until emergency medial services take over.

#### Emergency Aid of Injury or sudden illness

The Safety Program Coordinator shall supervise an on-going program for the provision of first-aid and emergency care the includes:

- 1) First-aid and CPR courses are offered to staff members
- 2) Staff members are told how to summon emergency medical care.
- 3) Adequate first aid and emergency care equipment are readily accessible, conspicuously marked, and periodically inspected.
- 4) Each participant in an extracurricular sport must present a completed Certificate of Physical Fitness for Athletics. Parents/guardians are required to report any serious health problem their child might have experienced.
- 5) Written accident reports are completed by the person having supervision over the student at the time of the accident and shall be immediately sent to the principal who will forward a copy to the Superintendent.
- 6) An injured student will take priority over everything else. The person having supervision over an injured student shall immediately notify the parents/guardians.

#### Health Education Program

In all elementary and secondary schools the health program shall include human ecology and health; human growth and development; the emotional, psychological, physiological, hygienic, and social responsibilities of family life (including sexual abstinence until marriage); prevention and control of disease, and of course material and instruction to advise students of the Abandoned Newborn Infant Protections Act. The grades 6-12 health program shall include the prevention, transmission and spread of AIDS; public

and environmental health; consumer health; safety education and disaster survival; mental health and illness; personal health habits; alcohol and drug use and abuse (including the medical and legal ramifications of alcohol, drug and tobacco use, abuse during pregnancy); sexual abstinence until marriage; tobacco; nutrition; and dental health. Secondary schools shall include sexual assault awareness. The following areas may also be included as a basis for curricula: basic first aid (including cardiopulmonary resuscitation and the Heimlich maneuver), early prevention and detection of cancer, heart disease, diabetes, stroke, the prevention of child abuse, neglect, and suicide. In grades 5-12, the health program shall include instruction on alcohol and drug use and abuse, including the consequence of drug and substance abuse. In grades K-8, students should be provided with age-appropriate information about the dangers of drug abuse. The District's educational program shall offer drug education units that are intergraded into the curricula and are designed to promote effective methods for the prevention and avoidance of drug and substance abuse. In grades 7-12, the program shall include the prevention of abuse to anabolic steroids. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students participating in these programs. The family life and sex education program shall be developed in a sequential pattern and related in depth and scope to the students' physical, emotional, and intellectual maturity level. Family life courses offered in grades 6-12, shall include information regarding the alternatives to abortion and information regarding the prevention, transmission, and spread of AIDS. Course content shall be age-appropriate. Class sessions which deal exclusively with human sexuality may be conducted separately for males and females. The health program in grades K-8 shall include annual instruction on the danger and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse. Students shall be provided parenting education in grades 6-12. Students shall be provided safety education in all grades. All students shall receive age-appropriate instruction on motor vehicle safety and litter control. Students in grades 9 or 10 shall receive instruction on

donations and transplants of organs/tissue and blood. No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty. Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

### Sex Education Instruction

Classes or courses on Sex Education, Family Life instruction, instruction on diseases, recognizing and avoiding sexual abuse, or donor programs for organ/tissue, blood donor, and transplantation:

For your information all classes that teach sex education emphasize that abstinence from sexual activity is the expected norm. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family, life, and for grades 6 through 12, the prevention of AIDS. A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete a statement and return it to your child's teacher within 5 days.

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete a **Class Attendance Waiver** statement and return it to your child's classroom teacher within 5 school days.

### Hazardous and Infectious Materials

The superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students,

and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials.

#### Notification of 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 an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school.

#### Visitors

All visitors to school property are required to report to the Elementary Office and receive permission to remain on school property. All visitors must sign a visitor's log, show identification, and wear a visitor's badge. When leaving the school, When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Request to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students and employees) shall perform any of the following acts:

- 1) Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach or any other person
- 2) Behave in an unsportsmanlike manner, or use vulgar or obscene language

- 3) Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon or any dangerous device; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area;
- 4) Damage or threaten to damage another's property;
- 5) Damage or deface School District property;
- 6) Violate any Illinois law, city, township, or county ordinance;
- 7) Smoke or otherwise use tobacco products;
- 8) Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug
- 9) Use or possess medical cannabis
- 10) Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the education environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight while on district property unless it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- 11) Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board
- 12) Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 mile per hour, or (c) in violation of an authorized District employee's directive
- 13) Engage in risky behavior, including roller-blading, roller-skating, or skateboarding
- 14) Violate other District policies or regulations, or directive from an authorized security officer or District employee, or
- 15) Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

being unable to graduate (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade)

A student requiring adapted physical education must receive that service in accordance with the student's Individualized Educational Program/plan (IEP).

