



Beecher City CUSD # 20

2022-2023

Beecher City CUSD #20

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BOARD OF EDUCATION MEMBERS:

Mr. David Doty, President

Mr. Ryan Schaefer, Vice President

Mr. Jordan Shields, Secretary

Mr. Jake Burks, Mr. Darren Doty

Mr. Aaron Summers, Mr. Lee Roadarmel

SUPERINTENDENT: Mr. Philip Lark

UNIT SECRETARY: Mrs. Kim Miller

JH/HS Dean of Students: Mr. Brock Frieese

GRADE SCHOOL PRINCIPAL: Mrs. Karen Hanfland

JH/HS SECRETARY: Mrs. Shannon Sloan

GRADE SCHOOL SECRETARY: Mrs. Kristina Lilly

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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JUNIOR/SENIOR HIGH STAFF

Judi Bone	Computers
John Brown	Business
Carrie Burks	High School English, Head Teacher
Brianna Drake	Spanish
Jason Eirhart	Phys. Ed, Health, Driver Ed
Brock Friese	Dean of Students
Bill Hammer	History, Librarian
Julie Hicks	Art
Kelsey Herrmann	LBS1
Stephanie McGuire	Jr. High Literature, Jr. High English
Katy Noble	Physical Education
Dave Northway	Custodian
Joan Peterson	Math
Jenna Rich	LBS1
Gayla Robertson	Cook
Kierra Scoles	Cook
Susan Seiler	Speech
Shannon Sloan	Secretary
Laura Thull	School Nurse
Alex Ritz	Resource Officer
Mitch Tarr	Agriculture
Jenna Tedrick	Social Worker
Jodi Tirevold	Math
Adam Torbeck	Earth Science
Connor Wachtel	History, Social Studies
Wendy White	Life Science
Vanessa Wright	School Counselor
Julie Zeigler	School Nurse

GRADE SCHOOL STAFF

Vanessa Doedtman	Preschool Aide
Jennifer Elam	Preschool
Jolene Fulk	Elementary Teacher
Karen Hanfland	Principal
Jason Herrmann	Custodian
Julie Hicks	Art
Sarah Kirchhofer	Elementary Teacher
Kristina Lilly	Secretary
Consuela Lorton	Elementary Teacher
Annette McDaniel	Title 1
Kari McElroy	Cook
Katy Noble	Physical Education
Ashley Stevens	LBS1
Lisa Schuette	Elementary Teacher
Susan Seiler	Speech
Julie Stuckemeyer	Elementary Teacher
Jamie Summers	Elementary Teacher
Laura Thull	School Nurse
Alex Ritz	Resource Officer
Jenna Tedrick	Social Worker
Lynelle Wachtel	Elementary Teacher
Wanda Waters	Custodian
Mitch White	Elementary Teacher
Sherry Wright	Aide
Julie Zeigler	School Nurse

PREAMBLE

The Beecher City CUSD # 20 handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as a model of appropriate school government. In addition, this handbook provides for the safety of the students through appropriate rules and regulations. When breeches of school disciplinary rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, the student's age, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to actions described in this handbook.

MISSION STATEMENT

The mission of Beecher City Schools and the community is to create an effective learning environment that will educate each student to the maximum of their potential and to instill an enthusiasm for learning. Students will develop life-long skills to successfully cope with society's demands and become responsible citizens.

NONDISCRIMINATION PHILOSOPHY

Unit #20 shall not discriminate against any student on the basis of race, color, sex, sexual orientation, national origin, economic status or handicap. Complaints of alleged discrimination may be filed in the office of the Principal who serves as the student grievance officer. Appeals may be directed in writing to the Superintendent by filing within fourteen calendar days of the original decision being received.

STATEMENT OF PHILOSOPHY

A statement of philosophy is the most important document to be found around a school. It unites the staff and the community by identifying common goals and giving direction and purpose to the school's program.

1. We believe that each child in Beecher City Community Unit #20, regardless of race, sex, religion, or economic status, should have access to an educational program, which will enable him or her to become the best individual he or she is capable of becoming.
2. We believe we should create within the child a desire and respect for learning and that each child should be encouraged and motivated to think clearly, logically, creatively, and independently.
3. We believe we should develop in every child an understanding and appreciation of the forces and ideals, which have made America great, and a sense of personal responsibility as future citizens of the community, state, nation, and world.
4. We believe that the understanding and cooperation of parents, teachers, and the community is essential in the accomplishment of the total purpose of education.

The general goal of the Jr./Sr. High School faculty and staff is to provide an excellent education for each student in attendance.

The school would also like for each student to develop socially and emotionally, as well as academically, and to remember school as a time in their lives during which they received not only a foundation in education but also had a great deal of fun and enjoyment.

The following pages will outline information, which will help you as a student at Beecher City Jr./Sr. High School.

DISCLAIMER

The contents of this handbook are a reflection of, but do not include all Beecher City School Board policies. Rules are subject to change without notice. These changes may be due, but are not limited to changes in school board policy or state or federal statute. This Student Handbook is being provided for your convenience; regard it as a tool to help you know your school better and to function within it.

The administration retains the right to address all school-related issues as needed. Other regulations may be determined by the administration and the faculty as the need arises during the school year.

GENERAL INFORMATION

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND 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.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

ASBESTOS MANAGEMENT PLAN

The U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary. Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our Facility. An inspection was performed at all schools located within Beecher City Community Unit District #20 and a site specific asbestos management plan was developed, reviewed by the Principal and the Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized. All parents, guardians, faculty, and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's office.

ASSEMBLY PROGRAMS

Each there will be some assembly programs. Hopefully, they will serve both entertainment and educational purposes.

1. Disruptive student behavior is not acceptable.
2. Booing, whistling, shouting, or unnecessary talking is not acceptable behavior.
3. Students are to stand in respect when the national anthem or school song is played.
4. The presenters of assemblies deserve the respect of the audience.
5. Classes will be called to the gym by P.A. and will sit together as a class.
6. Some assemblies will be high school only or junior high only.
Self-discipline, maturity, and respect for others are a very important part of our educational program. We expect these qualities to be shown by students during assemblies. Generous applause is expected and appreciated by our guests.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Students will be allowed no more than five (5) absences per semester (excused and unexcused). Excused absences are based on parental confirmation by a signed note stating the reason of the absence. After five (5) absences (excused and unexcused), only days absent for severe illness (confirmed by a doctor's excuse),

death in the family (parental note), or an extreme family emergency (parental note and approved by the Principal) will be excused. Other reasons deemed by the administration as necessary for an absence may be excused.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 618-487-5100 before 8:15 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

MAKE-UP-WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. If a student is given an assignment or test date before an absence, the assignment or test will be due on the first day the student is back in school.

** Parents or guardians requesting homework for students being absent please call before 9:00a.m.

ADMIT SLIPS

Students upon returning to school after being absent must get an admit slip from the high school office. The student shall get the signatures of all teachers in the classes that were missed. The admit slip will be returned to the office by the last teacher to sign it. The student is responsible for the admit slip. If the admit slip is lost, the student must get a replacement and will receive a detention for it.

Failure to get an admit slip in the high school on the date returning to school will result in an unexcused absence.

PERMISSION TO LEAVE SCHOOL

Students who desire to leave school during the day must have a parent's approval by a note, by a phone call, or by being picked up by an approved adult. The student must also have permission from the Principal's office.

Students must sign in and out in the high school office when leaving and returning to school.

If your child is to ride home with someone other than a parent, the student must have a note from his or her parent giving permission.

PERSONAL TRIPS AND PREARRANGED ABSENCES

It is hoped that all personal trips during the school year are limited to very essential trips. Schoolwork proceeds very rapidly; therefore, it is not in the best interest of students to be absent from school at any time. We understand, however, that occasionally, for family reasons, students need to accompany parents on trips. Students must obtain a pre-arranged absence form from the Principal's office. The student must get each classroom teacher's signature and assignments for the duration of the absence. This form should be filled out

on the last day of school before the student leaves on the trip and turned into the Principal's office. Requests should be made at least one week in advance. Assignments are to be made up no later than the second school attendance day after returning from the trip, unless prior arrangements are made with the teacher. Approval of the request by the Principal's office only means that the student will not be considered truant and will not receive zeros for the absence.

Teachers are not required to give make-up tests or extra help in such cases. Missed tests may not affect quarter grades negatively. It is the student's responsibility to have his or her work completed. Only trips on which a parent accompanies students will be an excused absence.

Note: This section is not intended to govern one day or suddenly occurring absences.

RAP PROGRAM

Students that have been referred to the Regional Office of Education for truancy intervention services or to the truant officer will not be allowed this 5 parent verifiable absence. These students will be required to have a doctor's statement to validate the absence for the remainder of the school year

TIME OF ARRIVAL AT SCHOOL

Students should not arrive at school before 7:45 A. M., unless they have a detention or permission from an instructor, coach, or administrator.

