



# North Greene JR/SR High School

## Student Handbook

2023-2024

**This handbook is only a summary of board policies governing the district. Board policies are available to the public at the district office. This handbook may be amended during the year without notice.**

### **Vision Statement**

North Greene Unit District No. 3, where all students learn and grow.

### **Mission Statement**

- Active partnership with parents and community
- Promoting excellence through a safe and supportive learning environment
- Guiding students in finding their own individualized path to success.

**COLORS:** Royal Blue & White

**CONFERENCE:** Western Illinois Valley Conference

**TEAM MASCOTS:** Spartans and Warriors

## **ATTENDANCE AND TRUANCY**

### **Administrative Procedure – K-12 Attendance Policy**

Consistent attendance is essential to student achievement. North Greene Unit District No. 3 encourages all families to support their children and their schools by having their children at school and ready to learn on time every day.

- **ATTENDANCE REPORTING:** If a student is going to be absent from school, a parent or guardian must call the school before 9:00 a.m. on the day of the absence. If a parent or guardian knows in advance that student is going to be absent from school they may call the school prior to 4:00 p.m. on the day preceding the absence to report the absence. If the parent/guardian and school were not in telephone contact regarding an absence, a student must bring a written note from a parent or guardian to the school to indicate the dates the student was absent and the reason for the absence. Parents are asked to avoid generic statements such as “my child was sick.” In the case of illness, please state clearly the nature of the illness. This allows our staff and school nurse to better serve your child and allows us to keep legally correct attendance records. This note should be brought to the building office.
- **PARENT CONTACT:** State law requires the district to contact parents within two hours after the Principal’s office has been notified by the classroom teacher of a child’s absences. If parents have failed to contact the school by 9:00 a.m. and the school has been unable to reach the parent at home, the parent may be contacted through their work or emergency number.
- **EXCUSED ABSENCES ARE ILLNESS, DOCTOR/DENTIST APPOINTMENTS, SERIOUS ILLNESS OR DEATH IN THE IMMEDIATE FAMILY, FAMILY EMERGENCIES AS DETERMINED BY THE PRINCIPAL, OR COURT APPEARANCES.**
- Students are allowed 10 verified, excused absences each year as defined above
  - a. following the parent/guardian contacting the school before 9:00 a.m. on the day of the absence;
  - b. the school making a contact to a parent/guardian if the school has not been notified by 9:00 a.m.;
  - c. the student bringing to the school office a signed note from the parent/guardian stating the reason for the absence on the preceding day(s).
- 2. An absence due to a doctor/dentist appointment is verified by a note from the doctor/dentist stating the date and time of the appointment.
- 3. An absence due to serious illness or death in the immediate family or a family emergency is verified by a note from the parent/guardian stating the reason necessitating the absence from school. (Immediate family is defined as parents/guardians, grandparents, siblings, spouse, in-laws, aunts/uncles and first cousins.)
- 4. An absence due to a court appearance is verified by presenting the order to appear notice or a note from the courthouse clerk’s office to school officials.
- 5. Absence for doctor/dentist appointments, court appearance, or serious illness or death in the immediate family will not count toward the semester limit of 10 days provided the proper notification procedures as stated above have been followed.
- **UNEXCUSED ABSENCES:** Student absences will be unexcused if:
  - A parent/guardian contact is not made on the day of an absence or if the parent/guardian signed a note of verification is not sent to school upon the student’s return.
  - Students have exhausted their 10 excused absences and verification of absence is not or cannot be provided.
- **LIMITATIONS AND RESTRICTIONS:**