A student who is eligible for special education may be excused from physical education courses when:

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

Exception from P.E. Requirement: Regular education and Special Education

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

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

A student in grades 9-12, unless otherwise stated, may request to be excused from physical education courses for the reasons stated below. The superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

- 1) Enrollment in a marching band program for credit
- 2) Ongoing participation in an interscholastic athletic program (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade)
- 3) Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the pupil

**MEDICAL SITUATION**

Health Services

Greenview has the services of a registered nurse on a part-time basis, whose job is to help assess and diagnose the health status of students. The nurse is also available for student consultation.

Suicide and Depression Awareness and Prevention

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

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

### **Administering Medicines to Students**

Due to the liability concerns and abuses by some students, the school will no longer have available or distribute over the counter medications unless brought in by the student. This includes all types of medications as well as cough medicines. Students may not carry any medications at any time during the school day.

Medication, with written permission of a parent and doctor, will be kept in the school office for self-medication by a student subject to the guidelines below.

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

Students should have no unauthorized drugs. Unauthorized drugs are those drugs for which a student does not have a valid doctor's prescription for a prescribed drug or a current note from the student's parent authorizing the taking of a non-prescribed drug for medicinal purposes. School personnel will not administer non-prescriptive, unauthorized medication. Improper usage of any over-the-counter or prescription drug will be handled under the Discipline Policy as a Level II offense.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for anaphylaxis or asthma for immediate use at the student's discretion. Students are allowed to carry on their person, rescue inhalers or epinephrine auto-injectors (Epi-pens), provided the student's parent(s)/guardian(s) have 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's storage by school personnel. Parent(s)/guardian(s) 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 medication or the storage of the medication by school personnel.

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

### **Students with Food Allergies**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The superintendent or designee shall develop and implement a Food Allergy Management Program that:

- 1) Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

- 2) Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).
- 3) Complies with State and federal law and is in alignment with board policies.

### Student Injuries

All student injuries should immediately be reported to the office and to their teacher. If the injury proves to be serious in nature, immediate treatment is administered and parents and/or doctor is contacted.

### Student Vaccinations

The district excludes students for health examinations and immunization requirements after the October 15 exclusion date of the current school year, or by an earlier date of the current school year established by official board policy and with proper notification.

### Head Lice

Students may be included in routine head lice checks by the school nurse or designee. If nits (lice eggs) and/or bugs are found in the hair, parents will be immediately contacted and the child removed from the school setting. Children will be re-admitted to school only after treated and checked by the school nurse or designee and determined to be lice and nit-free.

## STUDENT AFFAIRS

### Co-Curricular Student Clubs & Activities

The Board encourages participation by students and staff in activities which supplement the curriculum and enrich their lives. The activities shall be sufficient variety and number to meet the wide range of interest and needs of students.

Students shall have equal access to all co-curricular activities. State Board regulations state that students shall have equal opportunity to participate in and/or benefit from any educational programs or

activities regardless of race, color, creed, religion, sex, national origin, or social or economic status.

The scheduling of school-sponsored activities on a night before a school day should be kept within reasonable limits.

There are presently eleven (11) clubs in which students may participate, providing they meet certain eligibility requirements. The following represents a list of those now functioning. If there is sufficient student interest in forming a club not included on the listing, then those interested should contact the principal for information on how to form a new club. No school-affiliated clubs will be allowed to operate without approval.

- **Future Farmers of America** -- The FFA is composed of members who are currently enrolled in or have taken an agriculture course.
- **National Honor Society** -- This is a scholastic organization that is composed of members who have been selected by the faculty for their scholastic ratings, leadership, citizenship, and service.
- **Yearbook** -- The annual, known as the SOUVENIR, is sponsored by interested high school students, under the direction of the yearbook sponsor.
- **Student Council** -- The student council is the representative organization for the student body.
- **Drama Club** -- Participation in this organization is open to all high school students. One play or musical is presented each year, usually during the spring.
- **Scholastic Bowl** -- Scholastic Bowl is a scholastic organization which functions at the Junior and Senior High levels. The team competes numerous times during the school year. Final selection of members is based on academic achievement, recommendations from faculty, and sponsors discretion.
- **Study Club** -- This organization is open to all junior and senior high students who attend study sessions after school and seek to gain further knowledge in their academic pursuits.
- **Art Club** -- High school students interested in gaining further



experience within the art department and activities.