Students arriving at school before 7:45 A. M. must have a parental note.

TRUANCY

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The state recently passed a law requiring all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums; wrestling rooms, weight training rooms, etc. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillating heart. All CUSD #20 school buildings will be equipped with AEDs. There will be public access door stickers and identification signs posted in each building. There will be several staff members in each building that have completed a four- (4) hour training course on CPR and AED use. Please make your child/children aware that these units will be in the buildings. They will be housed in wall hanging cabinets and should not be tampered with by students.

CAFETERIA

The cafeteria is maintained for the benefit and convenience of the students.

- Deposits for lunch accounts are to be purchased before the beginning of 1st period.
- Students without a lunch card must wait at the end of the lunch line
- Students who bring their lunch must also eat in the cafeteria.
- The cafeteria should be kept clean.
- Each student should have his or her own tray or sack lunch. (Sharing off another student's tray is not allowed)

CLASSES/CLUBS AND CLASS ACCOUNTS

Beginning with the freshman year, class sponsors will keep a record of the profit and credit hours earned by each student. Sponsors will also keep a monthly running account of the class balance and compare it to the activity fund report in the unit office. Sponsors are to inform each student of his or her individual balance at the beginning and end of each school year.

CLUB AND CLASS MEETINGS

Meetings are arranged through the sponsor and the high school office. Students are responsible for any class

work missed while attending a meeting.

Drama Club

Library Club

Student Council

FBLA

Math & Science Club

Varsity Club

FFA

National Honor Society

History Club

Spanish Club

NATIONAL HONOR SOCIETY

BECOMING A MEMBER:

Membership into the National Honor Society is one of the highest honors high school students can achieve. Students in the Beecher City Chapter of the National Honor Society are selected based on scholarship, leadership, character, and service. Students must have a minimum grade point average of 3.5 and have an excellent discipline review. Juniors and seniors are only eligible.

Our Faculty Council will then evaluate eligible students based on a student activity information form, a recommendation letter, and faculty evaluations. The Faculty Council will then use a point system to determine the new National Honor Society Members. The induction ceremony for new members is performed during the school year.

DISCIPLINE AND DISMISSAL

If a student falls below a 3.5 grade point average for one semester, the student will receive a written warning. If the student falls below a 3.5 grade point average for two semesters, the student will be dismissed from NHS.

Violation of the law or school regulations can result in dismissal of a member.

Offenders of the school conduct code will receive a written warning notification. A conference may be called by either party (Faculty Council or student/parent). If the student is involved in another conduct code violation, the member may be dismissed.

In all cases of pending dismissal:

The member will receive written notification indicating the reason for the possible dismissal from the Faculty Council. The NHS adviser will have a conference with the member to discuss the written notification.

Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning.

The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal. The member has the opportunity to present his/her defense in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote by the Faculty Council is needed to dismiss any member.

The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student and parents.

The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.

When a student is dismissed or resigns from NHS, he/she is no longer a member and may never again be considered for membership in NHS.

DANCES

Dances, except for homecoming and prom, are restricted to current Beecher City Jr./Sr. High School students. Except as assigned, junior high and younger students are not allowed to attend the homecoming and prom dances. Proper attire is required at these activities including but not limited to no visible foundation garments, no work shoes, no jeans, no ball caps, and must have a collared shirt with sleeves.

DISPOSAL OF FINAL CLASS ACCOUNT

Any cash balance remaining in the fund of a graduating class shall revert to the education fund, unless the class has specified in writing a specific use for the remaining balance prior to July 1st of the year following graduation. This is subject to Board of Education approval.

A maximum of \$500.00 of the remaining balance may be assigned to an Alumni Fund for that class.

FINANCING REQUIREMENTS FOR THE SENIOR TRIP

*A \$25.00 deposit is required regardless of amount earned to confirm a spot on the trip. The deposit will be refunded if the reason is deemed appropriate by the administration.

*The senior class must have raised enough (total) money to cover all costs of the trip.

*Excess money earned by individual students does not go to that student; it goes into the class fund and is used for the class trip, dinner at a restaurant, or reunions.

*An individual must have earned at least 75% of the cost of the trip to go on the trip. Each student qualifying for the trip, and earning less than 100% of the trip cost, is responsible for the balance (100% - the amount <75% or more> earned).

*Dollar amounts in student accounts are based on profits from sales and not total sales.

*The sponsors will determine minimum hourly rates for activities worked by students. If the profit divided by the total number of workers' hours exceeds the minimum rate, the students will receive the larger amount.

*Total dollar amount for concessions will be divided to get an average amount per game for each worker. A worker must work the entire event, including clean up, to get credit. If the senior class is not able to provide enough workers, concessions will pass on to the junior class.

*A student moving into the school district after their freshman year must participate in at least 60% of all the remaining activities to meet the requirements of rule #4.

*Students not going on the senior trip for any reason the money the student earned will go into the general account.

*Students can get a maximum of a \$50 donation per year. If a student receives more than \$50 it will go into the general account.

FUND RAISING

*Sponsors will apply for permission to participate in a fund raising activity. No student is to contact a vendor on behalf of his or her class or club without the Principal's permission.

*Fundraising toward the senior trip and other class and club expenses start with the freshman year.

*Since we are a small community and greatly appreciate the support that we receive, we wish to limit the number of fundraisers that require participation by the community.

*The freshman, sophomore, and junior classes are limited to one moneymaking project per school year that involves selling to members of the community.

*The senior class has fruit sales and profits from concessions. The Principal may approve other senior fundraisers such as a raffle.

*Profits from the soda machines will be given to the Student Council first quarter, the school yearbook second quarter, and to the Varsity Club the last two quarters.

*The class sponsors, the Principal, and the Beecher City School Board must approve all fundraisers.

SENIOR CLASS TRIP

Approval of the senior trip must be given by the Board of Education. The seniors will discuss the trip, including the following items, with the Board of Education no later than the November meeting:

1. Tour company
2. Number of students eligible
3. Total cost of the trip
4. Destination
5. Itinerary
6. Tentative dates
7. Chaperons
8. Trip financing

The senior trip will be limited to the United States in the month of April or May.

ONLY seniors meeting graduation requirements will be eligible for the trip. It is emphasized that students should be aware that the trip is a privilege and not a right. Students must be of senior status and not on probation. Senior status includes scheduled for graduation. **During the student's senior year, students with one or more in-school suspensions, or one or more out-of school suspensions, will not be allowed to go on the senior class trip.** If a student has a discipline referral/criminal charge because of alcohol, drug

paraphernalia, or drugs during the student's high school career he or she will not be allowed on the senior trip. This decision will be determined by the administration.

All rules in this Handbook apply to students while they are on the senior trip.

Any student determined to have done serious misconduct while on the senior trip will not be allowed to participate in high school ceremonies, and the student will be required to take all finals, which will affect the outcome of his/her final grade. The diploma will be provided to the student at an alternate time. Misconduct will include, but will not be limited to, tattoos, body piercing, tobacco use or possession of tobacco products. Any misconduct that includes use of illegal drugs or drug paraphernalia or use or possession of alcohol will follow the above guidelines but will also result in the notification of the local authorities, and the student will be sent home at the parents or guardian's expense. Upon return, the student will have an expulsion hearing, and he/she may be expelled for a year, which will result in delay of his/her diploma for up to a year. All students going on the senior trip and their parents must sign a form agreeing to the above rules of misconduct and the punishments.

DUAL CREDIT CLASSES

If a student enrolled in a dual credit class such as Health Occupations is absent from his/her regularly scheduled classes, he/she may not participate in the dual credit class. Any student suspended from school will not be allowed to attend the dual credit class. The fee is determined by Lake Land College. If a student withdraws from a dual credit class the student will still be charged the fees of the class.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio, television station, and the Call Outreach System to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled except tournament play.

FEES

The Board of Education will annually set fees for book rent, lab fees, workbooks, physical education uniforms, etc. Fees should be taken care of at the time of registration. Alternate arrangements may be made with the building Principal. Call the Principal for appointments. (Fees are subject to change)

Book Rent K-12 \$90

Safety Glasses \$5

PE Suits Shirts 8.00 Shorts 9.00 Mesh 11.00

Locks \$5

Drivers Education \$75

Lunches (Money left in students accounts will roll over to the next school year)

Grade School \$2.15

JR SR High \$2.45

Adults \$2.60

Breakfast

Student \$1.55

Adult Breakfast \$1.75

Orange Juice \$.25

Milk \$.35

Activities Fee \$25.00 cap of \$50.00 per family

Science Fee \$10.00

Ag/Shop Fee \$10.00

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: Students with two or more detentions, one or more in-school suspensions, one or more out-of school suspensions, or failing any subject will not be allowed to go on school field trips unless the trip is class related. If a student is given an assignment or test date before a field trip, the assignment or test will be due before the students goes on the field trip unless teacher approves other arrangements.