- For an EXCUSED absence, students will have as many days as they were absent to make up work missed. Work that was assigned prior to, but was due during an excused absence will be due upon the student's return to school.
- For grades K through 6<sup>th</sup>, students who are absent a portion of the day may be considered absent based on the percentage of the day missed.
- At grades 7 through 12, absences for individual periods will accumulate until they can be counted as either ½ or full day absences. For example, 2 to 4 individual period absences will be counted as ½ day absence. Five or more individual period absences will be counted as full day absence.
- 4. Students are not allowed to participate in an extracurricular event if:
  - a. He/she is absent from school because of illness for the entire day or arrives after 9:00 a.m.;
  - b. He/she is serving an in-school suspension assignment, an out of school suspension, or has failed to serve an assigned detention.
- **LEAVING THE CAMPUS DURING THE SCHOOL DAY:** North Greene Schools operate on a closed campus. Students must stay on school grounds from the time of their arrival until time of dismissal. If for any reason it is necessary for a student to leave during the regular school day, he/she must obtain permission from the office or be automatically unexcused. If a student becomes ill during the school day, the school nurse or office personnel will make recommendations concerning the best welfare of the student and notify the parents if the student should leave school. Any student leaving the building at any time must sign out through the Office. If school personnel determine the student should leave school, the absence is considered excused.
- **TARDY POLICY:** Students are expected to arrive at school and class on time. Being prompt to school is an important aspect of parent and student responsibilities. An excused tardy pass will be issued to a student who has a legitimate reason for having been late to school or to a student having been detained by the school office, faculty member, or school nurse by the detaining faculty member only.
- **NOTIFICATION TO PARENTS:** The Illinois School Code defines chronic truancy as a child...who is absent without valid cause from school attendance for 5% or more of the previous 180 regular attendance days. The Truancy Counselor and Principal will notify the parents in writing when a student is nearing the 5% absence mark. If absences and/or tardiness without valid cause still occur, the parents and students may be referred to the Regional Office of Education's Truancy Review Board. That Board may make further referrals to the State's Attorney if excessive absences continue.
- **EXEMPTIONS/SERVICES:** Students who are determined by appropriate school personnel to be eligible for a home/hospital program shall not be subject to this policy. In addition, students with disabilities who either have an accommodation plan or an individual education program (IEP) shall be considered by the team which developed the accommodation plan or IEP if accommodations are needed concerning this policy. Supportive services shall be made available to students who are chronically truant as defined in the Illinois School Code. These services include, but are not limited to the following:
  - Student/counselor and/or student principal conference.
  - Phone calls and/or letter parents/guardians
  - Parent/counselor and/or parents/principal conference
  - Referral to truant officer
  - Consideration of alternative placements
  - Referral to social service agencies.
- Nothing in this policy precludes the district from requiring a physician's excuse when the illness or condition may be contagious or communicable.

## **GRADES AND REPORT CARDS**

Teacher evaluations of students (grades) and reporting to students and parents (report cards) will occur

quarterly, once every nine weeks. In addition to quarter grades, semester grades are given at the end of the 2<sup>nd</sup> & 4<sup>th</sup> quarters. Student progress reports will be sent to parents/guardians the 5<sup>th</sup> week of each quarter. These reports do not necessarily mean that a student is failing, but they do indicate that the student is not making satisfactory progress in a particular class or classes. Report cards will be provided one week after the quarter is over. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

## **GRADE POINT AVERAGE/HONOR ROLL**

A student's grade point average and class rank are figured on a 4.0 scale. If a student has a question concerning grade point average or class rank, they should check with the guidance department. The school's grading scale is:

A+ 100	C 80-77
A 99-94	C- 76-74
A- 93-92	D+ 73-71
B+ 91-89	D 70-68
B 88-86	D- 67-66
B- 85-84	F 65
C+ 83-81	

The purpose of the honor roll is to provide students with the opportunity to be recognized for high achievement in their school work. High honors requires a 3.75 – 4.00 grade average. Honors requires a 3.25 – 3.74 grade average. Students may receive only one C and no D's or F's to be eligible for the honor roll.

