



Greenfield  
High School

**STUDENT HANDBOOK**

**2018-2019**

Kevin Bowman  
Superintendent

Beth Bettis  
Principal

**WELCOME TO GREENFIELD COMMUNITY UNIT SCHOOL  
DISTRICT #10**

The faculty and staff at Greenfield Community Unit School District 10 welcome you to the 2018-2019 school year. Greenfield CUSD #10 offers an excellent range of educational opportunities for all students. We are confident that you will uphold the many wonderful traditions of the Greenfield School District.

Education is an important key to your future success. Education provides the knowledge, discipline, responsibility and social interaction for you to set and reach worthwhile goals. Through the faculty and staff you will be offered many opportunities to prepare yourself for that next step in life. Your success in school, as later in life, depends largely upon your personal efforts. Attendance and participation in class are essential for academic success.

This handbook is provided to you as a way of describing the school, its practices, procedures, rules and regulations. It should be read carefully and referenced often. By doing so, you will be able to maximize your educational opportunities and have a pleasant, enjoyable experience in Greenfield CUSD #10. We also encourage you to visit our District and school websites ([www.greenfieldschools.org](http://www.greenfieldschools.org)) to get the most recent information regarding education, events and Greenfield School District Board of Education policies.

It truly is a privilege to work with the District's dedicated staff in bringing educational opportunities to the community's youth. We are here to serve - and we encourage students and parents to consult with teachers and administrators to maintain a strong educational partnership.

Mr. Kevin Bowman  
Superintendent of Schools

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Greenfield High School	(217) 368-2219
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Greenfield Elementary School	(217) 368-2551
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## GREENFIELD HIGH SCHOOL STAFF

### Administrative Staff

Beth Bettis.....Principal  
Missy Struif.....Guidance/Curriculum  
Cindy Pembrook .....Secretary

### Instructional Staff

John Bayless.....Science  
Angie Brown.....Business/Computers  
Jeri Lynn Brown.....Math  
Beth Burrow.....Agriculture  
Josh Clark.....Industrial Technology  
Jon Dierkes.....History  
Hannah Flatt.....English  
Nick Gant.....Math  
Jennifer Grummel.....Paraprofessional  
Tyann Hallock.....Special Education  
Luann Hubbard.....Family & Consumer Science  
John Jaros.....Spanish  
Katie LaPlant.....Art  
Toni Longmeyer.....English  
Jill Pembrook.....Health/PE  
Joe Pembrook.....Science  
Laura Steidley.....Library Aide  
Caleb Williams.....Driver's Ed/ PE  
Elayne Willis.....Librarian

### Maintenance Staff

Roger Lansaw.....Custodian  
Richard Major.....Custodian

## HIGH SCHOOL SCHEDULE

### Regular Dismissal

8:10 - 9:31	1 A/B Period
9:35 - 10:19	Independent Learning
10:23 - 11:44	3 A/B Period
11:44 - 12:20	Lunch
12:24 - 1:45	4 A/B Period
1:49 - 3:10	5 A/B Period

### 1:55 Dismissal

8:10 - 9:25	1 A/B Period
9:29 - 10:44	3 A/B Period
10:48 - 12:03	4 A/B Period
12:03 - 12:36	Lunch
12:40 - 1:55	5 A/B Period

### 11:25 Dismissal

8:10 - 8:56	1 A/B Period
9:00 - 9:46	3 A/B Period
9:50 - 10:36	4 A/B Period
10:40 - 11:25	5 A/B Period

**\*\*NO Independent Learning in either early dismissal schedule.\*\***

### **OUR SCHOOL'S MISSION STATEMENT**

The Greenfield School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students will learn and grow. This partnership shall empower all students to develop strong self-esteem and to become responsible learners and decision-makers. The school district is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

### **DISTRICT #10 STUDENT GOALS**

Greenfield Community Unit School District #10 should provide opportunity for each student to:

1. Recognize and act upon his/her obligation to develop and maintain a healthy and sound body.
2. Develop to his/her potential those basic academic skills necessary for a productive and satisfying life.
3. Acquire knowledge about, understanding and perception of the aesthetic aspects of this emerging world.
4. Develop and clarify a set of his/her values which will provide meaningful direction for their life.
5. Develop an understanding of the democratic system, a feeling for its inherent obligations and responsibilities, and a commitment to participate in its process.
6. Acquire those attitudes and skills necessary for personal satisfaction in the wise use of leisure time.
7. Develop an understanding of his/her world, acquire skills in the management of natural resources, and act to improve the quality of the environment.

### **DISTRICT WEBSITE**

Greenfield School District has a website, [greenfieldschools.org](http://greenfieldschools.org), with information that may prove useful to parents, students and staff. Links from this site to web pages for Greenfield Elementary School and Greenfield High School are available.

Information NOW is our parent portal which provides internet access to student grades and attendance. Please contact the school office for your individual login and password.

## **PHILOSOPHY OF THE BOARD OF EDUCATION**

It is the responsibility of the district to provide an educational program which will enable the children of the community to grow physically, intellectually, morally, socially, and emotionally, that they may live happily as children and that they may become productive citizens of our democracy, realizing the most complete life possible within the limits of their individual needs, interest and abilities. As a basis for building this educational program, we believe that:

–Education is a continuous growth process by which people learn to think and act more effectively.

–The individual has worth and dignity as a person.

–The individual's welfare is dependent upon the welfare of others and all must have an understanding of the mutual rights and problems of all people.

–A respect for and an understanding of the policies of democratic government must be held by all.

–The privileges of the democratic way of life enjoyed by the individual imply a responsibility to help maintain this democracy.

–Education should strive to remove class and caste barriers and to promote social mobility in our society.

–Ours is a dynamic society, where change is the rule and not the exception, one in which we must advance by guiding progress through the evaluation of alternatives and the outcome thereof.

–Complete citizenship can be realized only through the development of a personality, characterized by intellectual, emotional and social maturity.

–We must provide ways and means for the individual to discover and develop his/her ability and personality.

–In our democratic society, an opportunity for the development and mastery of fundamental attitudes, habits and skills must be offered, at a manageable rate for the individual, to all the people.

–Each person should acquire an understanding of and a respect for the traditions, customs and heritage of this country which have contributed to its development and will affect its future progress.



## **CHARACTER EDUCATION**

Greenfield CUSD #10 believes that it is the responsibility of both parents and the school district to teach character education to our children. The school district believes in positive behavioral support for each and every child. Parents and guardians can expect their child will be taught many character education lessons throughout each and every school year. The District has identified three basic character education themes that will be the focus for each and every student, each and every day. The District will teach, promote, reinforce, and expect all students and staff to be: Responsible, Respectful, and Safe. The District would like to ask that parents teach and reinforce these three qualities and many others at home.

We will be implementing Positive Behavioral Interventions and Supports (PBIS) this year throughout the Greenfield district. As a result of implementing PBIS within we plan to:

1. Create a more positive environment in our school and community
2. Be more intentional in teaching socially acceptable behaviors
3. Create consistency among adults
4. Identify students in need of behavioral support
5. Use data to guide our decision-making
6. Create a consistent, systematic plan for discipline
7. Recognize families as an integral part of the school community

## **PROOF OF RESIDENCY**

Students must be residents of Greenfield Community Unit School District #10. Parents or guardians may be required to furnish two (2) proofs of legal residency. Such proofs include, but are not limited to, tax bill, driver's license, utility bill, or a letter from a landlord. Proof of residency is the responsibility of the parent/guardian. Tuition will be paid to the Greenfield District for any period of time the student attends school as a nonresident.