GRIEVANCE PROCEDURE – DISCRIMINATION

Individuals who feel the School District has discriminated against any student for reasons of race, religion, color, sex, national origin, economic status, or handicap are encouraged to resolve the situation by meeting and discussing the problem with the appropriate staff member(s) and/or building administrator. In those cases, where the situation cannot be resolved satisfactorily through the chain of command procedure, the complainant should follow these steps:

1. The grievance should be presented in writing to the building principal. Once a grievance has been presented to the principal, he/she will respond in writing within two weeks.
2. If the grievance has not been resolved, it shall be submitted in writing to the Superintendent of Schools who will respond in writing within two weeks.
3. If the grievance still is not resolved, it may be referred to the Board of Education.
4. The complainant has the right to appeal the decision of the Board of Education to the Regional Office of Education and, thereafter, to the State Superintendent of Education.

GUIDANCE

The guidance office offers students career information as well as school-oriented services. The counselor is available to students for counseling of personal problems or concerns. Such services as testing, college entrance, college finance, and course of study information are also provided. Counseling is also provided to students in course selections, scheduling, and graduation requirements.

The guidance counselor is here to help you with your questions.

HOMEBOUND STUDENTS

An application for Home/Hospital Services must be filled out by the parent and the student's physician. This form may be obtained from the nurse's office or the guidance office. If the physician verifies that the student must be out of school for ten school days or more, a homebound teacher may be provided, if recommended by a staffing consultation and approved by the District Office. The student's parent or guardian should contact the counselor immediately at the onset of the illness for additional information. The Attendance Office must be called each day until a homebound teacher has been approved.

HOMELESS CHILDREN

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board Policy 6.140, Education of Homeless Children, and its implementing administrative procedures, govern the enrollment of homeless children.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. 6th -12th grade students are required to show proof of receipt of one dose of Tdap vaccine.
5. Kindergarten, sixth, or ninth grade to have second varicella vaccine
6. Proof of receiving one dose of meningococcal vaccine upon entering sixth grade

7. Proof of receiving a second dose of meningococcal vaccine dose upon entering twelfth grade. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

INSURANCE

Students have an opportunity to purchase school insurance to cover accidents at school or on school sponsored activities away from school. Injuries must be reported to the faculty member in charge of the activity at the time of the accident.

All athletes, including cheerleaders, must have school insurance or proof of alternate family coverage before participating in any sports activity including practice.

INTEGRATED PEST MANAGEMENT POLICY

Anyone wanting to be notified when pest management materials are used in the Beecher City Jr/Sr High School or the Beecher City Grade School should notify the Unit Office in writing that they would like to be notified. The schools are normally treated on the first Tuesday of each month.

INTERVIEW OF PUPILS AT SCHOOL BY LAW ENFORCEMENT OR AGENCY PERSONNEL

Police officers or agency personnel, such as employees of the Department of Children and Family Services enter school buildings from time to time to fulfill their duties. If law enforcement or agency personnel request to interview students, such interviews may be

allowed by the building principal or other administrator without parental or guardian notification if:

- A. There is risk to property or to the health or safety of the student or other person
- B. There is need for information in case of emergency, or when police have been summoned by school employees to help maintain order, security or safety.

C. Any other time school administrators believe it is in the best interest of the school or a student that parents or guardians not be notified in advance of an interview.

Whenever possible, a school administrator or teacher will remain present during interviews of students by police or agency officials.

School employees do not have legal authority to interfere with police officers making arrests.

Except in extraordinary circumstances where the principal or other administrator deems it prudent in order to protect health or safety, the principal shall notify the parent or guardian if a student is arrested at school or a school sponsored activity.

LOCKERS

*Each student will be assigned a locker in the corridor for his or her books, etc. Another locker will be assigned in the physical education dressing room for gym clothing.

*Locks are required on PE lockers and may be purchased from the high school office. Only locks purchased in the high school office will be permitted on student lockers. Once the student purchases the lock, the student owns the lock.

*Students should keep their PE lockers locked at all times. The school is not responsible for lost or stolen items.

*Food or drinks are not allowed in student lockers, with the exception of a clear, sealable bottle of water. Food and drinks before school are confined to the cafeteria. The Principal must approve any food in the classroom. Drinks will be allowed in classrooms at the discretion of the classroom teacher.

All lockers are the property of Beecher City Community Unit #20 and are subject to random searches. Random searches of school property (during school hours and after school events), including the use of dogs, will be conducted by the administration at various times during the school year.

MANDATED REPORTING OF CHILD ABUSE

Mandated reporters are professionals who work with children in the course of their professional duties, such as teachers, principals, counselors, nurses, social workers, and psychologists. It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the hotline. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional capacity may be an abused or neglected child. It is the State's early warning system to identify probable abuse early enough to avoid serious and long-term damage to a child. The State's primary goal is to protect the child and, whenever possible, to stabilize and preserve the family so that it may remain intact

PORTABLE BREATH TEST (PBT)

Beecher City Unit School District #20 reserves the right to use the Portable Breath Test (PBT) at school and all school activities.

SAFETY DRILL PROCEDURES AND CONDUCT

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

SCHOOL BUS SAFETY REGULATIONS

School buses are operated for the convenience of all students. Bus riders are expected to conduct themselves so as to not interfere with the rights of others, cause others embarrassment or endanger the safety of others by distracting the attention of the bus driver.

The Board of Education authorizes the use of video security cameras to monitor the activities of individuals on the school buses. A warning sign is displayed on the entrances indicating that cameras are in use to promote student safety and encourage proper student behavior. Information recorded is confidential for official use only

by the school administration. Videotapes may be provided to law enforcement officials. As a guide to students and to insure that desirable behavior is achieved, the following regulations will be in force:

1. When waiting in a school bus loading zone, students will form a single line.
2. Students must walk toward a waiting bus without pushing people in line.
3. Students must board the bus in an orderly manner and go immediately to their assigned seats and sit down.
4. Students will occupy at all times the seat assigned to them.
5. Students will be held responsible for any unnecessary or malicious damage that they inflict upon the bus. Students must report any damage to the bus to the driver.
6. Students will remain seated at all times when the bus is moving.
7. Students will keep arms, hands, and other body parts inside the bus.
8. Students must not throw paper or other rubbish on the floor of the bus or out of the windows. Students must keep the bus clean and sanitary at all times.
9. Students must keep books, book bags, packages, coats, and all other objects out of the aisles.
10. Classroom conduct must be observed while riding the bus.
11. Ordinary conversation is permitted; however, never shout or make loud noises that may distract the driver and endanger all the students on the bus.
12. Fighting on the bus will be dealt with in the same manner as fighting at school.
13. Students must refrain from unnecessary conversation with the driver.
14. Students must be at the designated bus stop on time. The bus cannot wait beyond its regular pickup time.
15. Students must not stand in the traffic lanes while waiting for the bus.
16. If students must cross traffic lanes to board the bus, they wait for a signal from the driver before crossing.
17. No animals will be permitted on the bus.
18. The driver is in full charge just as the teacher is in the classroom. A student's right to ride the bus is conditional based on their behavior and observance of the rules and regulations. Safety demands complete cooperation.

Should any student persist in violating the rules and regulations, it is the duty of the bus driver to notify the school administrator. After due warning has been given to the student, the school administrator may then suspend the student from riding the bus as set forth by Board Policy.

If your child is to ride home on a different bus than the one he or she normally rides, or is to get off at a different residence, please send a note indicating this to school for the Principal to sign.

BUS DISCIPLINE

All rules of conduct stated in this handbook apply to students on school buses.

Each Unit #20 bus is equipped with a camera which records student behavior. The purpose of this monitoring is to limit misbehavior on each bus and provide safer bus transportation. Should a student problem occur on the bus, the administration would review the tape to determine the cause of the problem?

Violation of rules while on a school bus can result in suspension or expulsion from the bus or school.

SCHOOL RESOURCE OFFICER

The School Resource Officer, a Deputy of the Effingham County Sheriff's Office, is always on call for the school and wears several hats in his capacity as an assistant to the school administration. As needed, he is a law-related education teacher, a law-related counselor, or a law enforcement officer.

SCHOOL TRIPS

School trips that take students from classes will be considered as excused. The teacher will provide to the office a list of participating students. Missed work must be made up.

SEARCH & SEIZURE

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

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

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

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

Students

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

Seizure of Property

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

SEX EQUITY AND EQUAL OPPORTUNITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: 618-487-5100.