## **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

## **EXEMPTION FROM PHYSICAL EDUCATION**

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

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

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

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

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

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Education Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

## **HIGH SCHOOL CREDIT FOR NON-DISTRICT EXPERIENCES; COURSE SUBSTITUTIONS; RE-ENTERING STUDENTS**

### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

- Distance learning course, including correspondence, virtual, or online course
- Courses in an accredited foreign exchange program
- Summer school or community college courses
- College or high school courses offering dual credit at both the college and high school level
- Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
- Work-related training at manufacturing facilities or agencies in a Tech Prep Program
- Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supplies, or other expenses. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent 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. This section does not govern the transfer of credits for students transferring into the District.

### Substitutions for Required Courses

**Vocational or technical education; registered apprenticeship program.** 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 or a registered apprenticeship program if:

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

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Substitutions for physical education.** A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal 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, as appropriate.

- Ongoing participation in a marching band program for credit;
- Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an *interscholastic* or *extracurricular athletic program*;
- Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (students must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

#### Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

- District courses
- Non-District experiences described in this policy
- Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
- Proficiency testing, correspondence courses, life experiences, and other non formal educational endeavors
- Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

## **HOME AND HOSPITAL INSTRUCTION**

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

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

(1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and

(2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Brett Berry at 217-374-2131.

## **REQUIREMENTS FOR GRADUATION**

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

- Completing all District graduation requirements that are in addition to the State requirements.
- Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
- Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).
- Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

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

The Superintendent or designee is responsible for:

- Maintaining a description of all course offerings that comply with the above graduation requirements.
- Notifying students and their parents/guardians of graduation requirements.
- Developing the criteria for #4 above.
- Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
- Taking all other actions needed or necessary to implement this policy.

### Other Instructional Requirements

Juniors that score below a 50% on their MAP testing in the area of math must take a math course their senior year. The MAP test is given 3 times per year. Students that wish to take the MAP test in the fall of their senior year, and score above a 50%, may move out of the math course during their second semester of

their senior year. The class, while not required for graduation, will be required if test scores in math are 49% or below.

Students that receive below a 50% on the English or Math portions of MAP testing the year prior to their freshman, sophomore, or junior year, will be required to have a “Response to Intervention” (RtI) course in their class schedule. Students will earn a pass/fail credit for this course. It will be used as an elective course. Students will use this time to practice in the subject areas that have been identified as needing remediation via their MAP test results. If during MAP testing, students improve their scores above 50%, they may drop their following semester RtI course.

#### Community Service Requirement

Beginning with the graduating class of 2021, in an effort to meet the Every Student Succeeds Act (ESSA) College and Career Readiness Indicator, the district has established that high school students will be required to earn approved non-paid community service hours done with or on behalf of others outside of the immediate family, as set out in the administrative established guidelines. Service can be over multiple time periods and for multiple organizations or recipients. In the initial year of requiring community service, students in the graduating class of 2021 are to earn 6 total hours for graduation, followed by the class of 2022 to earn a total of 12 hours, the class of 2023 to earn a total of 18 hours, and the class of 2024 and each subsequent graduating class required to earn a total of 25 hours or more of community service. The established guidelines will be reviewed on an annual basis with possible revisions and additions that may be determined as necessary.

#### Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Early graduation may be granted after completion of 7 semesters of attendance and when students have met all other graduation requirements. Students who have permission from their parent/guardian must apply to the principal within the first two weeks of the 7th semester. Notification of the student’s request and verification of the student’s acceptability for early graduation will be given to the superintendent by the principal. Permission for early graduation may be granted to a student by the School Board upon the recommendation of the Superintendent. The student will be allowed to participate in the graduation ceremony, but no other school activities (Prom, athletics, trips, etc.)

#### Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

#### Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

#### **Attendance-8 semesters of high school**

#### **Number of Credits-26**

- English- 4 credits (8 semesters)



- Math- 3 credits (6 semesters) including 1 credit of Algebra, 1 credit of Geometry, and 1 credit of Algebra Advantage for seniors who score 50% or less on MAP testing after winter testing their junior year.
- Science-3 credits ( 6 semesters) including 1 credit of Biology
- Social Science- 2.5 credits (5 semesters) including .5 credit of Government and .5 credit of American History I or II.
- Resource Management- .5 credit
- Health-.5 credit
- Physical Education- 3 credits (6 semesters)
- Driver's Education- .5 credit
- Electives- 8.5 credits
- Communicating or Freshman Seminar-.5 credit

## **REQUIREMENTS FOR COLLEGE ENTRANCE**

Some colleges and universities will require the following entrance credits:

Math-3 credits (3 years)

English-4 credits (4 years)

Foreign Language-4 credits (4 years)

Social Studies-3 credits (3 years)

Fine Arts, Music, or Computer-.5 credit (½ year)

A student considering a college or university should check their specific requirements. Students who attend colleges and plan to participate in intercollegiate athletics should contact the guidance office for information concerning the NCAA clearinghouse.

## **CLASSIFICATION OF STUDENT**

**FRESHMAN CLASS-** Those students entering the high school directly from the 8th grade, and those students having less than 5.5 units of credit are classified as a freshman.

**SOPHOMORE CLASS-**The sophomore class is composed of those students who have completed one year of high school and have 6-11.5 or more credits.

**JUNIOR CLASS-**The junior class is composed of students who have completed two years of high school and have 12-17.5 or more credits.

**SENIOR CLASS-**The senior class is composed of students who have at least 18 units of credit and 3 years of high school.

## **FEES, FINES, AND CHARGES;WAIVER OF STUDENT FEES**

Fines, Fees, and Charges; Waiver of Student Fees

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

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

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

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

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

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

## **STUDENT BEHAVIOR PROCEDURES AND REGULATIONS**

North Greene Junior-Senior High School is charged with developing young adults as lifelong learners and responsible citizens. In this capacity it is believed that high school aged students should be prepared to understand and accept the responsibilities of being an adult person. Should they decide to enter the armed services, the employed work force or attend college they will be treated as adults? Thus, North Greene Junior-Senior High School will treat all 7-12 grade students' as young adults.

### **Student Conduct and Discipline Procedures**

Student conduct and the following discipline procedures are based on the philosophy that North Greene Junior-Senior High School is charged with the responsibility of preparing students for their adult life. To that end we expect behaviors and provide learning situations that are more aligned to what the students will encounter after they leave high school. The key concepts to any school learning situation or supplemental disciplinary procedures is based on the following:

- Come to school.
- Be on time.
- Behave yourself.
- Respect everyone.
- Learn.

It is understood that the administration reserves the right to alter disciplinary procedures on an individual basis as appropriate to a particular situation. Students who have indicated a repetitive violation of school conduct and disciplinary procedures or whose incident is considered of a more serious nature may be referred to the Board of Education for additional penalties including suspension or expulsion. In addition, the school may choose to refer cases of violence, serious threat, school disruption or general disorder, sexual contact or intimidation to the local law enforcement (police) agency.

### **Disciplinary Procedures and Regulations**

- The sale, possession or use of any form of tobacco products, lighters, matches, vapes, e-cigarettes, paraphernalia or lookalikes is prohibited.
  - 1<sup>st</sup> Offense – 1 character connection + 2 structured days
  - 2<sup>nd</sup> Offense – 2 character connections + 4 structured days
  - 3<sup>rd</sup> Offense – 2 character connections + 4 structured days + 1 ISS
- The sale, use, possession, promotion or transfer of any alcohol, legal or illegal drugs, prescription medicine, look-alike drugs, caffeine or energy enhancement chemicals or paraphernalia

associated with the use of such items are strictly prohibited. This includes: In the building on the grounds or at school sponsored events.

1st Offense:

Option #1. 1 day suspension and 9 days in school with a possible referral to the Board of Education for an expulsion hearing and referral to the local law enforcement agency.