## **RESIDENCY REGARDING MILITARY OBLIGATIONS**

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including

tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school. School districts shall facilitate re-enrollment when necessary.

### **BIRTH CERTIFICATE**

At the time of initial registration, a student must present a certified copy of their birth certificate.

### **Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

#### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health exam, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, 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, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

2. A diabetes screening is a required part of each health examination; diabetes testing is not required.

3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.

5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the 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 District. New students who register after October 15 of the current school year 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 the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent 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 parents/guardians show 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 parents/guardians show an undue burden or a lack of access to a dentist.

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health

records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

### **STUDENT RIGHTS & RESPONSIBILITIES**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school, the student may form a correct attitude toward it.

Students, as citizens of the United States, are guaranteed certain individual rights and responsibilities. The student has the right to an appropriate education for participation in a democratic society. The student has the right to learn in a safe and orderly environment. Parents, teachers, and administrators have a responsibility, a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

- To become informed of and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers
- To respect the rights and individuality of other students, school administrators, and teachers
- To refrain from libel, slander, and obscenities
- To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety
- To be punctual and present in the regular or assigned school program
- To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the educational process
- To maintain the best possible level of academic achievement
- To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's educational records within 15 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement, unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age.

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

### **Student Privacy Protections**

#### **Surveys by Third Parties**

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

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

#### Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### Instructional Material

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

#### Selling or Marketing Students' Personal Information Is Prohibited.

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or



parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

### **STUDENT RECORDS**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record, if the record is maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parents(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

## **PARENTS' RIGHTS TO QUALIFICATIONS OF EDUCATORS**

Parents have the right to request information regarding the professional qualifications of any teacher instructing their child. A request must be made in writing regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether the child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

## **MEDICAID PARENTAL CONSENT WRITTEN NOTIFICATION**

Consistent with requirements in 34 CFR 300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for the services under 34 CFR part 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and
4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

## **SPEECH**

Speech therapy is available to any child in the district from 3 years old through high school for problems involving mis-articulation, voice,

hearing, stuttering, and language. The speech therapist administers screening tests to all kindergarten, first, third and fifth grade students as well as all students new to the district. A test can be given to preschool students to determine if their speech is developing at a normal rate. An appointment for this test can be made by calling the elementary office. These problems are physical, not intellectual, and can only be corrected by practice.

### **TESTING PROGRAM**

One of the important techniques for obtaining information about a student's potential for learning and how much he/she has actually learned is a standardized test. During the year, students will take a test of mental abilities and/or achievement. The tests used are:

Kindergarten – Brachen Basic Concept Scale

Grades 2 & 5 – Cognitive Ability Test (CogAT) (Other tests may be used at the teacher's discretion.)

Grades 1-8 - Pre - Post Tests

Grades 3, 4, 5, 6, 7, & 8 - State testing - PARCC

Grades 6 & 7 - Orleans-Hanna Algebra Prognostic test

Grade 11 - PSAT/NMSQT (optional)

SAT – State Testing

### **TITLE I PROGRAM**

This program is designed to help those students in grades K - 5 who need additional instruction in the areas of reading and math. This program enables the child to receive more individualized instruction and allows us to better meet their needs educationally.

### **POLICIES & PROCEDURES**

#### **ASBESTOS NOTICE**

In accordance with the asbestos act, this notice serves as an official warning that district buildings contains asbestos. Although maintained, law requires this warning. Specific information regarding location and management actions may be found in the main office.

\*\*The asbestos in our building is properly maintained and inspected every 6 months by district personnel and every 3 years by a licensed architect.

#### **STRUCTURAL PEST CONTROL ACT**

The Greenfield School District has an integrated pest control plan. The supervisor of each District building notifies students and employees in their building, as well as the parent(s)/guardian(s) of students, at least two business days before a pesticide application in and around school

buildings or grounds. The notification must be published, identify the intended date of the application, and state the name of the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case, the Structural Pest Control Act or the Lawn Care Application & Notice Act, whichever is applicable, shall control.

### **ANTI-HAZING/BULLYING**

Students who participate in the District's co-curricular activities program shall function within the framework of the District's policies, administrative procedures and each individual school's rules.

No administrator, faculty member or employee of the District shall encourage, permit, condone or tolerate hazing/bullying activities. No student, including leaders of student organizations, shall plan, encourage or engage in hazing/bullying.

#### **Cyberbullying is defined as:**

A student uses the internet, interactive and digital technologies or cell phones to torment, threaten, harass, humiliate, embarrass or otherwise target another student.

#### **Bullying is defined as:**

the desire to hurt someone, leading to a repetitive hurtful action with unjust power, evident enjoyment by the aggressor and a sense of being oppressed on the part of the victim.

**Bullying includes but is not limited to:** Physical-hitting, kicking, choking, punching, verbal-threatening, taunting, teasing, starting rumors, hate speech.

#### **Hazing Prohibited:**

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing or reckless act directed to or required of a student, for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

#### **The term hazing includes but is not limited to:**

Any type of physical brutality such as whipping, beating, striking, branding, electronic shock, or placing a harmful substance on the body. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk or harm that adversely affects the mental or physical health or safety of the student.

**Teen Dating Violence is Prohibited.**

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 13-19 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.

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation or harassment.

Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

Any activity that includes, causes, or requires the student to perform a task that involves a violation of state or federal law.

Students who commit the following acts violate District policy and, therefore, are subject to District discipline and possible criminal prosecution:

- Engaging in hazing/bullying.

- Soliciting, encouraging, directing, aiding or attempting to aid another engaged in hazing.

- Intentionally, knowingly or recklessly permitting hazing.

- Having knowledge or the planning or occurrence of a specific hazing activity and failing to report it to the Building Principal, Superintendent, or other school employee.

**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 student 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, migrant status, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or 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 it not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational behavior process of 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. All school staff members are available for help with a bully or to make a report about bullying. Anyone including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

*Nondiscrimination Coordinator:*  
Kevin Bowman, Superintendent  
311 Mulberry St., Greenfield, IL  
217/368-2447

*Complaint Managers:*

Beth Bettis, H.S. Principal  
502 East St.  
Greenfield, IL  
217/368-2219

Jeremy Lansaw, Elem. Principal  
115 Prairie St.  
Greenfield, IL  
217/368-2551

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.

**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.

## EDUCATION OF HOMELESS CHILDREN

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

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act & State law.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his/ her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his/her parent/guardian with a written explanation for the denial. Whenever a child and his/ her parent/guardian who initially share the residence of another person due to loss of housing, economic hardship, or a similar hardship continue to share the residence, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

## SPECIAL EDUCATION SERVICES

**Greenfield Community Unit School District #10 is a member of Four Rivers Special Education Cooperative. The Greenfield District in its partnership with Four Rivers provides programs for students who are eligible for special education and related services pursuant to the criteria established in the Individuals with Disabilities Education Act (IDEA), Article 14 of The Illinois School Code.**

Greenfield Community Unit School District has Board Policy in Section 6:120 of the Board of Education Policy Manual addressing The



Education of Children with Disabilities. Greenfield Community Unit School District offers a full continuum of services for students who are eligible for special education and related services through Four Rivers Special Education Cooperative. Parents and/or guardians, who believe their child may require special services, may address their concerns with the building principal. Pre-Referral procedures will be followed to determine if a case study evaluation is appropriate. Parents and/or guardians must give consent to proceed with an evaluation, if deemed appropriate.