SEX OFFENDER NOTIFICATION

Pursuant to Public Act 94-994, a school district is required to notify the parent of children attending schools within the district that they may access information regarding registered sex offenders that is available to the public. The law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the information available through a link of the Illinois State Police website, at <http://www.isp.state.il.us/sor>.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, school administrators, and the public; and they are invited to make suggestions and comments concerning the district's wellness efforts.

TECHNOLOGY ACCEPTABLE USE POLICY

Technology Mission Statement

The technology mission of Beecher City Community Unit School District #20 is to provide current technology to educate and encourage students, teachers, and community to develop practical technological skills that will prepare them for change in the 21st century.

Electronic Network Access

All use of the Internet and Network Access shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The**

failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. **Acceptable Use** – Access to the District’s electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. **Privileges** – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de- viruses
 - c. Downloading copyrighted material for other than personal use
 - d. Using the network for private financial or commercial gain
 - e. Wastefully using resources, such as file space
 - f. Hacking or gaining unauthorized access to files, resources, or entities
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature
 - h. Using another user’s account or password
 - i. Posting material authored or created by another without his/her consent.
 - j. Posting anonymous messages
 - k. Using the network for commercial or private advertising
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 - m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, no deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** – The user agrees to indemnify the School District for any losses costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. **Security** – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to

other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. **Vandalism**– Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. **Copyright Web Publishing Rights** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. **Use of Electronic Mail**
 - a. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be translated in an e-mail message that would be inappropriate in a letter or memorandum.
 - c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain”. This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

Internet Safety

1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses” as detailed in this Authorization, and otherwise follow this Authorization.
2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as

defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

4. The system administrator and Building Principals shall monitor student Internet access.

Mobile Electronic Devices

Definition: Mobile electronic devices for the purposes of this policy will only include laptops, Chromebooks, Tablets, e-readers, and personal iPads.

1. Use of mobile electronic devices must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Use of mobile electronic devices by students must be approved by the building level administration and the classroom instructor or supervisor.
3. A student will not be allowed to use a mobile electronic device in a way that is in violation of the student handbook.
4. When using mobile electronic devices at school the only Wi-Fi connection the student is allowed to use is the Wi-Fi connection provided by the Unit #20 School District. All use of other wireless connections is prohibited.
5. Use of mobile electronic devices is limited to scheduled instructional class time and scheduled study time. Mobile electronic devices can only be used in academic classroom areas, and the designated "study hall" area. Mobile electronic devices can only be used at the above times and locations with the approval and supervision of a Unit 20 staff member.
6. Any use of mobile electronic devices is strictly prohibited in non-academic areas including but not limited to locker rooms and restrooms, whether here or at another facility where a school activity is occurring.
7. The recording capabilities of a mobile electronic device can only be used with the permission of the building administration and the classroom instructor or supervisor. The recording capabilities of the mobile electronic device can only be used for purposes of education, and must be consistent with the instructional objectives of the Beecher City Unit #20 School District. Students who use the recording capabilities of a mobile electronic device inappropriately will face discipline consequences that could include detentions, suspensions, and recommendation for expulsion from school.
8. Students who choose to bring their personal mobile electronic device to school will understand that school personnel will not be responsible for troubleshooting or supporting the use of that device.
9. Mobile electronic devices are popular theft items. The District is not responsible for the loss, theft, damage, or vandalism to student mobile electronic devices. Students and parents are strongly encouraged to ensure that if students have mobile electronic devices in their possession they should not leave them unattended or unsecured. The school district is not required to provide storage for mobile electronic devices.

Discipline for Misuse of Mobile Electronic Device: Misuse of a mobile electronic device will result in disciplinary action including but not limited to the device being confiscated, the student not being allowed to bring a Mobile Electronic Device to school, the student losing all network and computer access privileges while at school, the student being removed from the class, and if necessary other appropriate discipline or legal action that would apply. ** Beecher City Unit #20 reserves the right to make changes to the policy

AUTHORIZATION FOR USE OF STUDENT PICTURES/STUDENT WORK

Student pictures will be posted on the website only if there is a signed parent permission form with the school.

ELECTRONIC NETWORK ACCESS AUTHORIZATION

Students and parents must sign the *Authorization for Electronic Network Access* form in order to have electronic network privileges.

IMPORTANT TECHNOLOGY REMINDERS

E-Mail

Students **will not** be allowed personal E-mail privileges at Beecher Junior Senior High School. Only E-Mail essential to class assignments approved by the school will be permitted.

Chat Rooms

Access of chat rooms is prohibited.

Inappropriate sites

Steps have been implemented to protect students from inappropriate Internet sites that promote pornography, hate, and violence. If a student accidentally accesses such a site, they are to report it immediately to their supervisor or risk disciplinary action.

TELEPHONE USE

Students are to use the office phone ONLY with permission from the secretary or Principal. There must be an acceptable reason before permission is given. Students will not be allowed to receive phone calls except for emergencies. Only parents will be allowed to talk to their children.

TRANSPORTATION

It shall be the policy of the Board of Education to provide transportation for students living 1 ½ miles or more from their attendance center or where they would be required to walk under hazardous conditions. Bus routes will be established by the Superintendent and approved by the Board of Education. All school buses will be operated according to the School Code of Illinois.

VENDING MACHINES

The use of the drink vending machines is a privilege provided to the student body. Abuse of this privilege will result in restrictions of the use of the vending machines.

Purchases are permitted only before school, during lunch, and after school unless approved by the Principal.

VIDEO & AUDIO MONITORING SYSTEMS

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

VISITORS

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

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Lunch period quests are strictly prohibited.

STUDENT CONDUCT

ACADEMIC DISHONESTY

Honesty is at the heart of any school undertaking and students are expected to assure the originality of their schoolwork. Students are responsible for refraining from the following infractions, conduct that may lead to such infractions, and from conduct that aids others in such infractions.

Definitions

- Cheating: Intentionally and knowingly using or attempting to use unauthorized (not approved by the teacher) materials, information, study aids, or electronic data in any class.
- Examples: books, notes, cheat sheets, calculators, cell phones, conversation with others, removing tests or copies of test without teacher permission.

- Fabrication: Intentional or unauthorized falsification or invention of any information or citation in a class assignment.
- Facilitating others to violate academic standards.
- Examples: helping, attempting to help, or allowing another student to copy your work.
- Plagiarism: Intentionally or knowingly representing the words of another as one's own in a class assignment.

Disciplinary Action: A teacher who believes a student is guilty of one or more infractions of academic integrity violations will:

1. Notify the student of the basis for the possible violation and allow the student an opportunity to respond.
2. If the teacher concludes that the student has committed the violation, a report will be given to the principal.

ADDITIONAL RULES

The Principal, utilizing good judgment and fair punishment for acts of poor conduct, will deal with behavior not specifically mentioned in this handbook. The Principal may establish certain written rules and regulations not inconsistent with those established by the School Board and the Superintendent of Schools.

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, 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.

SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Sexual Harassment 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:

1. 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
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. 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.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Nondiscrimination Coordinator:

Mr. Philip Lark
438 East State Highway #33
618-487-5100

Complaint Manager:

Mr. Brock Friese
438 East State Highway #33
618-487-5117

CHRONIC MISBEHAVIOR

Chronic misbehavior is defined as an accumulation of suspensions during a school year, which evidences an attitude of disdain for the school rules of conduct. This is conduct which, on each occasion of suspension, may not be enough to justify an expulsion. However, when it accumulates to five days or more suspensions in any one school year, it demonstrates collectively a gross disobedience of the school rules of conduct. The administration may, in its discretion, recommend an expulsion of the student to the Board of Education on the basis of five or more suspensions.

DESTRUCTION OR DAMAGE TO PUBLIC OR PRIVATE PROPERTY

School property belongs to the taxpayer. Students are expected to maintain and take good care of all school property. Appropriate punishment will be used for any and all willful destruction of school property. This could result in suspension or expulsion from school. Monetary restitution will occur whenever possible. Parents and students will be billed for the cost of damages.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

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

DUE PROCESS

In all cases involving the suspension of any student, no student shall be removed from school premises while school is in session until the following informal hearing procedures have been followed:

- a. Prior to removal from school the Superintendent, or any school Principal or Assistant Principal/Dean of Students duly authorized by the Superintendent, shall first provide the student with oral or written notice and explanation of the charges against him.
- b. The student shall be given the opportunity to explain his/her version of the facts surrounding the incident(s).
- c. The student shall not have the right to cross-examine any witnesses against him or to retain counsel to represent him at such a pre-suspension informal hearing except as may be allowed at the discretion of the disciplinary official conducting the hearing.
- d. Following the pre-suspension hearing, the disciplinary official may take such disciplinary action as he finds appropriate in accordance with Board Policy.

- e. The pre-suspension hearing may be conducted immediately following the occurrence of the alleged misconduct; however, no student shall be removed from the school premises until such a hearing has been conducted.

