

# Student Handbook

## Joppa Jr. & Sr. High School

### 2018-2019



Joppa-Maple Grove

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Daniel Burnett - Member

Kevin Castleman - Member

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## Welcome

Welcome to Joppa High School, part of Joppa-Maple Grove Unit District No. 38. The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, community, and administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school this year.

The ultimate purpose of education is to help each student become an effective citizen in our community. To develop and accept the responsibilities of good citizenship will help us to participate in the world of tomorrow. We hope you will get acquainted with the facilities, rules, schedules, teams, and organizations. Remember your success in this school will be directly proportional to your efforts. With a concerted effort, we will preserve the traditional spirit and pride of Joppa High School.

## Mission Statement

Joppa High School, part of Joppa-Maple Grove Unit District #38, is dedicated to the fullest possible development in socially approved directions of each of its individual students. It is the purpose of the school to provide an environment designed to aid each student to mature intellectually, socially, physically, and emotionally to the limits of his/her abilities and interests.

We believe that education is a cooperative venture shared by the school and the youth community. We believe education should seek to develop to the fullest the capacities of the individual as a human personality and to prepare him/her for effective participation in a democratic society.

We believe that each individual student in our school district is entitled to, and should receive, the best possible education, according to his/her interests and abilities.

We believe education is guided growth and that each individual should understand the evolving American way of life. This goal should result in enlightened, loyal citizens eager to contribute their acquired skills, leisure time and knowledge for the betterment of society and the world in which we live.

**This handbook is not a contract with students. It constitutes current rules and regulations that are subject to change during the year by the Board of Education and administration. Students will be notified of changes via the "Morning Messenger," or notices sent home.**

1-30M/R

## General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website, [www.joppa38.com](http://www.joppa38.com), or at the Board office, located at 911 Joppa North Avenue, Joppa, IL 62953.

Membership or participation in a school-sanctioned activity is a privilege and not a property right. One will notice the school's language also conveys the message of the privilege to be an athlete, club member, attendee at a dance or a game, and other similar on-curricular-related functions. This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the impact of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

1-JHS

**Annual Notice of Nondiscrimination, EFE 480**

The school districts of the Five County Regional Vocational System, identified as Education for Employment (EFE) 480, insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, or disability. Board of Education policies are in place, designed to eliminate the existence of any barriers regarding accessibility and/or participation in any programs, including Career and Technical Education (Vocational) programs. Such programs offered by the twelve high school within EFE 480 include: Agricultural Education; Business, Marketing and Computer Education; Family and Consumer Sciences; Health Sciences Occupation; and Industrial Occupations. Questions regarding educational opportunities may be directed to the following contact person: Joppa District's Superintendent and Principal.

1-MG/JHS

**Residency**

Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided by state law. A student must reside in the school district with a parent or legal guardian. Students will not be permitted to begin until proper proof of residency has been presented and approved. When a student enrolls, records will be requested from his/her previous school. Students will be required to submit a certified copy of a birth certificate within 30 days of enrollment. Until credits and grades are evaluated, students will be placed on a tentative schedule.

Additionally, per 105 ILCS 5/26-2, "a school district shall deny re-enrollment in its secondary schools to any child 19 years of age or above who has dropped out of school and who could not, because of age and lack of credits, attend classes during the normal school year and graduate before his or her twenty-first birthday." A school or school district may also deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic standards, including maintaining less than a "D" average in the previous semester, or for failure to meet minimum attendance standards, including being absent without valid cause for 20% or more of the previous semester.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the district, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement of Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

1-40R

### Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Students are not allowed to bring visitors to school. Parents are always welcome, but are encouraged to make an appointment to see the teacher, principal or to visit their child's classroom.

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

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

1-50M

### Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

- District Superintendent - 618-543-7589 ext. 1102
- Principal - 618-543-7434 ext. 1203

1-MG/JHS

### Lockers

A student's school locker is the property of the school and must be used for the purpose intended: storage for books, school supplies, and outdoor garments. **School officials may search the locker with or without the student's knowledge or consent.** All students are requested to keep their lockers in good order with books, papers and coats placed neatly in them. It is the student's responsibility to periodically clean his/her locker. Lockers should contain only the belongings of those students to whom the locker has been assigned. Students who violate this rule may be penalized. Students will be required to clean, repair or pay for any damage to their lockers. It is highly encouraged that student's keep a working lock on their locker, as the district will not be held responsible for lost or stolen items from an open locker and student's will be held accountable for anything found in their locker that violates school policy. Any student with a lock must have their combination or an extra key on file in the office.

The High School P.E. teacher assigns gym lockers. **Locker doors are to be kept locked.** Never leave money or valuables unattended. Lockers should not be shared.

1-JHS

#### **Hall Passes**

If a student finds it necessary to leave class or study hall or is acting on behalf of a teacher, he/she **must obtain a pass from the teacher** indicating permission to be out of class and student must sign out/in with teacher. Students in the hall without a hall pass will be issued a lunch detention.

1-90

#### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to local radio or television station (WMOK or WPSD-TV Channel 6) to be advised of school closings or early dismissals. School Messenger will also be activated to send out a call and/or text to contacts within the district database. The district's Facebook page will also be utilized for communicating closings. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

1-100

#### **Video & Audio Monitoring Systems**

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

1-110M

#### **Accommodating Individuals with Disabilities**

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

1-120

#### **Students with Food Allergies and Chronic Health Conditions**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse at 618-543-7434.

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

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

Parents/Guardians of students who have chronic health conditions that may need an individual care plan should contact the school nurse.

1-140

### **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.

1-JHS

### **Lost and Found**

Lost and Found is located in the school office. Articles found should be turned into the school office personnel. Loss of property should be reported and an effort will be made to return the item or items to the owner.

1-JHS

### **Library**

The School Library/Learning Center is provided for Joppa Junior and Senior High School students to enhance their education. All students and staff should cooperate to help keep the atmosphere calm, quiet, and orderly.

**Fines:** Students will be fined .05 each school day for overdue books and materials. Electronic privileges may be revoked due to unpaid fines and/or lost/damaged fees. After fines exceed \$5.00, students will not be permitted to attend or participate in extra-curricular activities. **Lost or Damaged Books and Materials:** Students will be charged the **purchase price if books/materials are lost or damaged.**

### **Library Materials and Resources Available to Students and Staff**

Fiction and Non-Fiction books: Checkout policy = 2 weeks and renewable

Reference Books and other Reference Materials: Checkout policy varies

Current and Past Newspapers: Checkout not allowed

Current and Past Magazines: Checkout not allowed

Reference CD-Roms: Checkout not allowed

College and Career Information: Checkout policy varies

Shawnee Library System, Carterville, Illinois – provides books, articles, and other information not available in the school library: (Checkout policy varies from 2 to 3 weeks)



JHS

**Library Rules:**

1. Students should always be respectful and courteous to other students in the library.
2. Students should use the library to read, study, or do research quietly, and not use the library as a place for socializing with friends.
3. Students should follow directions the first time.
4. Students should refrain from eating, drinking, or littering in the library.
5. Students should return all learning materials to their proper places in the library when finished with them each day.
6. Students should always have a pass from their classroom teacher when entering the library from that class.
7. Students should follow additional rules, procedures and guidelines in the school handbook.
8. Students should use email only for school related work.
9. Students should not remove or tilt the glass tops of the computer desks.