In accordance with state and federal regulations, the Greenfield School District provides programs for students identified with *Cognitive Disability, Orthopedic Impairment, Specific Learning Disability, Visual Impairment, Hearing Impairment, Deafness, Deaf-Blindness, Speech/Language Impairment, Emotional Disability, Other Health Impairment, Multiple Disabilities, Autism, and Traumatic Brain Injury*. If a student has a temporary physical or health impairment, and is determined to be absent a minimum of ten days by a physician, the student may be eligible for homebound or hospital instruction. Discipline procedures for special education students will be compliant with the Individual with Disabilities Educational Act. Greenfield Community Unit School District has Board Policy in Section 7:230 of the *Board of Education Policy Manual*.

## **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.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

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

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

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

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

### **TRANSITION FROM EARLY INTERVENTION TO EARLY CHILDHOOD SPECIAL EDUCATION**

Greenfield Community Unit School District #10 participates in Child Find Activities for persons from Birth thru age 21. The District ensures that children moving from Early Interventions to Early Childhood Special Education at the age of 3 will experience a smooth and efficient transition. Eligible children exiting Early Interventions will have an Individualized Education Plan and services in place on the child's third birthday. A District representative will participate in Transition Planning Conferences. The District will provide information to the parents on the process, evaluation practices, and services available to eligible students.

### **SECTION 504**

Greenfield Community Unit School District #10 does not discriminate against students on the basis of disability as defined under regulations

implementing Section 504 of the Rehabilitation Act. The Greenfield Community Unit School District #10 has Board Policy in Section 6:120 of the Board of Education Policy Manual, which addresses services to students who are eligible for services under IDEA, but, because of a disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special safeguards.

### **ENGLISH LEARNERS**

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

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

For questions related to this program or to express input in the school's English Learners program, contact the District Office at 217/368-2447.

The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/ guardians of English Language Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program and/or Transitional form of instruction.
4. Comply with any applicable State and Federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by state and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be

used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and parental involvement will be encouraged.

### **PARENT INVOLVEMENT**

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about the District's English Language Learners programs.

### **PARENT VOLUNTEERS**

Parents may complete a volunteer form to be considered for volunteer activities within the district. Forms are available at offices and online. The school recognizes the value of student participation in field trips to increase learning. Field trips, which are going to exceed a 200-mile radius from Greenfield, will require Board approval. Students need to be aware that the law considers all field trips the same as a classroom. Therefore, all school rules, regulations, and policies apply on these trips as if the student were actually in the school. Any parent/guardian or alternate planning to attend a field trip with their student must first participate in a background check through the district office at their own expense and must also meet the requirements set by the PTO regarding room parents. Remember, you represent not only yourself but also your school, family and community. Students who do not join their group on a field trip are expected to attend school on the day of the trip. No siblings or non-district students may attend field trips.

### **SEX DISCRIMINATION**

No student shall be refused admission into or be excluded from any course of instruction offered in the schools by reason of that person's sex. No student shall, solely by reason of that person's sex, be denied equal access to physical education and inter-scholastic athletic programs or comparable programs supported from school district funds. Comparable programs will be defined in guidelines promulgated by the State Board of Education in consultation with the Illinois High School Association and the Illinois Elementary School Association.

## **TITLE IX**

Greenfield Community Unit School District #10, Greenfield, Illinois, will comply with the Federal Regulations for Title IX, of the Education Amendments of 1972, prohibiting sex discrimination in education. Any student or employee having a grievance relating to Title IX should contact the Superintendent, for information regarding procedures for submitting a grievance. He may be contacted by calling 217/368-2447 or by letter at 311 Mulberry St., Greenfield, Illinois 62044.

### **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; migrant status; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, 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.

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, 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.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, 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.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

*Nondiscrimination Coordinator:*  
 Kevin Bowman, Superintendent  
 311 Mulberry St., Greenfield, IL  
 217/368-2447

*Complaint Managers:*

Beth Bettis, H.S. Principal	Jeremy Lansaw, Elem. Principal
502 East St.	115 Prairie St.
Greenfield, IL	Greenfield, IL
217/368-2219	217/368-2551

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation

regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### **EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY RECRUITMENT**

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

**Nondiscrimination Coordinator:**

Kevin Bowman, Superintendent  
Name  
311 Mulberry Street, Greenfield, IL 62044  
Address  
kbowman@greenfieldschools.org  
Email  
217-368-2447  
Telephone

**LUNCH PROGRAM**

Breakfast and lunch is available to both elementary and high school students. The District has a cafeteria located at the elementary school. Meals for high school students will be delivered each morning for breakfast and during the lunch period for lunch.

Greenfield Community Unit School District #10 participates in the National School Lunch and Breakfast program. This program makes school lunch and breakfast available to all students. Information and applications for the free and reduced lunch/breakfast program will be available at registration and in all school offices throughout the school year. Federal law requires verification through appropriate documentation. The district follows the income guidelines that are set by the U.S. Department of Agriculture. All meals served meet the U.S. Department of Agriculture meal requirements.

<b><u>Meal Costs:</u></b>	<b><u>Breakfast</u></b>	<b><u>Lunch</u></b>
Student	\$1.80	\$2.60
Adult	\$2.50	\$3.10
Reduced	\$0.50	\$0.60

[mySchoolBucks.com](http://mySchoolBucks.com) is an on-line system that will allow you to make deposits into your student's school meal account. It allows you to check balances, review transaction history, and receive low balance alerts at home. Payments can be made using your Visa, MasterCard or Discover credit/debit cards. You will also have the option to have payments made automatically each month. You will receive deposit confirmations sent directly to your e-mail account. Information to set up a My School Bucks account will be handed out at registration. Please note that there is a service fee for using [mySchoolBucks.com](http://mySchoolBucks.com).



### **ILLINOIS SCHOOL CODE REGARDING WEAPONS**

The board may expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board of Education on a case by case basis. For purposes of this Section, the term “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotgun, brass knuckles, billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, scissors, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

### **SEARCH and SEIZURE**

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities 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 Superintendent or 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.

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, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District’s student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

State law requires the District to notify students and their parents/guardians that school officials may request or required a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that s/he violated a school disciplinary rule or Board policy.

### **DUE PROCESS RIGHTS**

#### **DUE PROCESS WITH REGARD TO STUDENT DISCIPLINE**

The Greenfield School District recognizes the due process rights of its students. Due process rights are exercised in discipline situations when the student is at risk of one of the following.

1. The student's punishment involves a disciplinary hearing that could result in expulsion from school.
2. The student's punishment involves out-of-school suspension.

#### **DUE PROCESS PROCEDURE**

1. The student is verbally notified of the discipline infraction by the Principal/Administrator.
2. The student is given the opportunity to explain his/her version of the incident.
3. The Principal/Administrator notifies the student verbally and the parents verbally or in writing of the punishment given for the offense.