Exception: A student, whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be immediately removed from school without a hearing. In cases of immediate removal from school without a hearing, the pre-suspension hearing shall be followed as soon thereafter as reasonably practicable.

ELECTRONIC DEVICES/CELLULAR PHONE/PAGERS

The use of cellular phones or other electronic communication devices are not permitted they must be turned off and put in the students locker unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

EXPULSION

This action is taken as a last resort or when the offense of a student is so severe that the student must be excluded from the educational process. This action is administered by the Board of Education based on reports submitted by the administration. The Board of Education may expel a student for 180 school days. A student expelled during the second semester may be expelled for the first semester of the following school year.

In the case of possession of firearms or explosive devices, a student may be expelled for up to two years.

GAMBLING

Any form of gambling is not permitted on school property. Card playing is prohibited. This includes games like "Magic". These activities are not in the best interest of the educational environment. Violation of this rule will result in confiscation of the cards or other materials. Additional punishment may be assigned.

GANG POLICY

"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.

Hallway Etiquette

Students are not permitted to run in the building. Running is anything considered to be faster than a normal walking pace.

- Students are expected to be quiet between classes.
- Students are not allowed to go to their lockers during the lunch periods.
- Sitting in the hallway before school is not permitted.
- Students are not permitted to have soda or candy in the hallways or their lockers during the school day, except during their lunch. Students may have a clear, sealable water bottle.

Students who ignore warnings about inappropriate hall conduct will receive detentions or suspensions for this conduct. This conduct includes, but is not restricted to, the following:

- Handholding
- Inappropriate touching
- Unacceptable language

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from extra-curricular activities
2. Conference with parents or guardians
3. Referral to the appropriate law enforcement agency
4. Suspension for up to ten (10) days
5. Expulsion for the remainder of the school term

ILLEGAL INFRACTIONS

Illegal infractions may result in intervention by police or juvenile authorities since such infractions involve illegal or criminal acts. The school will cooperate with the authorities. If the authorities are called:

- An immediate effort will be made to notify the parents or guardians.
- If the parent is unable or unwilling to be present during interrogation, a staff member or administrator will be present to insure that the rights of the student are observed.
- The Principal or other school authority will request a parent or guardian to meet the student for interrogation if the site is other than the school.

PARKING

Vehicles must be parked between the painted lines, and must 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.

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.

Students will fill out parking information sheets students must show proof of insurance and receive a parking permit which must be turned in at the end of the school year or when the student leaves if it is before the end of school.

PHYSICAL VIOLENCE BETWEEN STUDENTS

If a student can foresee a possible confrontation with another student, he/she should let the Principal's office

know. Solutions to any problem can be resolved through mutual understanding. Physical violence will not be tolerated.

PHYSICAL VIOLENCE OR VERBAL ABUSE DIRECTED AT A STAFF MEMBER

Physical violence and verbal abuse directed at any staff member are prohibited.

Offenders are subject to corrective actions and may be suspended or expelled. The police or juvenile authorities may be notified.

PROBATION

Probationary status is applied for up to 30 days for disciplinary reasons. Students on probation are denied opportunities in extra-curricular activities including athletics and class or club trips. This is administered by the Principal's office.

PROFANITY AND OBSCENE LANGUAGE, RECORDINGS, AND LITERATURE

Verbal or written profane and obscene language, gestures, recordings, and literature will not be tolerated. Students may expect detentions or suspensions in these cases.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

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, earbuds, hoods 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. No clothing with holes above the knee.
- Appropriate footwear must be worn at all times. No sandals during the months of December, January, or February.
- 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 not permitted to wear mid-thigh length shorts/skirts during the months of December, January, and February. Parents should monitor their children to make sure that shorts are worn only at the proper times.
- Student's attire is to cover from the shoulder to the finger-tip length at all times. During the school day (except athletic uniforms during an athletic event), all shirts and blouses must have sleeves for all students. No house slippers, pajamas, or any other type of clothing deemed inappropriate by

the administration. Mini-skirts/short dresses above the knees-students are required to wear leggings.

STEALING

The taking or using of public or private property without permission or authorization is prohibited. Offenders are subject to suspension or expulsion from school. Restitution will be a part of the punishment whenever possible. Police or juvenile authorities may be notified. The student body should help to prevent stealing. Keep up with your personal belongings. The school is not responsible for stolen articles.

STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes 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.
 - i. 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 in the students locker 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened

individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

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

When and Where Conduct Rules Apply

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

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

STUDENT CONDUCT WHILE ATTENDING EVENTS AT OTHER SCHOOLS

Students representing their school or attending a school-sponsored activity at a location other than their own school shall conform to the same standards of conduct expected in school. Infractions are subject to the appropriate corrective procedures. Police or juvenile authorities and the Superintendent of Schools will be notified of illegal infractions. After the student has been informed of the situation and given an opportunity to explain his or her position, necessary corrective procedures may result.

SUBSTITUTE TEACHERS

Substitute teachers are to be treated with respect and courtesy. Show your best manners to these people. They work in many schools and make comparisons of these schools. We would like to carry a good reputation in the minds of our substitute teachers. Disrespect toward substitutes will not be tolerated.

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.

SUSPENSIONS

Suspension from school is a very serious action. Every effort will be made to use this action only in extreme or excessive cases of misconduct by students. Suspensions may be "Saturday School", in-school, or "out-of-school" depending on the nature and/or severity of the offense.

- Students are required to satisfactorily make up all work missed.
- If the suspension is in school, the student will receive 100% credit for all work turned in by the end of school on the day of the suspension.
- If the suspension is out-of-school, the student will receive 100% credit for all work turned in the day the student returns at 8:00 A.M.
- Certified or registered letters will be sent to parents on in-school and out-of-school suspensions. Either party may request a conference. (A conference is necessary on out-of-school suspensions.)
- Five or more suspensions within one school year may result in expulsion. (See Chronic Misbehavior.)
- Students with an in-school or an out-of-school suspension will not be allowed to go on field trips. Unless it is class related.
- Students will not be allowed to attend any after school function (home or away).

TARDINESS

Habitual lateness to class will not be tolerated. Not only does this reflect a lack of responsibility, but a late entrance into a class is a distraction and interferes with other students' class time.

If you arrive late to school, you must report to the office for a late slip. If you are late for a class, the teacher will require you to go to the office for a late slip. If a student misses more than ½ the period for an unexcused reason it will be an unexcused absent for that period. If a student misses less than ½ the period for an unexcused reason it will be a tardy for that period.

WEAPONS USE, POSSESSION, DISTRIBUTING, PURCHASING, SELLING

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

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

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

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

STUDENT SERVICES

BUILDING PASSES

If it is necessary for a student to leave a classroom or study hall during class time, he or she must get a pass from the teacher excusing him or her.

CARE OF STUDENTS WITH DISABILITIES

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

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

For further information, please contact the Building Principal.

COLLEGE VISITATION DAYS

Seniors may take three (3) day visits during the school year to colleges. Juniors may take two (2) day visits during the school year to colleges. Arrangements must be made at least one week prior to the day of

visitation. These days will be an excused absence. The High School Guidance Counselor will make the necessary arrangements to ensure that the student has the forms that are needed to be signed by a college official. College visits requiring more than one day will be at the discretion of the Principal. No more than two (2) students will be allowed to go to the same college on the same visit. The visitation form showing time of arrival and time of departure must be filled out and signed by a college official.

JOB SHADOW DAYS

Students will be given 1 job shadow day during their sophomore, junior and senior year.

DRUG AND ALCOHOL ABUSE COUNSELING

Students who seek and receive alcohol or drug counseling either through public or private agencies may be given reductions in discipline if approved by administration.

FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 487-5117.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

LOST AND FOUND

Any article that is found should be turned in to the office. Lost articles may be claimed by proper identification in the office.

SPECIAL MEETINGS

Occasionally, outside agencies, such as the Armed Forces, colleges, job agencies, etc. request to meet with students. These meetings will be announced and posted with a sign-up sheet. Students may attend such meetings if they have indicated interest by placing their name on the sign-up sheet. The student is responsible for any class work missed by attending a special meeting.

STUDENT APPEAL PROCESS

Proper procedure for students to ask questions concerning rules and regulations:

1. Students should contact their Student Council Representative about a question of a rule or regulation.
2. The Student Council Representative will contact the President of the Student Council.
3. The President of the Student Council will contact their sponsor.
4. The sponsor will set up a conference with the Principal. In attendance at the meeting will be the sponsor, Student Council President and Vice-President, and the Principal.
5. The Principal should give a response within three school days.
Any situation not covered in the handbook will be dealt with by the Principal and reported to the Board of Education.

STUDENTS ASSISTANCE PROGRAM

The Beecher City Community Schools have established a Student Assistance Program to provide educational assistance and support for students.