Option #2, 7 days in school suspension and enrollment in a drug rehabilitation program approved by the school administration.

2nd Offense:

10 days out of school suspension pending disciplinary hearing before the Board of Education for possible expulsion hearing, and referral to the local enforcement agency.

3. Destruction of School Property.

1st Offense: 2 character connections + 4 structured days

2nd Offense: 2 character connections + 4 structured days + 1 ISS

3rd Offense: 2 character connections + 4 structured days + 3 ISS

- Reimbursement for any expenses incurred for repair, materials and labor. Possible referral to the local law enforcement agency.

4. Stealing, Theft, Forgery of student or school employee property.

1st Offense:

1 character connection + 2 structures days to 5 days in school suspension, restitution and possible referral to the local law enforcement agency.

2nd Offense:

5 to 10 days in school suspension, restitution and possible referral to the Board of Education for an expulsion hearing.

5. Cheating, copying or plagiarism: Consequences of cheating on homework, quizzes, tests, exams or any school work will be at the teacher's discretion.

a. Homework-

1st Offense: 1 character connections + 2 structured days

2nd Offense: 2 character connections + 4 structured days

3rd Offense: 2 character connections + 4 structured days + 1 ISS

b. Quizzes and Tests-

1st Offense: 1 character connections + 2 structured days

2nd Offense: 2 character connections + 4 structured days + 1 ISS

3rd Offense: 2 character connections + 4 structured days + 3 ISS

Students will receive a zero "0" on a test or assignment.

6. Possession of a weapon (guns, knives etcetera) or any item that may be used or represented as a weapon. This regulation applies to in the building, on the grounds or at school sponsored events. Bomb threats, fire safety/alarm and security management violations.

1st Offense:

2 days out of school suspension plus 8 days in school suspension, confiscation of the weapon, notification to local law enforcement agency and possible referral to the Board of Education for an expulsion hearing and referral.

2nd Offense:

10 days out of school suspension plus notification to local law enforcement and referral to the Board of Education for expulsion hearing.

- Striking, threatening or attempting to harm any employee of the School District during school hours or after school hours on or off campus.

1st Offense:

2 days out of school suspension plus 8 days in school suspension and possible recommendation to the Board of Education for an expulsion hearing and referral to the

local law enforcement agency.

2<sup>nd</sup> Offense:

10 days out of school suspension, referral to local law enforcement agency and recommendation to the Board of Education for expulsion.

- Threatening, Bullying, Hazing or Harassing another student:

1<sup>st</sup> Offense: 1 to 3 days in school suspension and possible referral to the local law enforcement agency.

2<sup>nd</sup> Offense: 3-5 days in school suspension and possible referral to the local law enforcement agency.

3<sup>rd</sup> Offense: 2 days out of school and 3 days in school suspension and referral to the local law enforcement agency and referral to the Board of Education for expulsion.

- Physical Contact that Disrupts the Educational Process:

1<sup>st</sup> Offense: 1 character connection + 2 structured days

2<sup>nd</sup> Offense: 2 character connections + 4 structured days

3<sup>rd</sup> Offense: 2 character connections + 4 structured days + 1 ISS

10. Failure to be in  
the assigned area.

1<sup>st</sup> Offense: 1 character connection + 2 structured days

2<sup>nd</sup> Offense: 2 character connections + 4 structured days

3<sup>rd</sup> Offense: 2 character connections + 4 structured days + 1 ISS

11. Skipping School.

1<sup>st</sup> Offense: 1 character connection + 2 structured days

2<sup>nd</sup> Offense: 2 character connections + 4 structured days

3<sup>rd</sup> Offense: 2 character connections + 4 structured days + 1 ISS

12. Tardy to School or Class.

1<sup>st</sup> Offense: 4 tardy - 1 lunch detention.

2<sup>nd</sup> Offense: 8 tardy - 3 detentions.