4. If the disciplinary measure by the Principal/Administrator is an out-of-school suspension, the student's parent(s)/guardian(s) may elect to appeal the decision. If so, appeal shall be made in writing, and the matter will be referred to a hearing officer. After presentation or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

5. If a recommendation is made by the Principal/Administrator for an expulsion, the matter shall be referred to the Board of Education for a hearing. The student's parent(s)/guardian(s) may appear at said hearing with a representative if they so choose. Witnesses may be called and evidence presented relevant to the alleged misconduct and any accumulated misconduct during the school year.

### **JURISDICTIONAL STATEMENT**

Handbook and school rules apply to all school-sponsored events, on and off campus. The grounds for disciplinary action, apply whenever the student's conduct is reasonably related to school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to/from school or school activity, function or event; or
4. Anywhere, if; (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

### **STUDENT RIGHTS PROCEDURE**

EXPLANATION: A grievance is a difference of opinion raised by a student or group of students involving; (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation, Title IX. This procedure is not intended to limit the opinion of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1)

representation, (2) present witnesses and evidence, (3) confidentiality, (4) review relevant records, and (5) proceed without harassment and/or retaliation. Time limits refer to days when school is in session. More detailed information is available in the office.

STEP 1 - The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP 2 - If the problem is not resolved, the grievance would be referred informally to: high school Principal. A meeting must be held within five (5) days from notification of referral and an oral response must be made within five (5) days.

STEP 3 - If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and the district representative within ten (10) days and a written response made within five (5) days.

STEP 4 - If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the Superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP 5 - If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance in writing to the school board within five (5) days from the receipt of the written responses. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days. The grievance procedure for students is published in the district handbook and publications that reach all students including those in special education. The procedure along with explanations, due process and directions are available for inspection in the following offices: Superintendent, Principal, Coordinator for Title IX and Section 504, and counselors. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible. Students have the right:

1. Right to representation: A grievant may choose to be represented by attorney or person of their choosing, such as a

relative/advocate. Issue of ordinary school operation will be resolved as informally as possible.

2. Right to present witnesses and evidence: Grievant shall be allowed to present the grievance with relevant evidence & pertinent witnesses. All parties shall have opportunity for hearing & questioning witnesses.

3. Time limits: Participants shall adhere to time limits prescribed for each level. Failure by administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

### **GANG ACTIVITY PROHIBITED**

Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days from school
- Expulsion not to exceed 2 calendar years from school

### **ATTENDANCE**

When a student is absent from school, state law requires the school to contact the parent or guardian by phone to verify the absence. **We ask that parents call the Elementary School (217-368-2551) or High**

**School (217-368-2219) by 9:30 a.m. on days when students are absent stating why they are absent.** If you do not contact the school, we must attempt to contact you. This includes calling at work if necessary. The school must be contacted **every day** your child is absent unless prior arrangements have been approved.

The laws of the State of Illinois require those children between the ages of six (on or before September 1) and seventeen years to attend school the entire time it is in session during the regular school term. This means 240 instructional minutes for students in grades K-1, and 300 instructional minutes for students in grades 2-12. In the event that a student misses school, the following criteria (as defined by Illinois State Code 5/26-2A) will be used to determine whether the absence is excused or unexcused.

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, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at 217-368-2219 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot

be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

When a student is too ill to attend school, s/he is also considered too ill to take part in evening activities or to attend school activities or games that same day.

In most cases medical and dental appointments are not reasons for a full day's absence from school. It is expected that a student will keep the appointment and then return to school as soon as possible. Afternoon appointments should allow students to attend at least a portion of his/her morning class obligations.

Any pupil leaving school during school hours without permission of the principal shall be regarded as truant and may be suspended or subjected to other punishment as the principal may direct.

#### Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

### **ILLNESS POLICY**

The following illness policies will be enforced, for the health, well-being and safety of all concerned. If you have any questions concerning this policy and whether your child should attend, please call the School Nurse at 217/368-2551 before bringing your child to school.

- We ask the parents to help assist us by keeping sick children home. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other

parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important. Please be courteous of all children, and refrain from bringing an ill child until 24 hours have passed from infectious symptoms.

- Under no circumstances may a parent bring a sick child to school, if the child shows any signs of illness see (SYMPTOMS REQUIRING REMOVING OF CHILD FROM SCHOOL), or is unable to participate in the normal routine and regular school day.
- In the event a child complains about not feeling well during the school day, the nurse will assess your child's situation and then contact you to give you a report of their condition. Together, with you and your child, a plan of action will be made. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

**Symptoms requiring removal of child from school:**

- **Fever:** Fever is defined as having a temperature of 100°F or higher, (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol, or any other fever reducing substance.)
- **Diarrhea:** runny, watery, bloody stools, or 2 or more loose stools.
- **Vomiting:** repeated vomiting. Note: please do not bring your child if they have vomited in the night.
- **Difficulty Breathing-** unable to catch his/her breath, sore throat, or continuous coughing.
- Frequent scratching of body or scalp. Contagious conditions include: lice, rash, or any other spots that resemble childhood diseases.
- **Drainage** – draining wound that cannot be contained within a dressing, eye drainage (pink eye).
- **Child is irritable, continuously crying,** or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.



### **HEAD LICE**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **ASSIGNMENT MAKE-UP OPPORTUNITIES**

An absence for valid cause will be given full make-up privileges. A student who has an excused absence should see his/her teacher(s) upon return for any assignment, make-up work, or test that needs to be completed. If an absence is prearranged prior to being gone, assignments will be due on the date they return.

The student will have one day per excused absence to complete the missed work. Length of time for make-up work for an extended illness will be addressed on an individual basis. Doctor notes are required for extended absences. Homework may be picked up after 3:00 p.m.

### **ATTENDANCE REQUIRED FOR EXTRA-CURRICULAR PARTICIPATION**

Students must be present 1/2 of the school day to participate in any after-school activity (practice and/or games). If students are here and go home, they cannot come back to after-school activities. If students are too sick to stay at school they are too sick to come back for an after-school activity. Students must sign in at the office by 12:30 p.m.

### **REQUEST FOR PRE-ARRANGED ABSENCES**

When it is absolutely necessary for a student to be absent for any reason other than a medical or dental appointment during school hours or days, parents should send a note to the office requesting a pre-arranged absence form. **Please notify the school office of your request one week in advance.**

## TRUANCY

A truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Students who have been absent 5% or more of the previous 180 regular attendance days, not 5% of the current school year's regular attendance days, are required to provide a doctor's note stating the reason for the absence to receive an excused absence. If a doctor's note is not received **stating it was necessary the student be absent from school** after being requested, the absence will be considered unexcused. A student is considered a chronic truant with 9 unexcused absences in the previous 180 school days.

## GRADUATION REQUIREMENTS

Greenfield High School requires 28½ credits for graduation.

<u>Subject Area</u>	<u>Credits required</u>
English	4*
Math	3**
Science	3
Social Science	3***
P.E.	3
Resource Management	.50
Health	.50
Drivers' Ed.	.50
Computer, Concepts, Software	1

\*including English I, II, III and one additional from Course List  
\*\*including Geometry (Students must select a track for math to fulfill the 3 credits required for graduation. The student, counselor and teacher will decide which track the student will need: the Algebra IB-Geometry-Algebra II or the Geometry-Algebra II-Pre-Calculus.)  
\*\*\*including Govt. & Civics, U.S. History and 1½ credits from List

Minimal requirements used to determine a student's grade level placement:

Freshman	- completion of 8 <sup>th</sup> grade
Sophomore	- 4.5 credits
Junior	- 12.5 credits
Senior	- 20.5 credits

Credits will be evaluated before the start of a new school term. No re-evaluation of credits will be done during the school year.