- All staff members are expected to refer students to the appropriate Student Assistance Program staff any student who exhibits a definite and repeated pattern of unacceptable school performance and who does not respond to usual and customary attempts to correct it.
- Peers, parents, or community representatives may also refer students to the Student Assistance Program through self-referral.
- Upon referral to the Program Counselor, he or she may consult with the student, parents, and/or staff members in an attempt to assess the nature and scope of the student's problems. This initial screening will result in one or more of the following recommendations:
 - No apparent personal or performance problems at this time; no further action is necessary at this time.
 - Further assessment interview with the Counselor is needed.
- No records of the student's participation in the Student Assistance Program will become part of the student's permanent record. The responsibility for operating the Program will be with the building administrator or his or her designee.

Academics

Requirements for Graduation

<u>Class</u>	<u>Credits</u>
1. English	4
2. Science	3
3. Math	4
4. Social Studies	3
5. Physical Education	4
6. Health Education	½
7. Consumer Education /Personal Finance	½
8. Driver Education	½
9. Business Courses	1 ½ (2 for class of 2026)
10. Electives	7

Total Credits for Graduation 24 credits

- A medical excuse for P.E. means no credit will be earned during the time of the medical excuse.
- Students who transfer in after their sophomore year may, at the Principal's discretion, receive a waiver for the computer requirement.
- Credits from approved sources (summer school, Virtual High School, college) will be accepted for making up previously failed courses or to regain appropriate class status for graduation. All graduation credits must be earned at Beecher City Unit #20 (in regularly scheduled classes) or transferred from acceptable school districts, Virtual High School, or colleges. 2 outside credits and 1 credit from Virtual High School (taken at the high school) will be accepted by the end of the student's senior year, but only 1 credit before the senior year. Prior approval must be obtained from the Principal. All costs will be the responsibility of the student.
- All courses must be taken in sequence. Exception: A student's senior year, 2 classes in the same subject area may be taken to meet graduation requirements. (Example: English III and English IV, Math IIB and Math IIIB at the same time)
- Passing grades must be received in the prerequisites.
- Students may take any course offered at his or her grade level and some courses that are offered below his or her grade level. (Some courses require special permission for registration.)
- Freshmen (without special approval) are limited to 6 academic subjects plus physical education.
- Credit will be received only in subjects in which a passing grade is received.
- Students must pass exams on U.S. and Illinois Constitutions and citizenship.
- A student must add/drop a class within the first three days of the semester.
- Students who do not meet the following criteria will be required to take Transitional Math during their senior year:
 - B or better in Algebra 2A

- GPA of 3.0/4.0
- Math SAT \geq 530
- The exception to this rule that a student may take Calculus instead of Transitional Math.

CLASS STANDING

In order for a student to meet graduation requirements, the following credits are needed.

*Freshmen	0-5 credits
*Sophomores	minimum of 6 credits
*Juniors'	minimum of 12 credits
*Seniors	minimum of 17 credits

*To participate in class activities, a student must be on credit level.

DRIVER EDUCATION

Driver Education will only be available for high school students.

Students who miss 3 days of classroom instruction will be dropped from the class.

Students classified as freshmen will be allowed to take Driver Education first semester only if they turn age 15 before January 1. If the student has a birthday after Jan 1 the student will take Drivers Education 2nd semester.

A student must have earned at least 8 classes in the previous two semesters to be eligible for driver education.

GRADING SCALE

Below are letter grades and their numerical equivalents:

Points	Letter Grade	Numerical Equivalent
100 – 95	A	4
94 – 93	A-	3.75
92 – 90	B+	3.5
89 – 87	B	3
86 – 85	B-	2.75
84 – 82	C+	2.5
81 – 79	C	2
78 – 77	C-	1.75
76 – 74	D+	1.5
73 – 71	D	1
70 – 69	D-	0.5
68 – 0	F	0

- A grade of F/I is a failure due to incomplete work. Credits will be compiled on a semester basis. If a student has an incomplete grade for a quarter, he or she will be required to repeat the full quarter.
- Final semester grades are figured by averaging the 1st quarter (40%), 2nd quarter (40%), and semester exam (20%). To pass the semester a student must have a passing average, and they must pass two of the three components for figuring the average (1st Qtr, 2nd Qtr, and semester exam).
- Makeup work for subjects failed over the past years will be just for the quarter of work failed.
- The grade of a student is based on the following:
 - Class recitation, Tests and quizzes, Attendance, Assignments, Conduct

HONOR ROLL

Averages for honor roll will be computed on numerical grade equivalents according to the following:

High Honors: 3.75 – 4.00 Honors: 3.50 – 3.74

HIGH SCHOOL MEDAL PRIDE PROGRAM (Each Quarter)

Criteria	Rewards
GOLD	
GPA: 3.5 or higher 2 or fewer excused absences Zero unexcused absences or suspensions 1 or fewer tardies No discipline referrals	Parking in front of school 3 NO homework passes (teacher approved) Free admission to home athletic events 3 tickets to the end of year drawing.
SILVER	
GPA: 2.0 or higher 3 or fewer excused absences Zero unexcused absences or suspensions 3 or fewer tardies 1 or fewer discipline referrals	First in line to leave school 2 NO homework passes (teacher approved) Free admission to 5 home athletic events 2 tickets for the end of the school year drawing
BRONZE	
Failing no classes 4 or fewer excused absences Zero unexcused absences or suspensions 4 or fewer tardies 2 or fewer discipline referrals	1 NO homework pass (teacher approved) Free admission to 3 home athletic events 1 ticket for the end of the school year drawing

Students must meet all of the criteria in order to be eligible for a medal

GRADE SCHOOL PAWS PROGRAM

Criteria	Rewards
GOLD	
No Grade Lower than a B- No Office Referrals	Free admission to ALL home athletic events
SILVER	
No Grade Lower than a C- No Office Referrals	Free admission to 5 home athletic events
KINDERGARTEN	
No More than 1 "S" in Reading No More than 1 "S" in Math No "U" on the Report Card No Office Referrals	Free admission to ALL home athletic events

PHYSICAL EDUCATION EXEMPTION POLICY

It is the policy of Beecher City Community Unit School District #20 that students in grades 11 and 12 may be exempt from physical education for the following reasons:

1. 11th and 12th grade student is determined to be participating in inter-scholastic athletics as certified by the appropriate district personnel and replaces physical education with another academic class.
2. 11th and 12th grade student can enroll in academic classes which are required for admission to an institute of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice.
3. 11th and 12th grade students can enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.

Exemptions from physical education require individual approval by the Principal.

PROGRESS REPORTS

Progress reports are sent out at the middle of each quarter to those students whose grade in a class is a D or F, or students who are not working up to their ability.

PUPIL LOAD

The normal load for freshmen is 6 academic classes plus physical education. A normal load for sophomores, juniors, and seniors is also 6 academic classes plus physical education.

Depending on the circumstances, the Principal may grant deviations to the above.

- Students with an A or B average may be approved to take an additional load in the place of a study hall.
- Students who need to make up credits may be approved to take an additional load.
- See physical education exemption above.
- Other individual situations as approved by the Principal.

REPORT CARDS

Report cards are sent out at the end of each nine weeks. Report cards are a way of informing parents of a student's progress in school. However, parents should not wait for report cards to check on their son or daughter's progress. They should check frequently and should feel free to call the high school office to set up a conference at any time. Students owing money to the school will not receive their report cards until the debt is paid in full.

RESPONSE TO INTERVENTION (RTI)

This self-assessment is intended to assist districts in determining their initial readiness towards implementation of RTI to meet the learning needs of ALL students. Foundational principles of RTI include:

- All students receive research-based and standards-driven instruction in general education.
- The learning of all students is assessed early and regularly (ongoing progress monitoring).
- If there are concerns about student progress, increasingly intense tiers of intervention are available to groups or individuals.
- Individual student data gathered through the process may be used to determine appropriateness of a special education referral (e.g., in the case of students who do not respond adequately to intervention or who require ongoing intensive intervention in order to sustain growth) and as part of a comprehensive evaluation for determination of special education eligibility.

RETENTION

High School

High school students must meet the minimum yearly class standing credits, total credit requirements, and pass all required classes.

JUNIOR HIGH SCHOOL

If Summer School is Offered: If a 6th, 7th or 8th grader receives one (1) or two (2) F's in his or her core classes*, he or she will be required to go to summer school and pass before being promoted to the next grade.

If a 6th, 7th or 8th grader receives three (3) or more F's in his or her core classes*, he or she will be encouraged to go to summer school. However, the student will be retained in his or her present grade.

*Core classes: English, Math, Science, Social Studies, and Reading

The following criteria will also be considered in the decision to retain a student.