1-JHS

**School Insurance**

Students may purchase additional coverage for accidents from an accident insurance company approved annually by the Board of Education. Parents should be reminded that this inexpensive accident insurance program is supplemental and normally will not completely cover all accident-related costs. A sign-up period is the first week of school for those wishing to purchase this coverage.

**Students who will be attending the senior class trip, eighth grade class trip, or any overnight trip, as well as any student participating in athletics, must have insurance.**

2-10M/2-20M/2-JMG

**Attendance**

The importance of good attendance cannot be overemphasized. This policy is designed to discourage poor attendance habits. Students will receive zeros for grades taken on days when students have unexcused absences (excluding suspension days).

If you are to succeed in anything, consistency, punctuality, and regular attendance are prerequisites. Make every effort to be in school every day. Prospective employers frequently ask about the attendance record of students above everything else. Your attendance is carefully recorded and is usually a very accurate indication of your general dependability.

**Absence:** Any portion of a class or study hall of which a student is not in attendance for at least one-half of the period.

*Note:* Students who are members of a school sponsored organization or class are not considered absent when they are participants in school-sanctioned activities that take them out of classes.

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. School records show there is a very close relationship between absenteeism and failure in school. Any time a student accumulates four unexcused tardies (which includes arriving late or leaving early), s/he will receive a detention. Excessive tardiness and/or absenteeism will be reported to the Truancy division of the Regional Superintendent's office. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

There are two types of absences: excused and unexcused. Excused absences include: illness/doctor's appointment, observance of a religious holiday, death in the immediate family, mandated court appearances/probation meetings, or circumstances that cause reasonable concern to the parent/guardian for the student's safety or health. All other absences will be treated as unexcused.

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. Requests for pre-arranged absences should be made in writing to the office. Pre-planned absences will be considered for up to a maximum of five days as long as the student has 2 or fewer absences accumulated at that time. Pre-planned absences will not be approved when the students has accumulated 7 or more absences for the year. **The principal may approve or deny the request based on prior attendance records, academic progress, and behavior.**

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

Students are expected to be in attendance every day school is in session. All students are expected to be on time and attend the entire school day. School hours are from 8:26 a.m. until 3:23 p.m. The doors will open at 8:05 a.m. Students who do not ride the bus should not get to school before 8:05 a.m. Attendance and grades are directly related. Students with good attendance normally receive higher grades than those with poor attendance.

In the event of any absence, the student's parent/guardian is required to call the school at (618) 543-7589 ext. 1101 before 10:00 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.* This is to be turned into the office. Failure to do this before going to class will result in an unexcused tardy. It is

the responsibility of the student to ask for make-up work that was missed due to an excused absence. Emancipated students are those students who are at least 18 years of age and are self-supportive in their own residence. If you are an emancipated student, it is your responsibility to call the school. If the call is not made within the time constraints, you will be considered unexcused.

**After the 7th absence, a student will be required to have a doctor's excuse for each and every additional absence or he/she will receive an unexcused absence. A doctor's excuse must be submitted within 24 hours for an absence to be changed from unexcused to excused. For a doctor's excuse to be valid, the child must be seen in the doctor's office on the date of the illness. A verbal report of illness to the doctor does not constitute a doctor's excuse of illness, nor will it be valid for an excused absence beyond 7 days.**

#### **Upon Returning to School following an Absence:**

1. When you return to school, regardless if your parent or guardian called, you must check into the office. This will permit the office to give you an admit slip which is to be signed by your teachers and returned to the office prior to your departure.
2. If you should become ill at school or must leave for an appointment, you should first go to the office and obtain permission from the school nurse or office personnel, **before** leaving school.
3. **When returning to school from a doctor's appointment, that day or the next day, a signed note from the doctor's office must be presented in order for the absence to be excused.**
4. If the nurse sends a student home due to lice, the student will have only **three excused** absences from school to treat the lice.
5. Permission to leave campus early or arrive late may be granted by the principal only upon request of the parent by written note or direct contact on the day of or the day prior to the appointment. Without principal approval, the absence will be considered unexcused.
6. For every day the student is absent, they will receive a day to make up their work when the absent is excused. For example, if a student is absent three days, then the student is given three days to make up the work. Note: these three days include weekends, not just school days.

Juniors and seniors are granted two college visitation days per year. Prior to taking these days, you must make arrangements with your classroom teachers and counselor regarding assignments, tests, etc. A verification sheet must be obtained from the high school counselor and signed by the college counselor for the absence to be excused. College visitation days must be approved at least one week in advance.

#### 2-JHS

##### **Tardiness**

**Tardy:** Any portion of a class or study hall up to one-half of the period that a student is not physically present. A tardy may also be given if a student comes to class unprepared and must leave the classroom to retrieve items from their locker.

A late slip may be obtained from the main office if a student is tardy to school for a valid reason such as ill health, etc. The student will not be considered tardy if the tardy is excused for a valid reason, and the student will be allowed to make up any work missed during the time involved.

Students who are late to class due to an after class teacher conference, being called to office, etc., will not be considered tardy if the student has a written note from the staff member who was involved in the lateness of the student.

- Upon receiving the fourth tardy, a detention is given. Each subsequent tardy will result in a detention.
- Additionally, overall tardies to school will accumulate for discipline purposes. Once a student receives four unexcused daily tardies (coming to school late), a detention may be given. Each subsequent daily tardy will result in a detention.
- A tardy given in the first semester does not carry over to the second semester. However, tardies given in the first and third quarters do carry over to the second and fourth quarters.

Students that drive to school have the responsibility of coming to school on time. Beginning on the fourth tardy to school (excused or unexcused), a student may be disciplined and/or have their driving privileges revoked as a disciplinary measure.

2-JHS

### **Entering and Leaving School**

Students will enter and exit school through the main doors by the office only. Students' belongings may be searched upon entering or exiting school to promote school safety. **Once a student has entered the school building, they are not permitted to leave without permission until the end of the school day.**

Students who must leave school during the school day for any reason must be signed out from the school office by a parent/guardian. If it is necessary that a child leave for a period of time and then return the same day, the student must also be signed in through the office upon his/her return to school. If someone other than the child's parent/guardian requests that the child leave school, we must have a written request to the effect from the parent/guardian stating the name of the person who is to pick the child up and must also include a telephone number where the parent/ guardian may be reached in order for the school to verify the request. Any person picking up the student must be listed with the school office by name and telephone number.