### **EARLY GRADUATION**

Early graduation may be granted after completion of (7) semesters of attendance and when students have met all graduation requirements. Students who have permission from their parent/guardian must apply to their counselor within the first two (2) weeks of the 7<sup>th</sup> semester. Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent by the counselor.

Permission for early graduation may be granted a student by the School Board upon the recommendation of the Superintendent.

### **CORRESPONDENCE COURSES**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

- 1) The course is given by an institution accredited by the North Central Association of Colleges and Secondary School;
- 2) The student assumes responsibility for all fees; and
- 3) The Building Principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

### **COLLEGE COURSES**

A student who successfully completes community college courses may receive high school credit, provided:

- 1) The student is a senior in good academic standing;
- 2) The course is not offered in the high school curriculum;
- 3) The course is approved in advance by the student's guidance counselor and the High School Principal; and
- 4) The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

### **GREENFIELD FOUNDATION FOR EDUCATIONAL EXCELLENCE**

Greenfield Foundation for Educational Excellence (GFEE) is a non-profit organization established to promote educational excellence within the Greenfield School District. GFEE provides scholarships to seniors seeking to further their education. Scholarship applications are available in the spring and monetary awards are distributed at graduation by members of the Foundation. Mini-grants are also provided to teachers needing funds for special projects or programs within their classrooms. Please inquire at the Greenfield School District office for information about meeting dates or ways to support the Foundation.

## COURSE OFFERINGS - 2018-2019

### English

English I  
English II  
English III  
English IV  
Creative Writing  
Drama  
Film in Literature  
Journalism  
Novels  
Short Stories  
Speech  
Technical Writing

### Social Science

Advanced History  
Current Events  
Geography  
Government & Civics  
Military History  
U.S. History  
20<sup>th</sup> Century History

### Family & Consumer Science

Child Development  
Introduction to FACS\*  
Nutrition/Culinary Arts II\*  
Parenting

### Industrial Technology

Construction I\*  
Construction II\*  
Industrial Arts\*  
Introduction to IT\*  
Welding 191\*/193\*

### Additional Classes

Drivers' Education\*  
Health  
Physical Education  
Resource Management

### Music

Band  
Chorus

### Science

Biology I\*  
Chemistry\*  
Ecology  
Environmental Science  
General Science  
IPS\*  
Physics\*

### Mathematics

Algebra IB  
Algebra II  
Calculus  
Geometry  
Pre-Calculus  
ScienceTechnologyEngineerMath\*  
Vocational Geometry

### Business Education

Accounting I\*  
Accounting II\*  
Business Technology Concepts\*  
Computer Concepts & Software\*  
Computer Graphics\*  
Record Keeping\*

### Agriculture

Agriculture Biological Science  
Agriculture Business Management  
Agriculture Mechanics\*  
Floral Design\*  
Horticulture  
Introduction to Agriculture\*  
Landscape and Turf Management\*

### Art

Art I\*  
Art II\*  
Art III\*  
Art IV\*

### Foreign Language

Spanish I  
Spanish II  
Spanish III  
Spanish IV

\*These classes have course fees.

### **Fines, Fees and Charges: Waiver of Student Fees**

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

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

### **GRADING POLICY**

Grade reports will be issued to students at the end of each quarter. Progress reports, indicating a student's academic deficiency, will be issued approximately during the fifth week of each nine weeks.

### **GRADING SYSTEM**

Grades and honor roll are calculated on the basis of percentage grades. Some teachers may include their corresponding letter grade for reference. For reference only, percentage grades are roughly equivalent to the following letter grade ranges:

A+ 100-98	A 97-95	A- 94-93	F 69-below
B+ 92-91	B 90-87	B- 86-85	
C+ 84-83	C 82-80	C- 79-78	
D+ 77-76	D 75-73	D- 72-70	

### **HONOR ROLL**

Recognition is given each semester for degrees of academic excellence based on grade point average:

High Honors	3.8 - 4.0
Honors	3.6 - 3.79
Honorable Mention	3.0 - 3.59

### **VALEDICTORIAN/SALUTATORIAN**

Any student to be considered for valedictorian or salutatorian in his/her graduating class must have completed:

1. English                      English IV
  2. Math                              Calculus
  3. Science                        Chemistry and Physics
  4. Social Sciences            Advanced History
  5. Foreign Lang.            Second year of a foreign language
- A. Art and PE cannot be considered for GPA more than one full credit per year.
  - B. The student(s) considered for val/sal must have attended GHS for at least the last full semester prior to graduation.
  - C. Attendance in the actual class must occur in order for a class to be recognized as one of the five (5) areas, independent studies do not qualify.
  - D. All transferred classes will be determined by the high school Principal as to their fit into the prescribed areas.
  - E. Grading scale to be used to figure GPA is 4.0 scale.

## **EXAMS**

Any student who takes the SAT 1200 and scores either an overall composite of 25 **or** whose individual sub scores meet college readiness standards will be exempt from ALL first semester exams their senior year. College readiness standards are: English = 18; Math = 22; Reading = 21; Science = 24. Any student who receives a “meets or exceeds” score level on the PARCC English/Language Arts 3 exam or the PARCC Algebra II exam will earn the privilege of being exempt from a semester exam of his/her choice. All other students will take first semester exams.

Final exam exemptions are for any student with an A average for the year in the class for which the exemption applies. Any student who is not required to take finals, but chooses to do so for additional credit, may do so without penalty of lowering the semester grade. Students in semester long classes are required to take exams in those classes.

If a student exceeds 5 period absences, s/he will be required to take the final exam in that class. Anyone who exceeds 5 absences (A or B) will take final exams. Students who receive a full day alternative placement, out-of-school suspension or an unexcused absence throughout the school year will be required to take final exams.

Absences accumulated while on the Europe Trip with Northwestern will not count in the total for exam purposes if participating students complete a paper/class presentation.

NOTE: Days missed are for the entire year, not by semester.

## **FINAL GRADES**

The teacher shall be responsible for administering the approved grading system, designed for evaluating pupil progress. The teacher maintains the right and responsibility to determine grades and other evaluations within the grading policies of the Board of Education, based upon their professional judgment of available criteria. No grade may be changed without notification to the teacher regarding the nature and reason for such change, and if such change is made, the person making the change shall assume such responsibility for determining the grade or evaluation and initial such change. Grade changes must be made in accordance with School Board policy.

## **TRANSCRIPTS**

GHS will send copies of a student’s transcript to designated colleges, schools, employers, scholarship agencies, etc. upon request from a

student or his/her parent. A release form must be on file and is available in the Guidance Office and High School Office. Students and parents may also access transcripts electronically by setting up an on-line account. Contact the high school office for more information.

### **LUNCH & LEARN**

At midterm after first quarter any student failing 3 or more classes will be assigned to Lunch & Learn during lunch period. Grades will be monitored every two weeks for required attendance.

### **DRIVER'S ED ELIGIBILITY**

Illinois State Law (105 ILCS 5/27-24.2) requires that a student pass 8 classes the year prior to enrolling in Driver's Ed. Students who do not meet this requirement **will not** be allowed to enroll in Driver's Ed.