- Reading level below grade level
- Math level below grade level
- Attendance
- Emotional factors
- Teacher evaluation

If Summer School is NOT Offered: If a 6th, 7th, or 8th grader receives a yearly average of two (2) or more F's in all classes the student will be retained.

SEMESTER EXAMS

Seniors will be exempt from 1st semester that score over 1000 on the SAT and have met the criteria below.

Seniors 2nd semester exams will be optional for seniors who have met the following criteria:

1. Semester grade average of C- or better
2. No unexcused absences for the semester.

9th, 10th, and 11th grade students may be excused from 2nd semester exams who have met the following criteria: An A to a B-average of 3rd and 4th quarters, 5 or fewer excused absences, zero unexcused absences (by periods), 3 or fewer tardies, and zero discipline referrals.

If a student takes a semester exam as an option, the grade on the exam can only be used to help the student's grade in the course not hurt it.

STUDENTS RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records.

These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue.
SW Washington, D.C. 20202-4605

Note To Divorced Parents

Copies of all correspondence and reports (reports or records which reflect the student's academic progress, reports of the student's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses, which involve student-parent interaction, and copies of the school calendar regarding the student) may be provided to both parents of the student whose parents are divorced. Such copies shall be mailed *when either parent requests them*, unless there is a court order to the contrary.

MEDICATION AT SCHOOL

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

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

FIELD TRIPS AND MEDICATION

A copy of the School Medication Authorization Form, along with a note from a parent/guardian with instructions on medicine and dosage and a container clearly labeled with the student's name, doctor's name, contents, and dosage will be given to school personnel supervising the trip.

VALEDICTORIAN AND SALUTATORIAN

These designations will be determined by work completed at the end of eight semesters. A student must be enrolled in Calculus in addition to four of these six classes: Physics, Chemistry, Chemistry II, Biology II, Biology III, Anatomy and Physiology. In determining the valedictorian and the salutatorian, the G.P.A. will be rounded off to the nearest ten-thousandths. (To begin with the graduating class of 2024)

EXTRA-CURRICULAR ACTIVITIES

Membership or participation in a school-sanctioned activity is a privilege and not a property right. Any school activity, including but not limited to clubs, sports, plays, variety shows, banquets, cheerleading, requires the student to be subject to all regulations in the handbook.

Spectator's Sportsmanship Code

1. Pay proper respect for our flag. Stand still and face the flag.
2. Applaud when the Bobcats take the field or court.
3. Show respect for your schools and your opponent's school "Loyalty Song" by standing when either is played.
4. Cheer fine play and good sportsmanship by either team. A good sport never boos!
5. Show your school spirit by supporting your cheerleaders.
6. Applaud as an injured player leaves the court or field.
7. Be silent during free throws.
8. Do not insult or provoke the officials or any unit employee.
9. Do not cause an injury or commit an act intended to cause an injury to another person.
10. Do not cause damage to property.
11. Do not commit an act which is intended to disrupt the school event.
12. Kindergarten through sixth grade students must sit with an adult during the game.

Any person who violates these rules will be subject to restriction, removal, or eviction from any school grounds and/or school sponsored or related activities. Fans that are ejected from a game home or away will sit out the next game if he/she exits quietly. If he/she does not exit quietly it will be a two game suspension. Second offense will be a three game suspension. The third will result in a calendar year suspension from the incident date.

GENERAL INFORMATION

All students who are involved in extra-curricular activities are subject to all rules and regulations passed by the Board of Education. High school students will be subject to all I.H.S.A. rules and regulations and junior high students (including 6th graders participating on junior high teams) will be subject to all I.E.S.A. rules and regulations. The I.H.S.A and I.E.S.A. also have rules and regulations to which students, as well as school personnel and fans, must adhere. **The athletic code will be enforced during the school calendar year, 24 hours a day and 7 days a week. It will start the 1st day of school or the 1st day of practice and will end the last day of school or the last day of the athletic season. All IESA infractions will be served during the duration of the IESA career (K-8) and all IHSA infractions will be served during the duration of the IHSA career (9-12). This also includes summer activities sponsored by the School District.**

Parent/Coach Chain of Command

Procedures to follow if you have a concern to discuss with a coach:

1. Call (618) 487-5100 at Beecher City Jr Sr High School or (217)-783-2125 at Cowden Herrick to set up an appointment to see the coach.
2. Please do not attempt to confront the coach before or after a contest. These confrontations can be emotional for both the parent and the coach. Meetings of this nature do not promote resolutions.

What a parent can do if the meeting with the coach did not provide a satisfactory resolution:

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting, an appropriate next step will be determined.

Unsportsmanlike Conduct

- If students are found to be in gross violation of the ethics of competition or principles of good sportsmanship, they may be barred from interscholastic athletic contests either as a participant or spectator or both.
- Any other person or persons who are found to be in violation of the ethics of competition or principles of good sportsmanship also may be banned from interscholastic contests.

- IHSA rules state: An athlete or coach who is ejected from a game will be suspended from the next event.
- Unsportsmanlike conduct will include, but not be limited to: profanity, verbal abuse, physical abuse, visual abuse, slander, or any type of initiation.
- Athletes who receive a technical foul must be temporarily removed from that contest until such time as the coach determines that the behavior, which resulted in the technical, will not be repeated.
- Athletes who receive a second technical foul in the same contest will be permanently removed from the contest and will subsequently be suspended from participating in the next regularly scheduled contest.
- The coach or principal may take disciplinary action against an athlete, including suspension and/or dismissal from the team if, in the judgment of the coach or the principal, the athlete conducts himself/herself in a manner that is detrimental to the team and/or Beecher City School District #20 or Cowden Herrick School CUSD #3A.

Participation Limits (Athletics)

High School

1. After a student enrolls in the ninth (9) grade, he or she will be eligible for no more than eight (8) semesters and four (4) seasons of competition in any sport.
2. The student's 7th and 8th semesters must be consecutive.
3. If a student is nineteen (19) years old on or after August 15, he or she will be eligible for all of the upcoming school year. However, if the student is nineteen (19) before August 15, he or she will not be eligible for the upcoming school year.

Junior High School

1. No student will be eligible to play on any team that has high school players on it.
2. For athletic activities designated as seventh (7) grade, a student will be eligible through age fourteen (14). For all other junior high athletic activities, a student is eligible through age fifteen.
3. Each student must have a valid birth certificate on file in the office before he or she can compete in junior high sports.

Physical Examinations

All students who participate in athletics must have a physical examination. The physical examination is valid for a period of 395 days. The physical information must be placed on a form available from the school. A licensed practicing medical physician must perform it. Students may not participate on any team until a current physical examination is on file. This includes practice.

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 suspended 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.

Insurance/Random Performance-Enhancing Testing by IHSA

Before any student participant shall be permitted to practice for or compete in any extracurricular event, and before any extracurricular equipment is issued to the Participant, the Participant must:

1. Be currently enrolled in, and have paid the current premium for, the school district's health insurance plan;
2. Provide proof of coverage for extracurricular injuries by a private insurance carrier in the form of a certificate from the insurance carrier and have on file with the school district a signed insurance waiver.
3. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug list and an agreement to take part in random testing for the substances.

4. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Scholastic Standing

High School – I.H.S.A.

1. A student must be passing, on a weekly basis, all classes.
2. A student may not have more than two (2) "D's".
3. A student must have passed at least twenty-five (25) credit hours the previous semester to be eligible at all during the ensuing semester. For fall sports, the first check will be after the first full week of school. For all other sports, the first check will be the first week of practice.
4. The eligibility check will be at the end of the school day on Thursday or the last day of attendance for the week if there is no school on Friday of that week.
5. Grades will be cumulative for each grading period. (each semester)
6. A student may not appear at a contest in uniform while he or she is ineligible.
7. During the first and second week of being ineligible, the student may practice, but he or she may not participate in any competitions. After three cumulative weeks of being ineligible, the student will be removed from the team or activity.

Junior High School - I.E.S.A.

1. A student must be passing, on a weekly basis, all classes.
2. A student may not have more than two (2) "D's".
3. For all IESA activities, athletic as well as non-athletic, passing work will be checked on a weekly basis to determine eligibility for the following Monday through Saturday. For fall sports, the first check will be after the first full week of school. For all other sports, the first check will be the first week of practice.
4. The eligibility check will be at the end of the school day on Thursday or the last day of attendance for the week if there is no school on Friday of that week.
5. Grades will be cumulative for each grading period. (each quarter is a grading period)
6. A student may not appear at a contest in uniform while he or she is ineligible.
8. During the first and second week of being ineligible, the student may practice, but he or she may not participate in any competitions. After three cumulative weeks of being ineligible, the student will be removed from the team or activity.

Attendance

Students must be in attendance all eight class periods on the day of a competition or practice in order to participate. Exceptions to this rule would be school related activities, doctor or dentist appointments (doctor's note), court appearances (official note), funeral (parent note), and other reasons approved by the administration.