### **Class Officers**

Each class will elect a president, vice-president, secretary, and treasurer. The president of each class will also serve on the student council. In addition, the juniors and seniors will also elect two additional representatives to serve on the student council. The freshmen and sophomores will elect one additional representative to serve on the student council.

### **Athletic Teams**

Greenview has a number of inter-school athletic teams on which Greenview students may participate. Based on student interest in a particular sport, the following is a list of sports usually available:

HS Football	NA
HS Golf	(Co-op) Athens
HS Boys' Soccer	(Co-op) Athens
HS Cross-Country	(Co-op) Athens
HS Boys' Basketball	
HS Girls Basketball	(Co-op) IC
HS Wrestling	
HS Baseball	(Co-op) IC
HS Boy's Track	
HS Girls' Volleyball	
HS Girls' Swimming	(Co-op) PORTA
HS Cheerleading	
HS Softball	(Co-op) IC
HS Girls' Soccer	(Co-op) Athens
HS Girls' Track	
JH Baseball	(Co-op) IC
JH Boys' Basketball	
JH Wrestling	(Co-op) PORTA
JH Boys' Track	
JH Softball	(Co-op) IC
JH Girls' Basketball	(Co-op) IC
JH Girls' Volleyball	
JH Cheerleading	
JH Girls' Track	

Athletic participants must comply with special rules of conduct listed in the Athletic Handbook. Participants in co-operative events need to adhere to the rules of their school's Athletic Handbook as well as the individual coach's policies.

### **Fundraisers**

There will only be one fundraiser per month selling food items to avoid "charity saturation". All sponsors and coaches will meet at the beginning of the year to come to a consensus on who gets what month. All fundraisers must have final written approval of the principal or superintendent. (this provision does not include apparel

sale, concessions, or paid group service). All monies must be collected for a fundraiser prior to ordering from any vendor. Students who owe money or fail to deliver products will not be allowed to participate in any extracurricular until all parties are made whole.

## **GENERAL INFORMATION**

### **Asbestos**

Our school buildings contain very little asbestos construction materials. These materials are regularly inspected on a six month basis in order to prevent any air borne contamination. The district's management plan is open to inspection, upon request in the Superintendent's office.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Greenview Community Unit School District No. 200 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational 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; person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) 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 are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-1605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the principal in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent

previous educational agency or institution attended.

### **Grievance Procedure**

A problem at school should be handled through the following channels:

1. The student or the parents should discuss the matter with the person or persons directly responsible for the grievance.
2. If no satisfaction is attained, the matter should be directed to the building principal and then to the district superintendent. If the grievance is against the principal, the district superintendent should be contacted, after talking with the principal as explained in step one above.
3. If the matter is serious and a satisfactory solution is not realized, the student or parents may then wish to request permission of the School Board President to speak on the matter at the next meeting of the local Board of Education.
4. The appeal agent after the local Board of Education, unless otherwise provided by rules and regulations, is the judicial system.

Persons appealing grievances should remember that a belligerent, aggressive manner accomplishes little and that the principal or superintendent may be unaware of the situation at issue. The Illinois School Code or other pertinent rules and regulations should be consulted to determine the rights and responsibilities of all persons on specific school district appeal procedures.

Board members have no power as individuals and should not be burdened with complaints as individuals. If you have a complaint, suggestion or word of praise about the Greenview school system, please contact the appropriate school official.

### **Complaints Concerning School Personnel**

Constructive criticism of the school is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the educational program and to equip the schools of the district to perform their task more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees

are freed from unnecessary, spiteful, or negative criticisms and complaints.

Whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them. If it appears necessary, the administration, the person who made the complaint, or the employee involved may request a closed session of the Board for the purpose of fuller study and a decision by this body. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation. The Board shall conduct such meetings in as fair and just manner as possible.

## **General Building Conduct**

Students shall not arrive at school before 7:30 a.m. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards and similar wheeled items are not permitted at school.
- Water guns, play guns, nerf guns and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

## **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 sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- 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 will make the final decision.
- Student 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 discipline.
- Students are expected to dress appropriately for all school photographs. For Senior Class Composite photos, formal attire is expected. Males should wear a button down shirt and tie, and females should dress formally and modestly.