Only seniors enrolled in the escrow program for college credit or our school-to-work program (as designated by administration), may obtain permission to leave school early. Students must maintain passing grades to continue to leave early. Eligibility for the school-to-work program will be checked and maintained in the same manner as for extra-curricular activities. If this is abused or the student commits gross misconduct, the privilege may be revoked. If a student leaves school without permission, the student may be subject to disciplinary action.

2-JHS

### **Attendance Incentive**

All students will have the opportunity to waive semester/final exams if attendance has been exemplary. Exams that may be waived are determined by the student's grade and number of absences for the semester in that class. Following are the specifications:

- **"A or A- (93-100)" average and 2 or fewer excused absences per semester**
- **Students may not waive exams if they have been suspended (in or out of school) and/or deemed ineligible at any time during the semester.**
- **Semester Exams are to be administered on the designated days and times. Permission to take exams early can only be given by administration, in writing, to the teacher administering the particular exam.**

2-30R

**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 any examination, study, or work requirement.

2-40

**Make-Up Work**

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

Make-up work for pre-arranged absences should be obtained from the classroom teacher prior to the absence. One day will be allowed for each day of absence for make-up work to be completed.

2-50M/JHS

**Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Truancy is a willful absence from school without the principal's/parent's permission/knowledge or being in an unauthorized area without permission and will be subject to disciplinary action.

After three unexcused absences, a referral to the Regional Office of Education's truancy officer will be made. This could follow with involvement of the State's Attorney and court if the student continues to be truant.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

2-60R

**Grading & Promotion**

School report cards are issued to students on a quarterly basis. Progress reports will be mailed home approximately halfway through each quarter. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful

completion of the curriculum and attendance. A student will not be promoted based upon age or any other social reason not related to academic performance.

If a child is being considered for retention, proper interventions will be implemented and all progress will be well documented. Parents will be given notice when their child is being considered for retention and a meeting between the parent, teacher, and principal is recommended.

2-60a-JHS

### **Junior High Promotion Requirements**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois standardized assessments, or other testing. A student shall not be promoted based upon age, or any other social reason not related to academic performance.

Students must pass three out of four of the core classes (English/Language Arts, Math, Science, and Social Studies) in both the 7<sup>th</sup> and 8<sup>th</sup> grade. In addition, students must pass the Illinois and the U.S. Constitution tests.

Students who are in jeopardy of failing will participate in the school's RtI (Response to Intervention) process. Proper interventions will be implemented and all progress will be well documented. Parents will be given notice when their child is being considered for retention and a meeting between the parent, teacher, and principal will be held.

2-60b-JHS

### **Grading Scale**

The following numerical scale is used in determining a student's grade in a class:

93 - 100	A - Superior Work		C+ 84
	A 94-100		C 78-83
	A- 93		C- 77
85 - 92	B - Above Average Work	76 - 70	D - Below Average
	B+ 92		D+ 76
	B 86-91		D 71-75
	B- 85		D- 70
		0 - 69	F - Failing Work
			F 69 and below
77 - 84	C - Average Work		

2-60c-JHS

### **Honor Roll**

Report cards are issued at the end of each nine weeks session. Students who have maintained a 3.50 or higher GPA throughout a quarter will be recognized with HONORS. Those students who have maintained a 3.50 GPA throughout their four years of high school or two years of junior high school, may graduate with HONORS and will be recognized as such.

These grade points are computed as follows:

A	4.00 points	D	1.00
B	3.00	F	0.00
C	2.00		

The following electives will be figured with a weighted scale. They include: Pre-Calculus, Calculus, Biology II, Chemistry, Physics, Dual Credit History and Dual Credit English IV. The weighted scale is as follows:

A	5.00 points	D	2.00
B	4.00	F	0.00
C	3.00		

2-60d-JHS

### **Valedictorian or Salutatorian Requirements**

In order to be eligible for Valedictorian or Salutatorian, a student must have taken the College Preparatory Coursework for Illinois Public Universities and Illinois Community Colleges.

2-80R

### **Exemption from Physical Education Requirement**

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10-30.

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

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

Students not participating in P.E. will not be allowed to participate in any other physical activities for that day. This also includes extra-curricular sports. Tennis shoes are required to be worn during physical education.

2-JHS

### **Physical Education Uniform**

Athletic shorts and t-shirts are required for physical education. Tennis shoes are required. Flip-flops and boots are not allowed under any circumstances. Physical education uniforms must still be in compliance with dress code requirements.

2-JHS

### **High School Schedule Change**

Schedule changes may not be made after 5 school days. Prior to any class changes, a student must receive permission from the counselor, the involved teachers, and their parent to drop/add classes. The counselor will review with the student this request and signed authorization note, and consider the request.

2-JHS

**School Time Schedule**

Students have sufficient time during the day to walk to their classrooms, use the restroom, etc. Students are not to use classroom time for restroom breaks. Joppa High School will be on the short schedule the first Friday of each month and prior to school recognized holidays.

Students and parents will be notified of any changes. On "School Improvement" days, we will dismiss at 12:00.

Front door opens at 8:00—school begins at 8:26. Once a student has entered the school building, they are not permitted to leave without permission or until the end of the school day. Before the school day begins, Junior High students are asked to remain in the cafeteria. High School students are asked to remain in the cafeteria or main hall.

<b>REGULAR DISMISSAL</b>		
<u>High School</u>		<u>Jr. High School</u>
8:26 – 9:16	-----1 <sup>st</sup> -----	8:29 – 9:19
9:19 – 10:08	-----2 <sup>nd</sup> -----	9:22 – 10:11
10:11 – 11:00	-----3 <sup>rd</sup> -----	10:14 – 11:03
11:03 – 11:52	-----HS 4 <sup>th</sup> /JH Lunch-----	11:06 – 11:55
11:55 – 12:44	-----HS Lunch/JH 4 <sup>th</sup> -----	11:58 – 12:47
12:47 – 1:36	-----5 <sup>th</sup> -----	12:50 – 1:39
1:39 – 2:28	-----6 <sup>th</sup> -----	1:42 – 2:31
2:31 – 3:20	-----7 <sup>th</sup> -----	2:34 – 3:23

<b>2:26 DISMISSAL</b>		
<u>High School</u>		<u>Jr. High School</u>
8:26 – 9:11	-----1 <sup>st</sup> -----	8:29 – 9:14
9:14 – 9:58	-----2 <sup>nd</sup> -----	9:17 – 10:01
10:01 – 10:45	-----3 <sup>rd</sup> -----	10:04 – 10:48
10:48 – 11:32	-----HS 4 <sup>th</sup> /JH Lunch-----	10:51 – 11:21
11:35 – 12:05	-----HS Lunch/JH 4 <sup>th</sup> -----	11:24 – 12:08
12:08 – 12:52	-----5 <sup>th</sup> -----	12:11 – 12:55
12:55 – 1:39	-----6 <sup>th</sup> -----	12:58 – 1:42
1:42 – 2:23	-----7 <sup>th</sup> -----	1:45 – 2:26