Participation Requirements

Missing a practice without an approved excuse will result in the student not dressing or participating in the next game or activity. However, the student will continue attending practice. Three (3) unexcused absences will result in the student being removed from the team or activity.

Missing a game without an approved excuse will result in the student being dismissed from the team for the remainder of the season.

Personal Conduct

Poor, unsportsmanlike conduct on the bus to and from games/activity, practice, at the game/activity, or before, during, and after the game/activity will result in the following penalties:

1st Offense: Will not participate in the next game/activity.

2nd Offense: Dismissal from the team/activity.

Committing a violation of law may result in dismissal from the team/activity.

Riding the Bus to and from Events

No student will be allowed to travel to or from an extracurricular event with any other person than the student's parent/guardian, parent/guardian designated adult, or sibling. A note from the parent/guardian (stating that the student has permission to ride with: parent/guardian or parent/guardian designated adult, or sibling), with the Principal's or another approved staff member's signature, must be presented to the supervising staff member before the student will be allowed to participate in the event and/or not ride the bus after the event.

Cheerleaders will ride the players' bus and sit in the front unless a fan bus is going to the game unless pre-approved by the principal.

Sanctioned Apparel

Proper dress and grooming is basically the responsibility of the student athlete and the coach/sponsor. Students must remember that they represent their community. Therefore, unless the team travels in their uniforms, attire is at the coach's/sponsor's discretion. A coach/sponsor may require additional dress requirements as long as the change does not create a hardship for the students. The coach/sponsor and the Principal will decide if there seems to be any hardship for any of the team members.

Application and Conflict of Disciplinary Rules

In the instance of violation of school policies, rules and regulations or this Extracurricular Code by a student Participant, nothing herein or elsewhere shall prohibit the school district from imposing discipline available under this Code and disciplinary penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish, provided however, the due process rights of the student shall be protected in so doing.

Discipline Actions for Major Code Infractions

When evidence of a violation of the behavior code occurs, disciplinary action will be taken in consecutive order for each offense throughout the individual's high school career by the Athletic Director, Principal or his designee. Any disciplinary action not served or completed at the end of one school year will carry over to the next. Written parent contact will be made. If the individual and/or parent wish to appeal the decision that appeal can be made in writing to the Unit Superintendent within five school days of written notification.

Detentions

Students with detentions will not practice or compete if the detention is not served at the first scheduled time. Three detentions will result in a one game suspension. Every detention after will result in a game suspension.

Suspensions

A student receiving an in or out-of-school suspension (not caused by the use of tobacco products, alcohol, or controlled substance which is explained below) will not be allowed to practice or participate the night of the suspension and during the time that the suspension is being served. A student who receives a suspension will be suspended for the same number of games as the number of days suspended. During the course of a suspension the student will not participate or be in attendance at any contest or event which occurs concurrently with the period of suspension. A student's suspension begins at the time it is assigned. Weekend contests or events, which occur before the regular school days involved with a suspension, will be included under the period of the suspension.

Example: 1 suspension = 1 game.

Use, Possession, Distributing, Purchasing, Selling of Tobacco Products, Alcohol, and Controlled Substances

Students who are observed by a reliable source (Reliable source of information is any person that the administration considers to be reputable) using or are apprehended in possession or use of tobacco, alcohol, controlled substances, or drug paraphernalia will receive the following penalties.

Use, Possession, Distributing, Purchasing, Selling of Tobacco or Smoking Device:

1st Offense: 8 Game Suspension

2nd Offense: One year suspension from all activities covered by the Code for one calendar year. No awards will be earned.

3rd Offense: Loss of all privileges to participate as a member in all extracurricular for the remaining years enrolled in high school.

Action to Reduce Consequences of Use, Possession, Distributing, Purchasing, Selling of Tobacco or Smoking Device:

Option 1: The consequences of the first violation of a major code infraction which is first reported by the student or the parent of the extracurricular participant or participates in and completes a program for substance abuse or counseling, approved by the administration may be reduced to 4 contest/events (Regular season or tournament) for that activity.

Use, Possession, Distributing, Purchasing, Selling of Alcohol:

During Season:

1st Offense: Dismissal from the team/activity for the remainder of the season.

No awards will be earned.

2nd Offense: One year suspension from all activities covered by the Code for one calendar year. No awards will be earned.

3rd Offense: Career suspension from the date of the offense through graduation. No awards will be earned.

Out of Season:

1st Offense: Suspension for 8 contest/events (regular season and/or tournament) for that activity. If a student is involved in simultaneous activities, the suspension will be served concurrently in all of the activities.

Students will not be allowed to join extracurricular activities already established in order to avoid an athletic suspension. If the participant finishes the season in good standing, the individual will be eligible for an award. If the suspension is carried over to the next activity in which the individual participates, a letter may be given after the suspension is completed. In order for the suspension to be considered served, the participant needs to successfully complete the season.

2nd Offense: One year suspension from all activities covered by the Code for one calendar year. No awards will be earned.

3rd Offense: Career suspension from the date of the offense through graduation. No awards will be earned.

Action to Reduce Consequences of Use, Possession, Distributing, Purchasing, Selling of Alcohol out of Season:

Option 1: The consequences of the first violation of a major code infraction which is first reported by the student or the parent of the extracurricular participant may be reduced to 6 contest/events (Regular season or tournament) for that activity.

Option 2: The consequences of the first violation of a major code infraction may be reduced by any extracurricular participant who, at his/her own expense, participates in and completes a program for substance abuse or counseling, approved by the administration. The consequences of the first violation may be reduced to 6 contest/events (Regular season and/or tournament) for that activity.

Option 3: The consequences of the first violation of a major code infraction may be reduced to 4 games if the individual completes options 1 and 2.

Use, Possession, Distributing, Purchasing, Selling of Controlled Substances or Drug Paraphernalia:

1st Offense: One year suspension from all activities covered by the Code for one calendar year. At his/her own expense, participates in and completes a program for substance abuse or counseling, approved by the administration. No awards will be earned.

2nd Offense: Career suspension from the date of the offense through graduation. No awards will be earned.

ATHLETIC AWARDS AND PROCEDURES POLICY

All awards are to be issued by the Beecher City Community Unit #20 and Cowden Herrick CUSD #3A School System with the sanction of the Athletic Staff (Principal, Athletic Director, and Head Coaches).

Awards

Certificates: One will be issued to each participant with all the sports listed in which the student has participated.

Pins: Each participant will be given a pin in each individual sport in which he or she competes. The pins will be attached to the certificate.

Plaques: A senior will receive a plaque (if earned a varsity letter senior year) acknowledging each sport or activity in which he or she has participated during his or her high school career. The senior must participate the entire season. For baseball, the student must participate in both the Fall and Spring season.

Trophies: Each varsity sport will give out three (3) individual trophies. The students receiving the trophies will be chosen by the coaches in each sport.

Varsity Letters: If a student earns a varsity letter, he or she will receive the varsity letter with a pin to distinguish the varsity letter from the junior varsity award.

How to Earn a Varsity Letter:

Any athlete may earn one varsity letter in four (4) years. The appropriate pins, as well as a certificate, will be given each year of participation.

Senior athletes will receive a plaque listing all activities in which he or she has participated during his or her four (4) years of high school.

Qualifying for a Varsity Letter

- The student must be in a varsity sport for a full season.
- The student must stay eligible as to the rules of the I.H.S.A. or I.E.S.A. and the rules established by the Board of Education.
- The student must display a good mental attitude.
- The student must attend practice and show improvement.
- The student must take care of all equipment and return all equipment at the end of the season.
- The student must meet the individual sports requirements as stated below.

Baseball: An athlete must participate in the Fall and Spring seasons to letter. He must participate in $\frac{1}{2}$ of the regular season innings. Pitchers, who play no other position, must be in 25% of the games as either a starter or in relief.

Basketball: To receive a varsity letter, an athlete must participate in half of the quarters of varsity competition.

Cheerleaders: Must cheer in all games excluding injury, illness, or pre-arranged absences by the sponsor.

Managers: Must manage a full year as a varsity manager.

Softball: A player must participate in $\frac{1}{2}$ of the innings in the regular season. Pitchers who play no other positions must enter 25% of the games either as a starter or in relief.

Volleyball: A player must participate in $\frac{1}{2}$ of the regular season games.

Track: A player points must equal the total number of meets.

Cross Country: A player must score in 4 meets and or beat a benchmark time for their age level. Freshmen under 20:00 Boys 24:30 Girls, Sophomores 19:30 Boys 24:00 Girls, Juniors 19:00 Boys 23:30 Girls, Seniors 18:30 Boys 23:00 Girls.

Scholar Bowl: A player must answer 5 toss up questions and participate in the Fall and Spring seasons.