## **Student Behavior**

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

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. Junior High students are only allowed to use their cell phones during lunch and recess. Otherwise, Junior High students should not have their cell phones in their possession.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Use of toys during instructional time is prohibited. Items such as “spinners” or “homemade slime” will not be permitted unless specifically designated in an educational plan from the district. Such items will be confiscated and will be returned to parents in the office.
9. 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.
10. 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.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse.

18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. 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.
22. 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.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

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

to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.) No student may attend or participate in any extra curricular activity if they skip a detention, until that detention is both rescheduled and served.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

## **Corporal Punishment**

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



## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall may 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.

## **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 district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

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

#### Sexual Harassment & Teen Dating Violence Prohibited

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

Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or  
Has the purpose or effect of:

Substantially interfering with a student's educational environment

Creating an intimidating, hostile, or offensive educational environment;

Depriving a student of educational aid, benefits, services, or treatment; or

Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

## **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

## **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 of 3 or more classes for the current quarter.

Behavioral or safety concerns;

Denial of permission from administration;

Other reasons as determined by the school.

## **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.

### **AFTER SCHOOL DETENTION RULES:**

1. Students must report to the detention room no later than 3:05 p.m. If late, a student will be assigned another detention.
2. Only schoolwork or library books are acceptable activities during after-school detentions.
3. No gum, candy, food, or drink allowed. No sleeping or resting allowed. Students are not allowed to read magazines or draw aimlessly, reading or school work only. No talking - a student who wishes to communicate with the teacher in charge will raise his or her hand.
4. Students who are serving after school detentions should go to the restroom before detention begins. Students will be allowed to leave the detention room only if it is considered an emergency situation.
5. Students must serve detentions on the day assigned
6. Students may not attend or participate in any extra curricular activity or event if they have missed an assigned detention until that offense is remedied with the principal.

Any violations of the detention rules shall be reported to the principal, The principal may assign additional detention time for violation of rules. **DISCLAIMER:** The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. Greenview School District #200 does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

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### **Procedures for Behavioral Interventions for Students with Disabilities**

Greenview School District #200 believes that behavioral interventions should be used by teachers and administrators to identify, promote, and strengthen desirable adaptive student behaviors. A fundamental principal is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. Greenview School district #200 recognizes that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. It is the policy of Greenview School District #200 to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special services. If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates changes to policy,

### **DISCIPLINE GLOSSARY**

**AGE -APPROPRIATE** - Able to be understood or appreciated by someone at a certain age, in a language they can understand.

**ALTERNATIVE EDUCATIONAL PLACEMENT** - An educational and rehabilitative program to provide an alternative for students facing repeated out of school suspensions or expulsion.

**ASSAULT** - Physical abuse of another, but not mutual combat.

**BATTERY** - Use of excessive force causing serious bodily harm to another person.

**BEHAVIORAL CONTRACT** - Formal or informal agreement between a student, teacher, and parent stating behavioral expectations and positive and negative consequences. Usually in written form.

**BOMB THREAT** - Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.

**CLASSROOM BEHAVIORAL MANAGEMENT PLAN** - A plan developed by teachers and students that outlines classroom rights and responsibilities. The plan should be submitted to building administration.

**CONFERENCE** - A meeting involving the student, parent, counselor, support personnel and/or administration.

**CONFERENCE WITH ADMINISTRATION, PRO-ACTIVE** - A conference held between the student and one or more school officials. Teachers may request this intervention after earlier Level 1 interventions have not proven successful.

**CONTACT WITH PARENT/GUARDIAN** - Contact of the parent/guardian through a meeting, telephone call, or letter to support student performance.

**CORPORAL PUNISHMENT** - Inflicting bodily harm upon an individual for disciplinary purposes. Corporal punishment is expressly prohibited in Greenview Schools. However, reasonable force to prevent bodily harm to one's self or others is not prohibited.

**CULTURE** - Ways of life of individuals or a group of individuals.

**DAMAGE TO PROPERTY** - Causing damage to or defacing school or property of others.

**DEROGATORY REMARK** - Use of religious, handicapped, sexual, ethnic, or racial slurs, pictures, objects, gestures, etc.

**DETENTION** - Keeping a student after regular school hours for a reasonable time or detaining a student during school hours, such as lunch time.

**DISCRIMINATORY CONDUCT** - Using words, pictures, objects, gestures, or other actions demeaning to any religious, handicapped, ethnic, or racial individual or group.