<b>NOON DISMISSAL</b>		
<u>High School</u>		<u>Jr. High School</u>
8:26 – 8:54	-----1 <sup>st</sup> -----	8:29 – 8:57
8:57 – 9:25	-----2 <sup>nd</sup> -----	9:00 – 9:28
9:28 – 9:56	-----3 <sup>rd</sup> -----	9:31 – 9:59
9:59 – 10:27	-----4 <sup>th</sup> -----	10:02 – 10:30
10:30 – 10:58	-----5 <sup>th</sup> -----	10:33 – 11:01
11:01 – 11:29	-----6 <sup>th</sup> -----	11:04 – 11:32
11:32 – 12:00	-----7 <sup>th</sup> -----	11:35 – 12:00



### Semester Exam Schedule

The semester exams will be administered over a period of two days. Once a class period begins, students must remain in that class period until the end. No early dismissals from that period will be permitted (**including the last period of the day**). If a student has an unexcused absence during a required exam, he/she will receive a 0 on the exam.

All students are required to take semester examinations the first and second semester of every school year *unless waived as a result of the grade and attendance incentives*. School will dismiss at 2:18 on exam days, with the exception of the last day of spring exams (1:00 dismissal).

#### **WINTER SEMESTER EXAMS**

##### **First Day of Testing Schedule**

1 <sup>st</sup> Period	2 <sup>nd</sup> Hour Class (8:28 – 9:43)	Exam
2 <sup>nd</sup> Period	1 <sup>st</sup> Hour Class (9:46 – 11:01)	Study Hall
3 <sup>rd</sup> Period	4 <sup>th</sup> Hour Class (11:04 – 12:19)	Exam
Lunch	<b>12:22-1:00</b>	
4 <sup>th</sup> Period	6 <sup>th</sup> Hour Class (1:03 – 2:18)	Exam

##### **Second Day of Testing Schedule**

1 <sup>st</sup> Period	1 <sup>st</sup> Hour Class (8:28 – 9:43)	Exam
2 <sup>nd</sup> Period	3 <sup>rd</sup> Hour Class (9:46 – 11:01)	Exam
3 <sup>rd</sup> Period	5 <sup>th</sup> Hour Class (11:04 – 12:19)	Exam
Lunch	<b>12:22-1:00</b>	
4 <sup>th</sup> Period	7 <sup>th</sup> Hour Class (1:03 – 2:18)	Exam

#### **SPRING FINAL EXAMS**

##### **First Day of Testing Schedule**

1 <sup>st</sup> Period	1 <sup>st</sup> Hour Class (8:28 – 9:43)	Exam
2 <sup>nd</sup> Period	3 <sup>rd</sup> Hour Class (9:46 – 11:01)	Exam
3 <sup>rd</sup> Period	5 <sup>th</sup> Hour Class (11:04 – 12:19)	Exam
Lunch	<b>12:22-1:00</b>	
4 <sup>th</sup> Period	7 <sup>th</sup> Hour Class (1:03 – 2:18)	Exam

##### **Second Day of Testing Schedule**

1 <sup>st</sup> Period	2 <sup>nd</sup> Hour Class (8:28 – 9:43)	Exam
2 <sup>nd</sup> Period	4 <sup>th</sup> Hour Class (9:46 – 11:01)	Exam
Lunch	<b>11:01 – 11:35</b>	
3 <sup>rd</sup> Period	6 <sup>th</sup> Hour Class (11:38 – 12:53)	Exam

2-90M

#### **Credit for Alternative Courses and Programs, and Course Substitutions**

##### **Exchange Programs**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course

work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

#### Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

#### Dual Credit Courses

Dual Credit Classes are classes a student receives high school and Shawnee College credit for successfully completing. In order to be enrolled in the classes, a sufficient ASSET or Compass score must be met and must make a C or better in the class. The following are classes that may be offered as dual credit: CNA, English IV, and PreCalculus. A virtual dual credit class counts as a full credit and will appear on the high school and college transcript. All dual credit classes will follow Shawnee College's ten-point grading scale.

#### Escrow Classes

To enroll in the Escrow program, please consult your high school guidance counselor.

**Shawnee Community College will accept students currently enrolled in high school that meet these guidelines:**

- Be ranked in the upper 40% of his/her graduating class, be at least 16 years of age and be enrolled in a college preparatory curriculum.
- Have successfully completed three years of high school English prior to enrolling in an English course.
- Have successfully completed three years of high school math prior to enrolling in a math course.
- Have successfully completed the Accuplacer examination or ACT/SAT with the required score to enter ENG 111, transfer level math, or any other academic class and be performing on the required reading level.
- Submit a copy of his/her high school transcript along with the Student Information Form and Escrow Application signed by a high school official and a parent/guardian
- Eight semester hours of credit are the maximum number of hours a student can enroll in during any given semester.
- Students must maintain a Shawnee Community College GPA of 2.0 or above to continue in the Escrow Program.

#### **Advanced Honors Program Admission**

In addition to the regular escrow requirements, the student must also meet the following requirements:

- Fill out an application for the Advanced Honors Program.
- Be ranked in the upper 20% of his/her class (using all high school grades assigned up to the time of application).
- Have a minimum cumulative high school GPA of 3.25, based on the 4.0 scale.
- Maintain a minimum cumulative SCC GPA of 3.0, based on the 4.0 scale.
- The student's schedule of SCC courses is officially approved each semester by the high school official and the SCC Registrar.

Honors Escrow students get a tuition/fee waiver and a book loan, making attending SCC virtually free.

JHS

### **Advanced Honors Program Admission**

In addition to the regular escrow requirements (see “Escrow Classes”), the student must also meet the following requirements:

- Fill out an application for the Advanced Honors Program.
- Be ranked in the upper 20 % of his/her class (using all high school grades assigned up to the time of application).
- Have a minimum cumulative high school GPA of 3.25, based on the 4.0 scale.
- Maintain a minimum cumulative SCC GPA of 3.0, based on the 4.0 scale.
- The student’s schedule of SCC courses is officially approved each semester by the high school official and the SCC Registrar.
- These courses are free of charge up to 8 semester hours of credit.
- Have successfully completed the ASSET or COMPASS examination with the required score to enter ENG 111, transfer level math, or any other academic class and be performing on the required reading level.

### Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

JHS

### **Driver’s Education Requirements**

Each student attending any public or non-public high school in the district must receive a passing grade in at least 8 courses during the previous 2 semesters prior to enrolling in a driver education course, or the student shall not be permitted to enroll in the course; provided that the local superintendent of schools (with respect to a student attending a public high school in the district) or chief school administrator (with respect to a student attending a non-public high school in the district) may waive the requirement if the superintendent or chief school administrator, as the case may be deem it to be in the best interest of the student. Additionally, students must be passing all courses before driving with the Driver’s Education instructor.