3<sup>rd</sup> Offense: 12 tardy - 1 character connections + 2 structured days

4<sup>th</sup> Offense: 16 tardy - 1 character connections + 4 structured days

5<sup>th</sup> Offense: 20 tardy - 1 character connections + 6 structured days

6<sup>th</sup> Offense: 24 tardy - 1 character connections + 8 structured days

7<sup>th</sup> Offense: 28 tardy - 1 character connections + 10 structured days

13. Use of vulgarity, swearing and/or derogatory language during school or at a school function.

1<sup>st</sup> Offense: 1 to 3 teacher issued detentions.

2<sup>nd</sup> Offense: 1 character connection + 2 structured days

3<sup>rd</sup> Offense: 2 character connections + 4 structured days

14. Use of a vulgarity or derogatory language toward a school employee in the building, on the school grounds or at a school sponsored event.

1<sup>st</sup> Offense: 2 character connections + 4 structured days

2<sup>nd</sup> Offense: 2 character connections + 4 structured days + 1 ISS

3<sup>rd</sup> Offense: 2 character connections + 4 structured days + 3 ISS

15. Fighting in the building, on school grounds or at a school sponsored event.\*

1<sup>st</sup> Offense: 2 days out of school suspension plus 3 days in school suspension.

2<sup>nd</sup> Offense: 5 days out of school suspension plus 5 days in school suspension and possible referral to the Board of Education for expulsion hearing and the local law enforcement agency.

*\*Failure to stop fighting on a verbal command will result in an increase of the applicable penalties.*

16. Defiance, Disrespect, or Disruption of the classroom or educational environment.

Teachers are given broad discretion over what is acceptable behavior and academic performance in their classrooms. They can provide any reasonable form of disciplinary action or academic requirements necessary to successfully manage their classrooms and student learning. The following penalties may be required for behavior, academic problems or work refusal.

1<sup>st</sup> Offense: 1 – 3 detentions teacher issued detentions

2<sup>nd</sup> Offense: 1 character connection + 2 structured days

3<sup>rd</sup> Offense: 2 character connections + 4 structured days

4<sup>th</sup> Offense: Refer to Gross disobedience

In School Suspension: Students may be removed from class due to behavior issues. The students in grades 9-12 will be assigned to a study hall during that period. Students who fail to serve a teacher assigned detention may be assigned character connections, structured days, or ISS.

17. Failure to serve detention.

1<sup>st</sup> Offense: 1 character connection + 2 structured days

2<sup>nd</sup> Offense: 2 character connections + 4 structured days

3<sup>rd</sup> Offense: 2 character connections + 4 structured days + ISS

18. Non-compliance or removal from assigned discipline.

1<sup>st</sup> Offense: Detention -1 character connection + 2 structured days

In School Suspension – 2 character connections + 4 structured days

2<sup>nd</sup> Offense: Detention- 2 character connections + 4 structured days

In School Suspension – 2 character connections + 4 structured days + 1 ISS

3<sup>rd</sup> Offense: Detention- 2 character connections + 4 structured days + 1 ISS

In School Suspension – 2 character connections + 4 structured + 3 ISS

19. Cell phones, and other electronic listening devices are not permitted in the classroom, assemblies, or in any educational setting. Students who use these devices during the school day will be subject to the following:

1<sup>st</sup> Offense: The cell phone or electronic device will be given to the teacher upon demand. The device will only be returned to a parent and not the student.

2<sup>nd</sup> Offense: 1 character connection + 2 structured days (See 1<sup>st</sup> offense).

3<sup>rd</sup> Offense: 2 character connections + 4 structured days (See 1<sup>st</sup> offense)

Violations will result in students putting their phone in the office vault each day.

20. Sexual Harassment: As determined by Title IX investigation and Board Policy, such as inappropriate touches or crude sexual remarks:

1<sup>st</sup> Offense: 5 days in school suspension.