**DISOBEDIENCE** - Refusal or failure to comply with a direction or instruction of a staff member.

**DISTRACTION** - Actions that divert the concentration or attention of others.

**DRESS CODE** - A student shares with his or her parents the right to dress according to personal preference except where such dress is dangerous to the student's health and safety of others or is distractive or indecent to the extent that it interferes with the learning and teaching process. Grooming and neatness is also the primary responsibility of students and their parents. Schools may prescribe students of grooming and dress for participation in extracurricular activities. Each school may develop recommended guidelines that are consistent with these statements. They may prohibit students from wearing clothing or attire that, in the opinion of the school authority, is contrary to acceptable health and safety standards or may disrupt the education process or learning atmosphere. Students' dress will conform to the following:

- \* Hats, head covering, and gloves are not to be worn in the classroom. Students must remove their head coverings upon entering the building during normal school hours.
- \* Jackets and coats may only be worn with classroom teachers' approval.
- \* Students will wear shoes.

- \* Students' clothing will cover undergarments and bare midriffs (such as may be associated with beachwear).
- \* Garments or jewelry depicting alcohol, tobacco, or other drugs will not be worn at school.
- \* Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation, or occult reference will not be worn at school.
- \* Students are allowed to wear shorts that are at a length of mid-thigh or longer.

**DRUGS/ALCOHOL** – Selling, giving, possessing, having under one's control, or using any controlled substance of alcoholic beverage; possession or control means on one's person or in a locker, car, desk, or hidden in any location on or next to school property. Also includes any transfer of a prescription drug and using or having under one's control any related paraphernalia in the sale or use of drugs.

**DRUG, LOOK-ALIKE** – Distribution of any substance represented to be a drug or alcohol.

**ELECTRONIC DEVICES** – Use or possession of any electronic or communication device such as pagers, boom boxes, cellular phones, etc. The use of electronic devices such as Walkman radios or hand held games is at the discretion of school site administration.

**EXPULSION** – the permanent exclusion of a student from school attendance and school activities for a period of time as determined by the Board of Education. The Board may expel a student for up to two (2) years. A student found to have brought a weapon (firearm) to school shall be expelled for not less than one calendar year.

**EXTORTION** – Forcing another to act against his/her will; taking property from a person by force or threat of force.

**FIGHTING** – The exchange of mutual, physical contact, such as pushing, shoving, and hitting, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.

**FIRE ALARMS** – Unless an emergency exists, a student will not willfully sound a fire alarm or cause a fire alarm to be sounded. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. This includes misuse of fire extinguishers on school property.

**FIREWORKS/INCENDIARY OBJECTS** – Use, possession, or sale of firecrackers, smoke bombs, matches, lighters, and similar material.

**GROUP VIOLENCE** – More than one student on a side engaging in physical contact to inflict harm or inciting others to do so.

**HARMFUL OBJECTS** – Possession of any device, object, or substance that can be reasonably considered sufficient to cause serious harm.

**HAZING** – Disturbing consistently, by pestering or tormenting.

**INAPPROPRIATE PHYSICAL CONTACT** – Includes behavior such as kissing, fondling, long embracing, or any other action that causes the people in the surrounding area to become uncomfortable.

**INATTENTION** – Not engaged in the lesson.

**INDECENT GESTURE** – Making gestures that convey a grossly offensive, obscene, or sexually suggestive message.

**INTERFERENCE WITH SCHOOL PERSONNEL** – Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence, harassment, or physical action.

**LEAVING WITHOUT PERMISSION** – Failure to attend assigned class without permission or excuse; leaving the building, classroom, or assigned area without obtaining prior approval of the teachers and/or administrator.

**LITTERING** – Throwing or scattering debris in improper locations.

**LOOK-ALIKE FIREARMS** – Any device resembling actual firearms.

**MEDICAL EXCUSE** – A written notification by a certified physician which can/will be taken into consideration in the enforcement of the school policy.

**OBSCENITY/PROFANITY** – Language, conduct, or behavior offensive to accepted standards of decency and modesty.

**OFFENSIVE MATERIALS** – Displaying or distributing materials that are patently offensive sexually, racially, or religiously.

**ON-SITE ALTERNATIVE PROGRAM** – Program housed within the student's normal attendance center school and would offer an alternative to the standard classroom.

**OUT-OF-SCHOOL SUSPENSION** – A student may not attend school or school sponsored activities for a period of up to ten school days.