Effective June 22, 2006, PA 94-0897 strengthens the Illinois Graduated Driver’s License program by increasing the amount of practice time to 50 hours, including 10 hours of night driving, young drivers will need before being able to obtain a driver’s license. This new law requires the parent, legal guardian or other responsible adult to provide written consent at the time of driver’s license application verifying the teen is sufficiently prepared and able to safely operate a motor vehicle.

JHS

### **Driving Privileges**

Illinois law requires that minors in Illinois attend school in order to maintain their driver’s permit or license and allows the State of Illinois to decline to issue or renew driving privileges for any minor deemed to be chronic or habitual truants. This will be accomplished through quarterly reports from all schools to the secretary of state’s office that contain lists of students who have been expelled, have

withdrawn from school, or who have been certified as truants.

There are exemptions to the new law. Minors who miss school due to illness, economics or family hardships are exempt, as are those who are working toward their GED. Exemptions are also provided to married minors, those who are legally emancipated and students who are being home schooled. To read the new legislation, visit:

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=094-0916&GA=094>

**Students who are failing classes and/or have multiple discipline infractions may lose the privilege of driving.**

2-JHS

#### **Work Permits**

Students under 18 years of age must obtain a work permit before being allowed to work. You must have proof of employment to receive an application. Applications for work permits are available in the school office.

2-100R

#### **Home and Hospital Instruction**

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

2-120R

#### **High School Graduation Requirements**

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

1. Completing all District graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing the Illinois and U.S. constitution tests, examinations on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

#### **Students Entering the 9th Grade in the 2008-2009 School Year & Beyond**

- (1) Four years of language arts.
- (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
- (3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
- (4) Three years of science.
- (5) Three years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government.
- (6) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.

- (7) At least one semester of civics coursework will be required for students entering grade 9 in the 2016-17 school year and thereafter.
- (8) Four years of physical education.
- (9) One semester each of Consumer Education, Driver's Education, Creative Writing, and Health.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program.

2-JHS

### **Valedictorian or Salutatorian Requirements**

In order to be eligible for Valedictorian or Salutatorian, a student must have taken the College Preparatory Coursework for Illinois Public Universities and Illinois Community Colleges.

3-10 JHS (M)

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

Students are required to pay a fee upon registering for classes. This helps cover costs incurred by the school in providing students with workbooks and other paper materials that cannot be reused.

- A workbook and consumable materials fee of \$20 for grades 7-12 is required.
- Students enrolled in Driver Education must pay a \$50 fee per year, in addition to the \$20 white slip fee to the Secretary of State.
- All students enrolled in art are required to pay a fee of \$10 for supplies and materials.
- Classes, which require other than normal expenses, may require students to pay for the cost of the material used in the program. This includes shop projects, art projects, business classes, band/music, and physical education classes.
- All students participating in a sport are required to pay a fee of \$20 per sport. No one family will pay more than \$50 per year for their children. Students will not be allowed to participate until the fee has been paid.

Illinois law provides that the following students are eligible for fee waivers:

1. All students whose family income is at or below the free lunch or breakfast guidelines.
2. DCFS wards parents who believe they qualify should complete an application for fee waiver, which is available in the school office.

3-20 MG/JHS

### **School Breakfast & Lunch Program**

The cafeteria at Joppa High School operates with the welfare of the students in mind. Hot, nourishing meals are served to make it possible for each student to have a well-balanced meal. Students may eat the lunch provided by the cafeteria or bring their own lunches from home. Joppa also has a breakfast program.

Thanks to the Community Eligibility Provision, funded by the USDA, Joppa-Maple Grove students will not be charged to eat breakfast or lunch at the school. This program began here in the 2014-2015 school year.

Milk or juice may be purchased separately at \$0.25 for each one-half pint. However, this must be paid for in cash at the point of service.

If a child has been determined by a doctor to have a disability and the disability would prevent the child from eating the regular school meal, Joppa-Maple Grove USD #38 will make substitutions as prescribed by a doctor at no extra cost.

4-10M

### **Bus Transportation**

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

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.

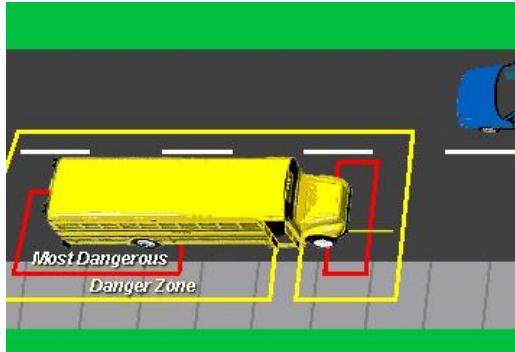
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student 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®, smartphones, and other electronic devices should not be used on the bus.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver

and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

### **Bus Schedule and Regulations**

Under **NO CIRCUMSTANCES** will students be allowed to ride another bus or go home with an adult, other than parents, unless a note is sent from home by the parents. The note will contain the reason for riding, the number of the bus and the name of the person where the child will be dropped off. Please date and sign the note. **A phone call concerning a change in busing will not be accepted.**

Changes in transportation accommodations may be denied for routes that are operating at capacity. If the parent cannot be at home, please arrange for someone to meet the child.

The district currently contracts the busing with Durham School Services. Durham's buses are equipped with recording devices that will be used to monitor audio and video at all times on each bus.

4-20R/JHS

### **Parking**

Students may park their vehicles in the lot designated for students and located at beside the gym between the hours of 7:30 a.m. and 9:00 p.m.. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while on school grounds. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The parking in front of the school is for school staff, personnel, visitors and others designated by administration. These lots **MAY NOT** be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

Cars parked on the school grounds must be locked at all times. Parking on the school grounds can be denied of any person who is found guilty of excessive tardiness, gross misconduct or disobedience. Cars are not at any time to be parked on any grass area surrounding the school. Additionally, cars are to be parked in an area that is visible from the main entrance (i.e. not to the side of the building). After school, students should wait until the buses leave before leaving the parking lot. Students who choose to drive accept the responsibility of getting to school on time. Students are not to go to their cars for any reason

during the day without prior permission from administration. If a vehicle is parked on school property, it may be searched at any time with reasonable suspicion.

Students will not be allowed to drive their own vehicles to and from school activities when school transportation is furnished for that activity without prior administration approval.

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

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

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

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

5-MG/JHS

#### **School Insurance**

Students may purchase additional coverage for accidents from an accident insurance company approved annually by the Board of Education. Parents should be reminded that this inexpensive accident insurance program is supplemental and normally will not completely cover all accident-related costs. A sign-up period is the first week of school for those wishing to purchase this coverage.

5-10

#### **Immunization, Health, Eye and Dental Examinations**

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

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.



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

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

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

5-20M

### **Student Medication**

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

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

### Self-Administration of Medication

A student may possess 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.