2<sup>nd</sup> Offense: 10 days in school suspension with pending referral to the Board of Education for a disciplinary hearing and notification of the local law enforcement agency.

21. Gross disobedience or insubordination: This includes any District employee: Administrators, teachers, aides, secretaries, and custodians, bus drivers and employees of the district who work for other schools within the district. Actions that define gross disobedience or insubordination include a failure to follow a direct instruction or interfering with the duties and responsibilities of a staff member or local safety/law enforcement official as related to a disciplinary issue, safety measure, violence prevention,

destruction of property or involvement in a general student disturbance.

1<sup>st</sup> Offense: 3 days in school suspension.

2<sup>nd</sup> Offense: 4-10 days of possible school suspension.

3<sup>rd</sup> Offense: 10 days in school suspension pending Administrative review for a possible expulsion hearing to the Board of Education.

22. Public Display of Affection: Displays of affection other than hand holding are not permitted and deemed inappropriate for the school setting.

1<sup>st</sup> Offense: Verbal warning

2<sup>nd</sup> Offense: 1 character connection + 2 structured days

3<sup>rd</sup> Offense: 2 character connections + 4 structured days

23. Accumulation of 20 behavior infractions, etc... detentions, character connections, or structured days.

5 days of in school suspension will be issues

### **Definitions as pertaining to above discipline:**

**CBP (Character Building Project)** Project and Presentation created by the student - Research on targeted infraction - Project creation (Keynote, Google Slides, Power Point) - Presentation of Research and Project to audience that was involved

- Character Building Projects will be used during every issued ISS

**Character Connection:** 2 Hour detentions after school (3:15-5:15)

- Students will take this time to complete their CBP

- Coupled with Structured Days with the ability to earn back days assigned -

**Structured Day:** Step before ISS, modification of a student's schedule which allows the student to participate in the instructional day, with specific structures and restraints. Removal from all non-structured times, before/after school, lunch, passing periods.

- Report to office upon arrival at school - Breakfast in Office Hall - Escorted to class 3 minutes after bell - Grade level establish before or after bell dismissal between each class (3:00)

- Report to the office for lunch after all students are dismissed - Escorted to class 3 minutes after bell - Released to office staff at 3:05 PM for Exit Ticket

- Administrators have autonomy to alter or change the days, times, and severity of student discipline based on individual student behavior during the discipline process.

### **DRESSCODE**

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that, in the principal's judgment, may cause disruption of or interference with normal school operations.

1. The district prohibits pictures, emblems, or writings on clothing, apparel, or jewelry that are lewd,

offensive, or vulgar, or which advertise, or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited by the district's alcohol and drug abuse policy.

2. No head covering, curlers, bandanna, cap or hat shall be worn in the building during school hours. **(HIGH SCHOOL:** No caps or hats shall be **carried** on the person of any student in the building during school hours (7:30 a.m.-3:30 p.m.). It is understood that students may wear headbands in association with a particular hairstyle. This situation will be subjectively decided by the Principal or his designee. With teacher permission students may wear head coverings **off campus** at school sponsored events or at the job site of a vocational program.)

3. **Short shorts are not allowed in grades 7-12.** Pants must fit around the waist. No sagging pants, slacks, or shorts will be allowed. Undergarments should not be seen. **Shorts, pants, skirts, and dresses must fall at the knee.**

4. Slit garments or excessively light garments shall not be worn.

5. Tank tops are not allowed and shall not be worn as outer garments. Blouses or shirts that are lower in the back or sides than the bottom of the armpits are not acceptable. The midriff should not be exposed. Undergarments should not be seen.

6. Appropriate footwear shall be worn. Sandals with a strap across the heel or back are preferable to slides, shower shoes, or flip-flops for safety reasons.

Students may be asked to remove jewelry, earrings, etc. if the principal feels they are a distraction in the classroom. Students in violation of the dress code will be given an opportunity to correct the violation by changing clothes, shoes, etc. If a change cannot be made, the student may use the telephone to have someone bring him/her proper attire. If the violation is not corrected, the student will not be allowed to go to class. Any student sent home for dress code violations will receive unexcused absences for the classes missed. The dress code rules shall apply through the last day of school.