**PARENT** – An individual responsible for the primary care or welfare of the student (i.e. biological parent, foster parent, step parent, guardian, etc.).

**PEER MEDIATION** – An approach to resolve conflict in which individuals talk uninterrupted, so they hear each side of the dispute. A trained peer mediates and an adult supervises this discussion.

**RESTITUTION** – There are two types of restitution:

- a. Repair or replacement of property or to pay the reasonable cost of repair or replacement.
- b. A process for solving a problem and repairing relationships.

**RECKLESS BEHAVIOR** – Behavior that is a danger to self or others. Includes the use of vehicles on school property.

**SATURDAY PROGRAM** – An educational program conducted by a school on Saturday.

**SEXUAL HARASSMENT** – Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. May include, but is not limited to: subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against another's body, etc.

**SEXUAL MISCONDUCT** – Using words, pictures, objects, touching, gestures, or other actions relating to a sexual, suggestive, or obscene message of a person's gender, that has the effect of embarrassment, discomfort, or a reluctance to participate in school activities.

**STOLEN PROPERTY, POSSESSION OF** – Having in one's possession or under one's control property, which has been stolen, or possession without permission of property belonging to another.

**SUPPORTIVE CONFRONTATION** – The art of confronting problem situations and people, yet in constructive and helpful ways.

**TEMPER TANTRUMS** – A fit of anger that disrupts or endangers others.

**TEMPORARY ALTERNATIVE PLACEMENT** – Sending a student to a supervised alternative location for a short period of time.

**THEFT** – Taking property belonging to an individual or the school without permission, such as removing items from another's desk or locker without permission.

**THREATS/INTIMIDATION** – An expression of word or deed to inflict pain, injury, damage, or punishment that prevents another from moving or acting in accordance with school policies or personal choice.

**TOBACCO, USE/POSSESSION** – Use or possession of tobacco in any form at school or school-sponsored activities.

**TRESPASSING** – Entering any school facility or onto school property without proper authority, including any school entry during a period of suspension or expulsion.

**VANDALISM** – Intentionally or recklessly causing damage to or defacing school or property of others, or such action causes a disruption of the educational process and/or school activities.

**VERBAL ABUSE** – Offensive language or behavior directed toward staff or student.

**VERBAL CORRECTION** – Verbal direction by a staff member to state the expected behavior.

**WEAPON** – A weapon is any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection because of its potential use to cause injury or bodily harm. Weapons include, but are not limited to: any type of knife, any type of firearm, any type of imitation or look-alike firearm, BB guns, chains, razors, clubs, mace or other chemical or gas, etc.

Possession of a weapon is prohibited on School District premises or any other premises where an official school function is being conducted. Possession is defined to include, but not limited to, having a weapon found: in a space assigned to a student such as a locker or desk, on the student's person or property (on the student's body, in student clothing, in an automobile, etc.) under the student's control; or having a weapon accessible or available, for example, hidden on school property.

## **ATHLETICS & ACTITVITES CODE**

### **Overview**

The Greenview Athletic Handbook has been prepared to provide information for students, parents, athletes competing off-site, and all those concerned with athletics at Greenview Community Unit School District #200.

General rules and procedures are defined in this manual. Any emergency situation involving extracurricular procedures that is not outlined in this handbook is to be addressed by the principal and/or athletic director. If time does not permit, the coach or sponsor involved may handle the question at his/her discretion.

This handbook is to be approved annually by the Board of Education. It may, at its discretion, amend or eliminate policies it deems as insufficient or undesirable.

Each coach or sponsor shall be responsible for enforcing all rules listed in this handbook.

Greenview Junior and Senior High School will comply with all IESA and IHSA rules and regulations respectively.



Students participating in or attending extra-curricular activities shall comply with all School Board disciplinary rules and regulations and the laws of the State of Illinois. No person in attendance at an extra-curricular activity, event, meeting or the like shall engage in unreasonably abusive, loud or boisterous conduct which interferes with the play or participants of the game, contest, nor shall any spectator engage in any conduct which unreasonably interferes with the enjoyment of the activity by other persons in attendance, nor shall any such person engage in any other unlawful disorderly conduct. This policy also shall apply for any activity in which Greenview CUSD #200 students are participants, home or away. The School Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school activities. Any student who violates such rules may be denied admission to school activities provided that written notice is given within 10 days. The administration of any school may sign complaints as agents of the school against persons committing any offense at school activities.