5-30R

### Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

5-40R

### Safety Drill Procedures and Conduct

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

5-50R

### Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Consider the following guidelines for returning to school:

- Chicken Pox - students may return after six school days from breaking out – doctor's note is not required
- Strep Throat - students may return to school after taking medication for 24 hours
- Fever - students may return to school when free of fever for 24 hours without the use of fever-reducing medication
- Fifth's Disease Rash – Students may return to school once diagnosis is confirmed by a physician

- Rash - students may return to school with a doctor's note indicating it is not contagious
- Ringworm - students may return to school with a doctor's note indicating that treatment has been in effect for 24 hours and until there is proof that the lesion is shrinking unless the lesion is where it can be covered
- Vomiting - students may return to school after 24 hours without vomiting
- Pink eye - students may return to school 24 hours after beginning treatment
- Scarlet Fever - students may return to school after taking medication for 24 hours and with a doctor's note(rash may be present)
- Impetigo: excluded for 24 hours after treatment begins

Cases of communicable diseases and contagious infections must be reported to the school. All open wounds must be covered completely until well healed. This is prevent staph infections and MRSA. Students with a fever or who are acutely ill should not be at school. A student who is running a fever should not return to school until 24 hours after the fever has broken. This is particularly important during intense flu season.

5-60R

### **Head Lice**

The School Board recognizes that a student infected with head lice is eligible for all rights, privileges and services provided by law and the District's policies. The District shall balance those students' rights with the District's obligation to protect the health of all district students and staff.

The school will observe recommendations of the Illinois Department of Public Health 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. Upon request, the school nurse can assist with instructions 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.

6-JHS

### **DISCIPLINARY PROCEDURES**

All disciplinary infractions are entered on our STI online portal. This is where parents can monitor and track student attendance, grades, and discipline. To receive access to STI, parents must come to the school for a username and password – telephone requests will not be processed. After receiving login information, parents can sign up for notifications by logging in to the Home Portal (<https://510410.stiinformationnow.com/informationnow>), go to System Preferences, and Settings. In the Alerts area, check the appropriate boxes and provide a valid email address. Due to accessibility, this Alerting system will replace discipline reports being mailed home. If a parent would like to request discipline reports still be mailed home, please contact the office.

6-20M

### **School Dress Code / Student Appearance**

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

- Jackets, coats, enclosed binders and/or book bags are not acceptable in class.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. Clothing with holes, rips, and tears must be covered underneath or the holes, rips, and tears must be below the fingertip length.
- The length of shorts, dresses, rompers, or skirts must come to end of fingertip length. Tights, leggings, yoga pants, or other types of hosiery must be accompanied by a fingertip length top or dress.
- Appropriate footwear must be worn at all times.
- Any form of wearing apparel and any type of grooming which, in the opinion of faculty and/or staff, is a distraction or creates a danger is strictly prohibited. If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- The width of all tops must be a width of three fingers at the shoulder.
- There should be no inappropriate apparel, including tank tops (3 finger strap minimum), spaghetti strap dresses, pajamas, house shoes/slippers, and/or backless tops.
- Blouses and shirts must meet skirts, slacks, or pants. The midriff must not show.
- Graduation and prom are viewed as formal events. Students are expected to dress appropriately. For graduation, this means dress pants or khakis, a collared shirt, and dress shoes for the males. For the females, dress pants or khakis, a dressy top, and dress shoes or a dress. Jeans, shorts, t-shirts, flip flops and tennis shoes are not acceptable.

6-JHS

#### **Insubordination/Verbal Abuse to Staff**

The main purpose of the entire school staff is to help and educate the student body. Since the school staff stands in the place of parents, we expect to receive the same respect due the parents. In keeping with this idea, students should be aware that cases of insubordination or verbal abuse to staff will not be tolerated and are subject to disciplinary action.

6-30M

#### **Student Behavior**

##### **Prohibited Student Conduct**

Rules apply before and after school, during school, on the bus, and during activities. 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. Tobacco materials include matches and lighters.

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:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - 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.
  - 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.
  - 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.
  - "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.
  - 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.
  - 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a student, visitor or 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.
23. Leaving campus unless approved by administration. Students who leave school without permission

from an administrator may be subject to immediate disciplinary action.

24. Being in the teachers' lounge.
25. Setting off fire alarms. Turning in a false alarm is not only dangerous it is illegal. Anyone who turns in a false alarm (pulls the alarm box with intent) may be subject to suspension from school and may be recommended for expulsion.
26. Using, trafficking in, or in possession of fireworks, smoke bombs, stink bombs or other related fireworks materials may result in suspension from school and may be subject to expulsion.
27. Remaining habitually idle. Students who repeatedly do not complete assignments, turn in assignments, turn in assignments on time, or attempt to complete assignments, will be considered "habitually idle" and therefore will sustain discipline which may include: conference with principal, lunch detention, after-school detention, in-school suspension, or out-of-school suspension.
28. Using words or gestures commonly accepted as profane or obscene in speech or in written form.

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. Lunch detention.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school detention.
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. 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.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. 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.

JHS

### **Vandalism**

The faculty, community and student body should take pride in our schools. The cooperation of the entire student body is required to keep the schools and its equipment in the best of condition. To deter thoughtless or intentional damaging of school property, any student found guilty of vandalism or attempting to vandalize will be held responsible for the cost and repair. Further, the student may face suspension from school and possibly expulsion.

JHS

### **Detention/Rules for Detention**

1. No talking or making unnecessary noises.
2. No sleeping, eating, or drinking.
3. Students must bring pencil or pen and work for the entire period.

Lunch detentions will be held for 49 minutes daily, encompassing lunch and tutorial. After school detention will be held for 90 minutes on Wednesday of each week (when possible). Bus students must provide their own way home on days they are assigned after school detentions.

If the student is absent from detention and is unexcused and/or the student misbehaves in detention, the detention will be reassigned and an additional detention and/or suspension may result. If the student is tardy for detention, another detention will be issued.



Detentions accumulate. It is important to note that:

Four Tardies (classroom and overall) - One detention

Four detentions of any kind - May result in additional disciplinary action

- All outstanding punishment must be served.
- If a student accumulates excessive detentions, he/she may receive additional consequences.

### **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**

Weapons are designed to injure people. Students should never bring anything to school or utilize anything at school that could be considered a weapon. Any weapon found on school grounds will be confiscated (including pocket knives). Depending on the nature of the weapon, the student may be suspended or expelled from school and both he/she and the weapon may be turned over to legal authorities.

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

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

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
2. use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
3. request any person to pay protection or otherwise intimidate, harass or threaten any person;
4. commit any other illegal act or other violation of district policies,

5. or incite other students to act with physical violence upon any other person.

Students are not to engage or involve themselves in any type or style of hate activity. Hate activity includes, but is not limited to: words spoken, witchcraft symbolism, pictures, or other forms of derogatory and intimidating communication.

### **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.

6-40M

### **Preventing Bullying, Intimidation & (Sexual) Harassment**

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

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

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All 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.

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.