## **EXTRACURRICULUR AND CO-CURRICULAR ACTIVITIES**

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

- The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
- Fees assessed students are reasonable and do not exceed the actual cost of operation.
- The District has sufficient financial resources for the activity.
- Requests from students.
- The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

### **Academic Criteria for Participation**

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

For high school students, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain an overall 2.0 grade point average. Any student-participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days or until the specified academic criteria are met, whichever is longer.

### **Conduct Code for Participants in Extracurricular Activities**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

### **Extracurricular Drug and Alcohol Testing Program**

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is *positive*, the student will not participate in extracurricular activities until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities subject to due process procedure Step 8 of Administrative Procedure 7:240, AP1. If a *positive* result is obtained from the *follow-up* test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### **HS Required Course Map:**

9th Grade	10th Grade	11th Grade	12th Grade
English 9 English 9 Honors	English 10 English 10 Honors	English 11 English 11 Honors	English 12 AP English Honors
Algebra 1 Algebra 1 Honors Algebra Concepts A	Geometry Geometry Honors Algebra Concepts B	Algebra 2 Algebra 2 Honors Geometry	Math Options: Trigonometry/Stats Pre-Calculus/Calculus Technical Math
Biology (Full Year)	Chemistry (Full Year)	Env Sci/Advanced Bio (Full Year)	PE (Full Year)
PE (Full Year)	World History (Full Year)	American History (Full Year)	Government Current Events



Driver's Ed/Adulting 101 Health	PE	SAT Prep/Communicating PE*	Senior Seminar Home Maintenance
Intro to Ag Art 1	Computer Concepts	<b>Elective</b>	<b>Elective</b>
<b>Elective</b>	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>
<b>Elective</b>	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>

#### Available Electives:

9th Grade	10th Grade	11th Grade	12th Grade
Spanish 1	Spanish 1, 2	Spanish 1, 2, 3	Spanish 1, 2, 3, 4
World Geography	World Geography Economics Psychology	World Geography Economics Psychology Criminal Justice (Dual)	World Geography Economics Psychology Criminal Justice (Dual) Western Civilizations
Intro to Business	Intro to Business Accounting	Intro to Business Accounting Web Design	Intro to Business Accounting Web Design
Family and Careers Child Development Nutrition/Culinary Arts Coding 201, 202	Family and Careers Child Development Nutrition/Culinary Arts Coding 201, 202	Family and Careers Child Development Nutrition/Culinary Arts Coding 201, 202	Family and Careers Child Development Nutrition/Culinary Arts Coding 201, 202
Intro to Voc-Tech	Intro to Voc-Tech Woods 1, 2 Small Engine Repair Intro to Electricity	Intro to Voc-Tech Woods 1, 2 Small Engine Repair Intro to Electricity Residential Electric Carpentry 1, 2 Foundations of Tech	Intro to Voc-Tech Woods 1, 2 Small Engine Repair Intro to Electricity Residential Electric Carpentry 1, 2 Foundations of Tech Trans Tech (CDL) Ind Safety/Warehouse
	Art 2	Advanced Art Art 2	Advanced Art Ceramics/Photography
	Ag Science	Ag Science Ag Sales Ag Mechanics Ag Construction Tech	Ag Science Ag Sales Ag Mechanics Ag Construction Tech Ag Business Mgmt. Dual Credit Welding
	Forensic Biology	Forensic Biology Human Anatomy Ecology	Forensic Biology Human Anatomy Ecology Physics
		Strategic Reading Poetry/Creative Writing Pop Culture Literature Theater	Strategic Reading Poetry/Creative Writing Pop Culture Literature Theater
		CNA	CNA CEO Intro to Education