### **Expectations**

Participation in interscholastic athletics at Greenview is a privilege extended to all full-time students. Students are encouraged to participate as team members and as fans. For many people in our community and most people in surrounding communities, the only contact they have with our school is through our athletic players, fans, and coaches. Thus, the image of the school and community is largely formed by the actions and attitudes displayed by our students and coaches at athletic contests. This applies not only on the playing field or court, but also in the locker rooms, hallways, and concession areas before, during, and after the game.

You need to be aware that you are ambassadors of the Greenview School District and the community. You radiate the spirit and build the image and reputation of the school and community by your actions and attitudes. Let's help each other to build a very positive image and enthusiastic spirit, which we can all be proud.

### **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.

### **Agreement**

The Athletic Code rules and penalties for violating those rules will be communicated to each student-athlete by their coaches. Each student-athlete, their parents, and the coaches will be required to sign an agreement stating their knowledge and acceptance of the Athletic Code. Athletes participating on co-op teams are subject to the Athletic Code of the host school.

### **School Attendance**

A student must be in attendance at least a ½ day (12:20 p.m.) on the day of a contest in order to participate in any extra-curricular activities. Students missing an entire afternoon will not be eligible to participate in the contest unless they receive prior approval from the principal to keep an afternoon appointment. A student who leaves school sick, will not be able to participate that night. Students may participate in a Saturday or holiday event if they were absent on the last preceding school day. Attendance the day after a contest is also very important.

### **TRANSPORTATION**

#### **Transportation to and from Contests**

1. Every athlete must ride the bus to a contest.

2. Permission to ride home other than on the bus will be granted as follows:

- A parent must sign the permission sheet distributed by the coach or sponsor following the contest.
- When a student is going home with another student's parents, the following applies:
  - (1) The parent of the student not riding the bus must have granted written permission for their child to ride with another parent.
  - (2) The parent driving must sign the permission sheet and indicate the name of the player(s) who is riding with them.
- Students are not allowed to go home with other students.
- Students violating this policy will be suspended from participating in one (1) contest.

### **Attendance at School-Sponsored 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 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.

## **ELIGIBILITY REQUIREMENTS**

### **Physical Examination**

A current physical complete within the last thirteen (13) months must be on file in the school office before the student may begin athletic practice.

### **Insurance**

Students may purchase supplemental insurance or have proof of insurance waiver signed by the parent or guardian on file in the school office before the student may begin practice. All students are covered by the District insurance policy when participating in school activities.

### **Rules Meeting Attendance**

All junior/senior high athletes AND a parent must attend an annual rules meeting before participation may begin. This meeting will cover the contents of this handbook and other important information pertaining to athletics. If a student and/or parent is unable to attend the community meeting, they must contact the Athletic Director to schedule an appointment.

### **Academic Eligibility**

All junior/senior high participants must fulfill the academic requirements as stated in the IESA and IHSA Eligibility Rules. Junior High students must be passing all courses. High School students must be passing at least five of their current courses and have passed at least 5 courses the previous semester to be considered eligible. A weekly eligibility check will be made by the Athletic Director starting the first week of official practice. Each period of ineligibility will run Monday through Saturday.

## **Physical Education**

If a student does not participate in physical education during the school day because of an excuse, either a medically excused or an unexcused, that student may not be allowed to participate in any athletic activity (practice or game) that evening.

## **Key Provisions Regarding IHSA Rules Eligibility Rules**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the bylaws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your Athletic Director.

### **1. Attendance**

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

### **2. Scholastic Standing**

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. (Beginning with the second semester of the 2012-13 school term)

### **3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

### **4. Transfer**

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office. See the IHSA Handbook for more information regarding transfer situations.*

### **5. Age**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

### **6. Physical Examination**

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### **7. Amateur Status**

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest. D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

D. If a student is found guilty in a criminal case they will be held accountable to the Greenvew training rules.

### **8. School Team Sports Seasons**

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the bylaws.

2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### **9. Playing in Non-School Competition**

During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an

individual in that same sport or in any skill of that sport unless you have permission from the coach and athletic director.

You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### **10. Misbehavior During Contests**

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties. **The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org)**

## **Athletic Eligibility Rules—Page 2**

### **IHSA CONCUSSION POLICY**

**Background:** With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires "any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional." In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

**Policy:** In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

## **TRAINING RULES**

### **Overview**

Students involved in athletics have a strong influence on the overall school atmosphere. They have an added obligation and responsibility to the school, to fellow students, and to the community. Therefore, certain requirements are placed on these students.