### **SCHOOL DRESS POLICY**

The overall general appearance and dress of a student shall be given opportunity for individuality, but also must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. In keeping with this policy, the following dress code shall be enforced. **The following items are considered UNACCEPTABLE:**

- See-through clothing, including football type jerseys (mesh)
- Clothing that shows undergarments, including pants worn below the waist
- Shirts or tops that are revealing (i.e. cleavage, midriff, halter)
- Shirts that have the sleeves removed
- Shirts that have spaghetti straps, halter tops, tube tops, low cut tops or sports bras worn as tops
- Short skirts, shorts and dresses
- Caps, bandanas or scarves in the building (incl. stocking caps)
- Sunglasses in the building unless prescribed by a doctor
- Clothing that advertises tobacco, alcohol, drugs
- Clothing that has offensive words, phrases and/or graphics (ethnic/profane/sexual)



Spandex shorts, leggings or yoga pants unless a shirt or another pair of shorts covers them

Gang-related or gang look-a-like clothing and accessories, including chains

The attire, grooming and appearance of students at any school activity are the responsibility of students and their parents. However, school officials and teachers will request or direct a modification of student dress or grooming if it is a danger to the student's health or the well being of others or if it causes, or is likely to cause, a general disruption at school or school activities. Items that depict images or contain slogans relating to alcohol, tobacco, drugs, drug paraphernalia, gang symbols, death, body mutilation or disfigurement, acts of violence and vulgar and lewd subjects are forbidden.

Special dress may be required for certain classes or activities. Students participating in class or school activities are expected to follow teacher or administrative direction in this respect.

#### **STUDENTS IN THE BUILDING**

Students may remain outside or wait in the auditorium before school.

Lunch - students are to remain on 1<sup>st</sup> floor or outside. This is not the time to be in lockers or halls. Restroom use should be immediately following the lunch bell.

Emergency Situations - Drills will be conducted periodically.\*

\*See bulletin boards in classrooms for directions. Warning is by bell and intercom system.

#### **CLASS LOAD**

A minimum class load is eight classes. All classes will be considered when figuring Honor Roll and class rank.

#### **VISITORS**

We welcome visitors. Visitors are required by law to report to the office upon entering school grounds! Individuals should not go directly to a school employee's area. Parents are encouraged to arrange periodic meetings with their child's teachers. School age children from other communities are permitted to visit classrooms only in special circumstances. All student visitors must complete a STUDENT VISITOR FORM at least two days prior to the visit.

## **COURSE SCHEDULING POLICY**

- 1) Students will be given, in their homeroom class, a “schedule request form”. Students are to fill in their preference of classes they would like to take for the following school year.
- 2) Students will receive instructions and information from the counselor during these sessions.
- 3) Students should choose in order of preference, starting with #1, which classes they would like to be enrolled in for the next year.
- 4) Students will take the schedule request forms home to complete with their parent/guardian. Student and parent/guardian must sign the form. Forms must be returned by the deadline set by the counselor.
- 5) Students/parents/guardians will not be allowed to make changes in schedule requests after the signed copy is returned to the office. Students need to understand the importance of the decisions they make when selecting courses and that they have to live with their choices.
- 6) The counselor will keep all copies of signed request forms to verify/document course selections and schedule change requests.
- 7) Students who do not complete registration forms by the deadline will have courses selected by the counselor and forfeit the opportunity to make changes.
- 8) The counselor may not be able to accommodate all schedule requests. Class size or section conflicts may prevent the student from receiving his/her choice of electives. Class loads are necessarily balanced for the benefit of the teacher and students to allow for the best optimal learning environment.

## **SCHEDULE CHANGES**

### **FIRST SEMESTER**

Schedule changes will be made the first week of the first semester. Students obtain a “Request for Change” form in the office. Students are to fill out the form and leave it in the office. The counselor will review the form to determine if any changes will be made. The student must list one of the following reasons in order for a schedule change to be made. The only acceptable reasons for consideration are:

- 1) An “F” grade in spring semester of a required class (need to repeat).
- 2) Student needs to enroll in a graduation or college requirement.
- 3) There is a documented medical reason for a class period change.
- 4) Student is missing a period in their day.
- 5) Student is placed in the wrong level of a class.

### **SECOND SEMESTER**

Schedule changes are made in December. The only changes to be made in January are for students who fail a first semester class and

need to be moved. Students enrolled in a year-long class will remain in that class for the entire year unless they fail the first semester. The student must list one of the following reasons in order for a schedule change to be made. The only acceptable reasons for consideration are:

- 1) An “F” grade in 1<sup>st</sup> semester may indicate student should change.
- 2) A senior needs to enroll in a graduation or college requirement.
- 3) There is a documented medical reason for a class period change.
- 4) Student is missing a period in their day.

### **PRE-ARRANGED ABSENCES**

Every effort should be made to make medical and/or dental appointments at times that do not interfere with school attendance. However, if a student must miss part or all of the day the Principal must be notified in advance by phone. These absences, to include Holy Day observances, must be pre-arranged and authorized by the Principal. On occasion, family activities necessitate a student being absent. When this happens, the following procedures must be followed for pre-arranged absences:

- 1) Parent and Administration must sign the form first before the student has his/her teachers sign the form.
- 2) Student must be in good standing for teacher to sign form
- 3) The request should be made by parent to administration first (1 week prior notice if possible), then student must complete the parent request form one week in advance of absence.
- 4) Student should carry a C average or better.
- 5) Student must be willing to share educational experience through report or presentation.
- 6) Student must understand this absence will count as an absence for truancy and final exam exemptions.
- 7) All homework must be completed. All quizzes, tests, etc. must be completed within a reasonable amount of time when returning.

NOTE: Parents sign the form with the above rules/requirements for pre-arranged absences before students will be given the actual “Pre-arranged Absence form for teachers to sign.

**JUNIORS & SENIORS:** Two (2) college visit days will be permitted for juniors and seniors. More college visits may be granted students through administrative approval provided that all procedures are followed correctly.

- 8) "Pre-arranged Absences" procedures must be followed. Parent and Administration form must be completed for prior approval of absence with student being in good standing in all classes.
- 9) **College visits cannot be used during 1<sup>st</sup> semester exam week and all college visits should be used by May 1<sup>st</sup>.** (Most colleges are into final exams in early May.) College visits after May 1<sup>st</sup> must be verified and approved by Administration.
- 10) Forms that verify the college campus visit must be signed by college personnel and returned to the high school office.
- 11) College Day absences are not counted against the student for final exam exemptions.

### **LEAVING SCHOOL EARLY**

To leave school early:

- a. parent/guardian contact must be made
- b. student must sign out in the office
- c. student must sign in upon returning to school
- d. student must present a parent or doctor's note upon return

### **PASSES**

Personal passes will be used at the teacher's discretion. Students should not be out of class without a pass.

### **CLASSROOM RULES**

Each teacher has expectations for students to follow. Teachers will have a classroom management plan posted in the room, detailing expectation and consequences. These rules will be explained to the students. It is the student's responsibility to learn and follow the rules.

### **PROCEDURE FOR SCHOOL PROBLEMS**

When problems arise that are child/school centered, parents should make every effort to find a solution with their child's teacher. If no satisfactory solution is found, the channel of appeal is to the principal, the superintendent and finally to the Board of Education. Every effort will be made to find fair and equitable solutions to all problems.