**Complaint Manager**

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6-JHS

**Fighting**

Any student who participates in or is responsible for a fight in the school, on school property, to or from school, on the bus, or during an activity in which the school is involved may be subject to suspension and/or expulsion. For clarity, self-defense is described as an action taken to restrain or block an attack or to shield oneself. Retaliating by hitting a person back will not be considered self-defense and will be considered as fighting. In addition, the following situations may result in further discipline: (1) a student is involved in a fight and he/she does not respond to the direction of the supervising staff member, or should strike the staff member (with or without intent); (2) students who instigate or promote fights among fellow students; and (3) students who leave their assigned classroom or area, or leave their normal path to and from class, to observe or participate in a fight.

6-JHS

**Personal Conduct**

Public displays of affection considered inappropriate are strictly prohibited. This includes, but is not

limited to kissing, hugging, holding hands and inappropriate touching. Under no circumstances should one student be sitting on another student's lap.

6-50 JHS

### **Cafeteria Rules**

The following rules are to be observed in the cafeteria:

1. Students are to stay in their designated classrooms until their lunch bell rings. *Students are to go directly to the cafeteria* – Passes to restrooms, lockers, etc. will be given, if needed, by the lunchroom supervisor.
2. Walk, do not run, at anytime.
3. No reserved seats (unless issued by the lunch supervisor).
4. Seating will be limited to 10 students per table. For safety purposes, chairs are not to be moved for additional seating.
5. Trash must be placed in the proper wastebaskets. Keep the table and floors clean. *Do not* throw silverware or dishes away.
6. No student is to cut places in the lunch line. Teachers are to be given this courtesy.
7. Sit in the chairs and place them next to the table when they are not in use. Do not sit on tables. Do not abuse the chairs (i.e. leaning back, physical abuse, etc.).
8. Do not take food and/or drink from the cafeteria into halls or rooms.
9. Cafeteria is off limits except during breakfast, lunch, and/or by supervised activity.

### **Drink Machines**

Improper use of the drink machines and/or gross misconduct by students during lunch period may result in the loss of drink machine privileges for a time determined by administration.

**Note:** Drinks are to be consumed in the cafeteria during breakfast and lunchtime – **not in the hallways and not in the classrooms** without permission from the principal. Outside drinks will only be permitted at lunch and they must be unopened. Students are not allowed to purchase drinks from the gym lobby during the school day. These machines are to be used after school only.

6-60R/JHS

### **Class and/or Field Trips/Co-Curricular/Extra-Curricular Activities**

Field trips/co-curricular/extra-curricular activities are a privilege for students. Extra-curricular activities may include athletics, field trips, dances, clubs, or any activity outside of the regular daily curriculum. Students must abide by all school policies during transportation and during such activities, and shall treat all locations as though they are school grounds.

Class trips are considered rewards for students and the rules for these trips are set accordingly to benefit those students who have earned the right to participate due to passing grades, good behavior, regular attendance, and participation in class activities in which the proceeds go towards the class trip. Each class and the class sponsors will be responsible for determining the class activities for which each member is responsible to be allowed to participate.

A student is ineligible to attend such and activity if he/she receives an unexcused absence the day prior to the field trip. A student who has an excused absence for that day will be allowed to go depending on the circumstances. Individual cases may be brought to the principal to determine eligibility. Failure to abide by school rules and/or location rules during these activities may subject the student to discipline.

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

- not in attendance for at least 3.5 hours on the day of the activity (or the day before if the event falls on a weekend), plus the absent part of the day **MUST BE EXCUSED**. Extenuating circumstances, such as death in the family, may be brought to the principal for consideration.
- Received an in or out of school suspension during the current school year. In addition, any student whose behavior during the school day is unacceptable may have their privileges revoked by the administration;
- Excessive disciplinary infractions;
- Attendance is below 95% (this includes excused and unexcused absences);
- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Failure to meet grade eligibility. Students must be passing all courses. Grades will be checked every Friday morning. If students fail to meet this qualification, they will be placed on probation and not allowed to participate the following week. For extra-curricular activities: after three weeks, not necessarily consecutive, of ineligibility a student will be deemed ineligible for the remainder of the season/year. For class trips: cumulative averages will be calculated on the Friday morning prior to the trip.
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

For class trips, a student who has been suspended or has not met the attendance requirement may write a letter of consideration for probation within one week of the suspension or one week of surpassing the absence limit of 7 days. The principal and superintendent may grant a probationary contract allowing the student a second chance at attending the trip. Only one such contract per student will be permitted.

For extra-curricular participation, students must have proof of insurance or a signed waiver on file with the main office.

In order to participate in a co-curricular activity a student will be required to be passing all classes. **This does not apply to any IHSA sanctioned competition.**

Appropriate behavior, as outlined in the handbook, at any activity is expected at all times. If appropriate behavior is not displayed, students will be asked to leave the activity. Future attendance will be in jeopardy.

6-70

#### **Access to Student Social Networking Passwords & Websites**

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

7-JHS

#### **Electronic Communication**

Students who possess and/or use a cell phone at school must follow the responsibilities listed below. Any violation of the responsibilities may result in loss of the privilege to have a cell phone at school, loss of the cell phone until a parent can pick it up, detention, in-school suspension, or suspension. Illegal use of a cell phone is likely to be referred to law enforcement.

Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- Cell phones may be used in the morning before school begins. Phones are to be put away once the applicable tardy bell rings (8:26 for high school and 8:29 for junior high).
- Cell phones may be used during a student's lunch period, but only after the bell for lunch rings up until the bell to signal the end of lunch.
- The use of personal electronic devices during class without the permission of the teacher, or in a disruptive manner, is prohibited. Teachers have the right to permit the use of electronic devices for educational purposes. Otherwise, phones are to be turned off and put away during class.
- Personal electronic devices should not to be used between classes.
- Cell phones are never to be used in bathrooms or locker rooms. Use in such areas may result in more severe consequences.
- Personal electronic devices that ring, vibrate, or in any other way disrupt the educational process of a class may constitute a violation of this policy.
- Personal electronic devices may not be used to cause any disruption in the educational process, to violate any other district rules or policies, or for unethical or illegal purposes. Prohibited uses include, but are not limited to, voice or text communication during class, cheating on assignments and/or tests, harassing or bullying others, bypassing the nurse or office to contact a parent/guardian to leave school, and taking or distributing unauthorized photographs or recordings of other people. If a situation dictates, local law enforcement may be contacted to handle it accordingly.
- If a student needs to contact a parent/guardian, they must still come to the office to be able to use their cell phone to do so. Otherwise, it will be considered a violation of this policy.
- Cell phones may be taken on school sponsored field trips, with teacher approval. School rules still apply.
- Joppa-Maple Grove will not be responsible or liable for the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto JMG property.
- For the purposes of these rules, other "smart" devices will be treated similarly.