**Every student will be considered a potential participant and will therefore be covered by this handbook year round.**

Following is a list of general rules, responsibilities and obligations required of all extracurricular participants.

1. *Alcoholic beverages* – The use or illegal possession of alcoholic beverages of any kind at any time by any student athlete representing Greenview Schools is prohibited.
2. *Tobacco* – The use or illegal possession of tobacco of any kind at any time by any student athlete representing Greenview Schools is prohibited.
3. *Drugs* – The use or illegal possession of a controlled substance, drug, or drug paraphernalia of any kind at any time by any student athlete representing Greenview Schools is prohibited.

## **Violation of Training Rules**

Any interscholastic participant in violation of the training rules shall be subject to the following penalties.

**These violations are cumulative over the course of an athlete's junior high or senior high career.**

**First offense:** The student will be suspended for a minimum of 5 contests.

**Second offense:** The student will be suspended for a minimum of 10 contests.

**Third offense:** The student will be ineligible for further I.E.S.A. or I.H.S.A. interscholastic competition at Greenview (including co-op activities) for 1 calendar year.

Violations of training rules must be made known to the school administration through a police report, coaching or teaching staff member, or another school administrator. The coach shall notify the parent and student verbally of the suspected violation. The student has a right to a hearing if requested within two school days.

If knowledge of the violation comes from a source other than those listed, the information will be investigated by the school administration. The administration and the athletic committee will review the violations and disciplinary actions with the principal and athletic director. If the findings warrant it, a hearing with the principal, athletic director, respective coach or sponsor, parent, and student may be held if the violation is reported by someone other than school district personnel.

7. Any student serving any disciplinary suspension (in-school or out-of-school) will not be allowed to participate in any athletic activity during the period or day of the suspension.
8. If information of an infraction comes from a source other than law enforcement or school staff the parents will be contacted and a meeting will be held with administration, family and student to discuss the incident.

## **OTHER PROCEDURES**

### **Dropping a Sport**

1. The student must see their coach and explain why they will no longer be participating in the sport.
2. All uniforms and equipment must be returned
3. All awards for the sport are forfeited.
4. The opportunity to participate in future athletics may be denied.

### **Injuries**

No matter the extent of an injury, athletes must report the injury to the coach immediately. If a parent is aware of any injuries, physical limitations or medical conditions of their child, they must notify the coach immediately.

### **Uniforms**

All athletic uniforms, game or practice, shall only be worn while participating. This includes cheerleaders as well. All uniforms and school equipment must be turned in to the coach immediately following the close of the season. Any items that are returned damaged beyond normal wear and tear will be replaced at the cost of the athlete.

### **Coaches Policies**

Each coach or sponsor may supplement these rules with additional requirements. However, these must be in writing and approved by the principal and the athletic director

prior to the season. After approval, a copy of the rules must be given to participating athletes.

## **AWARDS**

### **Sports Letters, Pins and Certificates**

To qualify for the following awards, an athlete must finish the season in good standing and meet the following criteria:

#### **Junior High**

*5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade*

- **1<sup>st</sup> year:** letter and sport pin
- **2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> year:** sport pin
- Only one letter may be earned.
- All participants receive a certificate.

#### **Junior Varsity**

- **1<sup>st</sup> year:** numerals for the year graduating.
- All participants receive a certificate.

#### **Varsity**

*Any high school student who competes at the Varsity level will receive:*

- 1<sup>st</sup> year only: A varsity letter
- All participants receive a certificate and a sport pin each year.

*\*Only one set of numerals and one Varsity letter may be earned by each athlete.*

## **COOPERATIVE SPORTS**

The Greenview School District has entered into agreements with neighboring districts to provide more athletic opportunities—see page 32.

Students who participate in these co-op programs are subject to the athletic policies of the host school district, as well as the Greenview School District. These student athletes are subject to the eligibility rules and athletic fees of the host school. Additional information is available in the high school office.

### **Transportation**

Provided there are sufficient numbers, these student athletes are provided transportation to all practices and to all games. However, students may provide their own transportation upon written parental consent.

Athletic participants must comply with special rules of conduct listed in the Athletic Handbook. Participants in cooperative events need to adhere to the rules of their school's Athletic Handbook as well as the individual coach's policies.