### **TEXTBOOKS**

A rental fee for textbooks is assessed each year. At the end of the year any damaged books will result in a fine for the student. New books that

are damaged will be assessed the full price.

The school district will loan textbooks and waive fees for students unable to afford them. Parents of such students shall complete a form provided by the District Superintendent on or before registration.

### **EMERGENCY CLOSING OF SCHOOL**

In the event of inclement weather conditions or other emergencies, announcements regarding school changes will be called into the following radio and television stations. Every attempt will be made to air the announcements as early as possible. Parents may sign up in the high school office to receive School Messenger notification calls.

WIBI (91.1)	WJVO (105.5)	Channel 4 (KMOV)
WRVI (96.7)	WSMI (106.1)	Channel 5 (KSDK)
WEAI (107.1)		Channel 2 (KTVI)

### **LOCKERS**

Students are assigned lockers in the academic building and in physical education at the beginning of each school term. The school cannot be responsible for valuables taken from the lockers - padlocks are the student's responsibility. The lockers are the property of the school and periodic inspection will occur. All messages and/or notes are posted in or on student lockers so it is vital that the student use the locker that is assigned to them.

Students are not permitted to store food, drink or containers in lockers overnight. All trash and food should be removed daily. Clean lockers regularly for they will be inspected for that purpose.

### **COPY SERVICES**

The following charges are for public and student use:

Copy machine:	\$ .10 student school use
	.20 public and student personal use
	.50 send high school transcript
Fax machine:	\$ .50 per page FAX

### **FUND RAISING**

Sales of products or services by students to the community outside the

school building must be approved by the Administrator. Sponsors of student groups desiring to conduct a community fund raiser (limited to one (1) door-to-door) shall forward a request to the Administrator.

### **CAR USE AND STUDENT PARKING**

Students may drive to school. Sophomores are to park south of the high school new gym in the vacant lot. Juniors and seniors may park in the lower lot west of the high school gym. Students must pay a \$25 parking fee. Cars parked on school property may be subject to search by school administration. Students are not to park on the north side of the street in front of the new gym, on the east side of the new gym or any area other than what is permitted in this section. Students who park in off limit parking areas will be subject to disciplinary action.

A lottery system will be used to assign individual parking spaces. If an assigned spot is vacant on a consistent basis, the spot can be revoked.

### **BUS TRANSPORTATION**

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

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

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

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

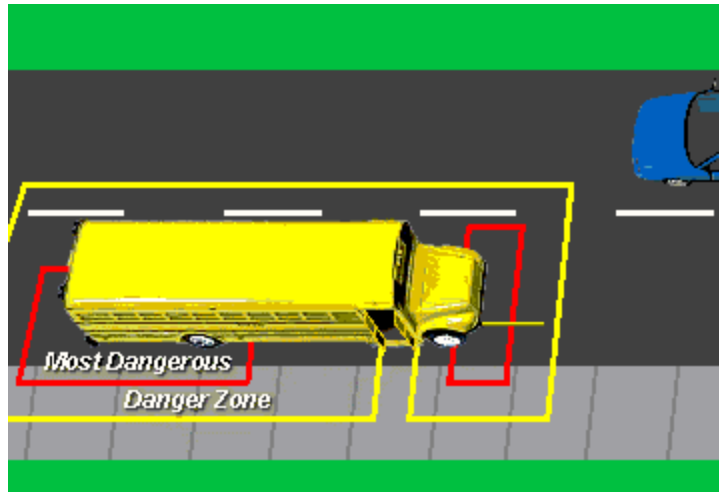
transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.

Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

1. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
2. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
3. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
4. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
5. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact Bus Garage at (217)368-2215

### **BUS CONDUCT**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.



A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

#### **CHANGE OF ADDRESS**

Report change of address or phone number to the school office.

#### **STUDENT WELFARE – ADMINISTERING MEDICINES** **Student Medication**

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

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

#### **Self-Administration of Medication <sup>1</sup>**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization 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.

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## **Student Behavior**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes 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.

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

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

the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, 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.

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

- (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 alike" of any firearm as defined above.

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

### **BEHAVIOR TOWARD STAFF**

Any behavior toward school personnel which is disrespectful, insubordinate or threatening is prohibited. This type of behavior will result in suspension or expulsion. Physically assaulting a teacher is a felony under State Law, and will be treated very seriously.



## **Guidelines for School-Sponsored Publications, Productions and Websites [HS] <sup>2</sup>**

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

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

### **STUDENT USE OF ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio and video recording device, personal digital assistant (PDA), iPod, iPad,

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laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

Students are allowed to use electronic devices during non-instructional time.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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.

### **ATHLETIC/EXTRA-CURRICULAR GUIDELINES**

The purpose of the athletic program at Greenfield High School is to promote the physical, mental, social, emotional and moral well-being of the participants. The athletic program is an important and integral part of the total school program.

Athletes that participate are responsible representatives of the school. They give time, energy and loyalty to the program. The athletes accept the training rules, regulations and responsibilities put forth by each individual coach. It is the purpose of these guidelines to enforce disciplinary action for major offenses prescribed without interfering with individual practices of each coach.

### **Extracurricular and Athletic Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

### **Requirements for Participation in Athletic Activities**

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
- 7

### **Illinois High School Association**

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

### **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Academic eligibility will be checked each Friday. If a student is failing 3 of 8 classes s/he will be ineligible to participate in all athletic competitions for 7 days beginning the following Tuesday.

**Absence from School on Day of Extracurricular/Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

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

**Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and if the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

**Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct. **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose

powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;

5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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.

### **Due Process Procedures**

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

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

The following punishments are set as guidelines. As coaches and athletic directors, we realize each case will be different. Some circumstances may require increasing or decreasing the punishment at hand. As disciplinarians of these cases, we reserve the right to have flexibility in making our decisions. Our major concern in these instances is that we want behavioral change in our student athlete.

- I. The major offenses include use or possession of alcoholic beverages, tobacco, e-cigarettes, drugs, narcotics or hallucinating agents.

**OFFENSES & ACTIONS:** (\*BOYS & GIRLS SPORTS)

**FOOTBALL**

**SOFTBALL/**

**VOLLEYBALL/**

A. **ALCOHOL**

**BASEBALL**

**BASKETBALL**

**TRACK**

1st Offense	2 games	4 games	2 meets
2nd Offense	6 games	12 games	6 meets
3rd Offense	*(1) Calendar Year Suspension.....		

B. **ILLEGAL DRUGS OR OTHER INTOXICANTS**

1st Offense	6 games	12 games	6 meets
2nd Offense	*(1) Calendar Year Suspension .....		

C. **TOBACCO/E-CIGARETTES**

1st Offense	1/2 game	1 game	1/2 meet
2nd Offense	2 games	4 games	2 meets
3rd Offense	*Rest of Season .....		

**\*\*CHEERLEADERS\*\***

A. **ALCOHOL**

**FOOTBALL**

**BASKETBALL**

1st Offense	2 games	4 games
2nd Offense	6 games	12 games
3rd Offense	(1) Calendar Year Suspension.....	

B. **ILLEGAL DRUGS OR OTHER INTOXICANTS**

1st Offense	6 games	12 games
2nd Offense	(1) Calendar Year Suspension.....	