**Consequences for Improper Usage May Include:**

- 1<sup>st</sup> offense - phone confiscated, detention issued.
- 2<sup>nd</sup> offense - phone confiscated, detention issued, and parent must pick up phone after 3 pm.
- 3<sup>rd</sup> offense - phone confiscated, one-day of in-school suspension assessed, and parent must pick up phone after 3 pm. The student is no longer allowed to bring a cell phone to school after the 3<sup>rd</sup> offense.
- For each offense beyond 3 infractions, the phone will be confiscated and a three-day in-school suspension will be assigned for insubordination.

We do not want to impose disciplinary measures for improper use, but our desire is simply to provide a means for educating students on how to properly utilize electronic devices in a public setting, as well as minimizing interruptions to the educational process.

### **Internet Acceptable Use**

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

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

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

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

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

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

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

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

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

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.



- Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- Use of the School District’s email system constitutes consent to these regulations.

#### Security

Network security is a high priority. Any violation may result in loss of privilege. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the office. Students 18 and over may sign their own form.

#### 7-20 R

##### **Distribution of Non-School Sponsored Publication/Websites:**

Students seeking to distribute 10 or more copies of the same material concerning non-school sponsored activities should contact the principal at least 24 hours before distribution for approval.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

#### 8-10M

##### **Search and Seizure**

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

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

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

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

### **Students**

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

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

### **Seizure of Property**

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

9-2

### **Attendance at School Dances**

*Attendance at school-sponsored dances (including Prom) is a privilege.* Only students who attend Joppa High School may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event or other circumstances apply that have been predetermined by the principal or designee. Students in attendance are also required to dress in a manner that is appropriate for the event.

\*\*\*Review expectations outlined in *Class and/or Field Trips/Co-Curricular/Extra-Curricular Activities* which also govern all school dances. Students earn the right to participate by having passing grades, good behavior, and regular attendance.

The school's discipline code will be in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;

4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a “look alike” weapon.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school;
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted. The school may also impose other discipline as outlined in the school’s discipline code.

9-10M/R

### **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. These requirements are not intended to make students ineligible for athletics and other extra-curricular activities, but to insure that Joppa students maintain academic progress as a priority over extra-curricular activities. These requirements apply to all students who participate in any IHSA regulated activity. (Note: scholar bowl is an IHSA sanctioned activity).

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **IHSA [or] IESA**

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

### **Eligibility**

Eligibility is determined weekly for all extra-curriculars by the Athletic Director on Friday morning and will begin on Saturday and continue through the following Friday. Eligibility is based on a student’s current quarterly average, of which all classes must be passing. Any student failing to meet these academic criteria shall be ineligible to participate in the athletic activity, which includes cooperative sports with other schools. Students who are ineligible may not leave school early to attend or participate in games or practices. Student eligibility will be based on IHSA requirements at the beginning of each semester (IHSA By-Law 3.022).

The first week of ineligibility will be considered a “grace week” and the student will be allowed to participate. However, after three weeks, not necessarily consecutive, of ineligibility a student will be deemed ineligible for the remainder of the season and removed from the team.

See the athletic handbook for additional information.

A student is not allowed to participate in any extra-curricular activity, including attending dances and games, if that student was not in attendance for a minimum of 3.5 hours on the day of the activity. **In order to be eligible to attend Saturday activities a student must be in attendance for 3.5 hours on Friday. In addition, the missed portion of the day must be an excused absence.** Students failing any class will not be allowed to participate in any extra-curricular activity. Furthermore, students may only attend if it does not interfere with the school day.

#### Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

#### Behavior Eligibility Requirements

1. Any student who has multiple suspensions may be placed on the school's "Behavioral Ineligible" list and may be prohibited from participating in and attending extra-curricular activities for the remainder of the school year, including but not limited to homecoming, games, prom, etc.
2. Any student will be dismissed from the team (organization) for gross misconduct.
3. Any student will be dismissed from the team (organization) if caught with alcohol, tobacco, or drugs.
4. Students displaying unsportsmanlike conduct during a contest will be subject to penalties under our school codes. Also, students may have to appear before the Joppa-Maple Grove Board of Education to explain their inappropriate behaviors and poor representation of the district.

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

### Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach, if excused. Unexcused absences are ineligible for participation.

### Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

### IHSA/SIJHSAA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Southern Illinois Junior High School Athletic Association and, if applicable, these rules will apply in

addition to this Athletic Code. In a case of a conflict between IHSA/SIJHSAA and this Athletic Code, the most stringent rule will be enforced.

All students who choose to participate in athletics will be given a copy of the district's athletic handbook. Students and parents will be required to sign an agreement upon reviewing the athletic handbook that indicates they will comply with the rules and regulations set forth.

9-JHS

### **Beta Club Criteria**

Any student who achieves the semester honor roll is eligible for membership. If the cumulative grade point average drops below 3.34 after obtaining membership, probation will result. Any member may go on probation for a semester before his/her membership is invalid. To reactivate membership, the student must earn a total grade point average of 3.50 during the semester of the probation period and then maintain a 3.34 cumulative average. Any member that is suspended from school is automatically on probation for one semester. A student's character and leadership abilities are also considered, and a majority vote by current members is required for new members.

Each member must: (1) earn a minimum number of character, attitude, and service points; (2) attend the Spring Induction Ceremony; and (3) attend the Illinois State Beta Club Convention. Failure to comply with these guidelines (but not limited to these guidelines) may result in probation and revocation of membership.

9-JHS

### **Game Admissions: Basketball And Volleyball**

Admission to Joppa High School basketball and volleyball games (excluding tournaments) is as follows:

\$3.00 Adults

\$2.00 Students-All Ages

- Students 6<sup>th</sup> grade and under must be accompanied by a responsible adult to be admitted to either building for games.
- Admission price for all Joppa-Maple Grove Students will be waived if accompanied by parent and/or responsible adult.
- No outside food or drink allowed at ballgames.
- There will be no re-entry allowed for students at ballgames.

10-10M

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is

determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

10-20

#### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

10-30R

#### **Exemption From Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student’s parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student’s individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student’s individualized education program.

11-10M/R

#### **Student Privacy Protections**

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

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

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

##### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.

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

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

### **Instructional Material**

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

11-20M

### **Student Records**

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

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

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
- 2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.** A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each



of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

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

**4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

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

**6. The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:

- Name, Address, Gender, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school

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

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

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

11-30M

### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

11-40

### **Requests from Military or Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

12-10M

### **Teacher Qualifications**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State

qualification and licensing criteria have been waived;

- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

12-20

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades three through six will take standardized tests on mathematics and reading/language arts. Fifth grade students will additionally test in science. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

12-30M

### **Homeless Child's Right to Education**

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, and/or other support.

12-40M/R

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

12-60M

**English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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.

For questions related to this program or to express input in the school's English Language Learners program, contact building principal.

12-70M

**School Visitation Rights**

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

12-80M

**Pesticide Application Notice**

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

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

12-90

**Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

12-110

**Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and

upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

12-120M

**Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.