C. **TOBACCO/E-CIGARETTES**

1st Offense	1/2 game	1 game
2nd Offense	2 games	4 games
3rd Offense	* Rest of Season.....	

**\*\*SCHOLASTIC BOWL\*\***

A. **ALCOHOL**

1st Offense	6 matches
2nd Offense	*(1) Calendar Year Suspension.....

B. **ILLEGAL DRUGS OR OTHER INTOXICANTS**

1st Offense \*(1) Calendar Year Suspension.....

C. TOBACCO/E-CIGARETTES

1st Offense 4 matches

2nd Offense 8 matches

3rd Offense \*(1) Calendar Year Suspension.....

**\*\*STUDENT COUNCIL/FFA/FCCLA\*\***

A. ALCOHOL

1st Offense No participation in next 2 activities and loss of office

2nd Offense No participation in next 4 activities

3rd Offense Suspension from Student Council for (1) year

B. ILLEGAL DRUGS OR OTHER INTOXICANTS

1st Offense No participation in activities for 1 sem.

2nd Offense Suspension from Student Council for (1) year

C. TOBACCO/E-CIGARETTES

1st Offense No participation in next activity

2nd Offense No participation in next 3 activities

3rd Offense Suspension from Student Council for (1) year

II. If the offense occurs in a season, the disciplinary action will be carried into the next season proportionately. This will be a season the athlete must compete for the entire season. If the student athlete is out of season, s/he will have the option to substitute the following punishments. This does not apply to the in-season athlete. This is for first offense only.

A. ALCOHOL - 1<sup>st</sup> offense ONLY - 20 hrs. school service - or - 4 weeks extra-curricular suspension

B. ILLEGAL DRUGS - 1<sup>st</sup> offense ONLY - 40 hrs. school service - or - 6 weeks extra-curricular suspension

C. TOBACCO/E-CIGARETTES - 1<sup>st</sup> offense ONLY - 5 hrs. school service - or - 1 week extra-curricular suspension

III. Any second offense during the out-of-season (within one year time frame), the student athlete may be punished during the next participating season.

IV. Students remain on probation for one year after a disciplinary



action. If the athlete receives no major discipline in that year, they are released from probation and returned to original status.

- V. Acts that are detrimental to the team or school by a student athlete will be subject to disciplinary action regardless of when or where they occur.
- VI. Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance, detentions, curfew, dress, general appearance, conduct, profanity, etc. These rules as well as the disciplinary action to be carried out will be set by the individual coach.
- VII. Athletic season dates are as follows:
  - Football - Aug. to Oct. (or end of playoff participation)
  - Volleyball - Aug. to Oct. (or end of State Tournament play)
  - Basketball - Nov. to Feb. (or end of State Tournament play)
  - Track - Jan. to May (or end of State Meet participation)
  - Baseball - March to May (or end of State Tournament play)
  - Softball - March to May (or end of State Tournament play)

VIII. Some punishment may be substituted by professional counseling provided the coaches, parents, athletic director and student agree. Punishments not completed during the season may be finished out of season through service work or carried over to the following season. This will be decided by the coach with input from athlete.

NOTE: Coaches reserve the right to counsel athletes and consult with parents as situations arise regardless of in or out-of-season dates.

**NCAA DIVISION I ELIGIBILITY STANDARDS:** In order to qualify for NCAA Division I Scholarship, all students must register with the NCAA Initial Eligibility Clearinghouse.

All attempts will be made to work out scheduling conflicts between two activities. Performances/competition have precedence over practices. In the case of 2 performances/competitions conflicting, all attempts should be made so the student can do both whenever possible. If this is impossible then a meeting with coaches/sponsors, student and parents should be held to determine which activity the student will attend. The hope is that these conflicts are rare. If continual conflicts occur, the student will have to choose one activity. All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

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

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

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

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

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

### **STUDENT ATHLETE CONCUSSION AND HEAD INJURIES**

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

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

### **EXTRA-CURRICULAR ACTIVITIES**

We believe that our academic offerings along with extra-curricular experiences provide a solid base for students in preparation for the challenges after high school. The following is a list of activities offered at GHS. The same rules as during the regular school day apply to extra-curricular activities.

National Honor Society	Boys Football	Cheerleading
Student Council	Boys Basketball	Scholastic Bowl
Yearbook	Boys Track	Girls Track
FFA	Boys Baseball	Girls Softball
FCCLA	Girls Volleyball	
FCA	Girls Basketball	

### **NATIONAL HONOR SOCIETY**

The Fleur-de-Lis Chapter of the National Honor Society at Greenfield High School strives to recognize those students who have exemplary records in the areas of scholarship, service, leadership and character. Those Junior and Senior students who meet the 3.60 cumulative grade point average requirement will be invited to prepare membership materials in the fall of the year. An anonymous faculty council will review these materials and make the determination about membership in the Fleur-de-Lis chapter. Officers for the Fleur-de-Lis chapter will be based on cumulative grade point average after the sixth semester.

A member may be disciplined for minor offenses, major offenses or failure to maintain the 3.60 cumulative grade point average requirement

Each member and his/her parent/guardian must sign a discipline form before membership materials are reviewed by the faculty council. The discipline policy is stated in the Bylaws for the Fleur-de-Lis chapter of National Honor Society which are available from the chapter advisors.

### **SCHOLASTIC BOWL**

To be considered for membership on the team, a student can have no failures on his/her academic record for the previous school year.

### **GAMES/PRACTICES/PERFORMANCES**

Extra-curricular games and practices may not be held on Wednesdays after 6:00 p.m., Sundays and the following school observed dates for:

Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day

Special tournaments and jamborees hosted outside the school district may be attended with Administrative approval. Sponsor of teams shall forward such requests through administration to the Board of Education in a timely fashion so the request may be included on the written agenda.

**SUBSTANCE ABUSE**

**CRISIS NUMBERS**

The Recovery Center, Jerseyville	(618) 498-6874
The Wells Center, Jacksonville	(217) 243-1871
Passavant Area Hospital, Jacksonville	(217) 245-9541
St. Clare's Hospital, Alton	(618) 463-5655
Piasa Health Care, Alton	(618) 465-0100

**CHILD ABUSE**

Ill. Dept. of Children & Family Services	1-800-25A-BUSE
Sexual Abuse Care Center, Edwardsville	(618) 692-2197
National Child Abuse	1-800-422-4453

**TEENAGE PREGNANCY**

Greene County Health Dept., Carrollton	(217) 942-6961
Parents Too Soon	1-800-4-CALL-US

**SUICIDE PREVENTION**

Suicide Prevention Hotline	1-800-333-4444
Sexually Transmitted Diseases	1-800-252-8989
AIDS	1-800-AID-AIDS
Illinois School Violence Tipline	1-800-477-0024

**Student/Parent Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook & School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and District rules, policies and procedures.

Student Signature \_\_\_\_\_ Date:

\_\_\_\_\_ We understand fully the guidelines set for the athletic programs should our student choose to participate.

\_\_\_\_\_ We understand fully the guidelines regarding our student driving to and from school and/or during the lunch period. Student drivers can and will lose “driving privileges” if any guidelines are violated.

\_\_\_\_\_ We understand fully the guidelines/offenses regarding the use of cell phones and other electronic devices.

**Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook & School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and District rules, policies and procedures.

Guardian Signature \_\_\_\_\_ Date: