

# STEELEVILLE HIGH SCHOOL

## 2018-2019



### SHS HANDBOOK

### FOR

### STUDENTS AND PARENTS

STEELEVILLE HIGH SCHOOL  
701 SOUTH SPARTA STREET  
STEELEVILLE, IL 62288

TELEPHONE: 618-965-3432  
FAX: 618-965-3433  
OFFICE HOURS: 7:30am - 3:30 pm M-F

## **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 of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein. The Board's comprehensive policy manual is available for public inspection through the District's website [www.steeleville138.org](http://www.steeleville138.org) or at the Board office, located at:

Steeleville Unit District Office  
609 South Sparta Street  
Steeleville, IL 62288

**Superintendent:** Stephanie Mulholland – [smulholl@steeleville138.org](mailto:smulholl@steeleville138.org) – 965-3469

**Assistant Superintendent:** Jennifer R. Haertling – [jhaertling@steeleville138.org](mailto:jhaertling@steeleville138.org) – 965-3432

The School Board governs the school district, and is elected by the community

**Current School Board members are:**

Mr. Korey Bockhorn, President  
Mr. Fred Frederking, Vice-President  
Mrs. Rick Smith- Secretary  
Mrs. Lisa Ernsting - Member  
Mrs. Lisa Lowry-Rohlfing, Member  
Mr. Jim Mevert - Member  
Mr. Tim Mitchell - Member

**The School Board has hired the following administrative staff to operate the school:**

Jennifer R. Haertling, Asst. Superintendent/H.S. Principal - [jhaertling@steeleville138.org](mailto:jhaertling@steeleville138.org)

**The school is located and may be contacted at:**

Steeleville High School  
701 S. Sparta Street  
Steeleville, IL 62288  
(618) 965-3432  
(618) 965-3433 Fax

**Student/Parent Handbook Acknowledgement and Pledge**

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

**Student Acknowledgement and Pledge**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

**Parent/Guardian Acknowledgement**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

Date

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## ADMINISTRATION

Mrs. Jennifer R. Haertling [jhaertling@steeleville138.org](mailto:jhaertling@steeleville138.org) Asst. Superintendent, H.S. Principal, Asst. Cross Country Coach

## HIGH SCHOOL FACULTY

Mr. John Antonacci [jantonacci@steeleville138.org](mailto:jantonacci@steeleville138.org) Algebra I&II, Head Girls Basketball Coach & 11<sup>th</sup> Grade Sponsor

Mr. Bryce Bainter [bbainter@steeleville138.org](mailto:bbainter@steeleville138.org) PE & Health/Athletic Director, 11<sup>th</sup> Grade Sponsor & Varsity Club

Mrs. Erin Dobson [edobson@steeleville138.org](mailto:edobson@steeleville138.org) World History, Adv American History, Sociology & Civics/ 9<sup>th</sup> grade sponsor, SAB & History Club

Mr. Aaron Fiene [fiene\\_4@hotmail.com](mailto:fiene_4@hotmail.com) Head Boys Basketball Coach

Mr. Andy Gerlach [agerlach@egyptian.net](mailto:agerlach@egyptian.net) Head Softball Coach & Asst. Boys Basketball Coach

Mr. Bill Grafton [bgrafton@steeleville138.org](mailto:bgrafton@steeleville138.org) Biology, Chemistry I & II, & Anatomy & Physiology/Science Club

Mrs. Daralynn Gross [dgross@steeleville138.org](mailto:dgross@steeleville138.org) Special Education/360 Team

Mr. Neal Haertling [haertlingn@spartahospital.com](mailto:haertlingn@spartahospital.com) Head Cross Country Coach

Mrs. Michelle Hamilton [mhamilt@steeleville138.org](mailto:mhamilt@steeleville138.org) Guidance Counselor/Steeleville Honor/Achievement Society, FCA Sponsor & Project Graduation

Mr. Justin Jeffers [jj.jeffers@hotmail.com](mailto:jj.jeffers@hotmail.com) Head Boys/Girls Golf Coach

Mrs. Becky Krause [bkrause@steeleville138.org](mailto:bkrause@steeleville138.org) Art I – IV, Digital Photography & Ceramics/Art Society

Mrs. Sarah McKinnies [smckinnies@steeleville138.org](mailto:smckinnies@steeleville138.org) Agricultural Education & Environmental Biology/FFA, 9<sup>th</sup> Grade Sponsor & Science Club

Mrs. Michelle Mohr [mmohr@steeleville138.org](mailto:mmohr@steeleville138.org) English III & IV, English 101/102 & Lit 113, Lifesavers, 12<sup>th</sup> grade, Drama Club & SAB

Ms. Rachael Phelps [rphelps@steeleville138.org](mailto:rphelps@steeleville138.org) English I & II, Speech & Modern Lit

Ms. Julie Pyatt [jpyatt@steeleville138.org](mailto:jpyatt@steeleville138.org) Keyboarding, Web Design I & II, Information Processing, Acct I, & Annual/Webmaster, FBLA

Ms. Hannah Sims [hsims@steeleville138.org](mailto:hsims@steeleville138.org) American History, Geography, Special Education

Mrs. Brooke Smith [blizsmith92@gmail.com](mailto:blizsmith92@gmail.com) Cheer Coach

Mr. John Sutton [jsutton@steeleville138.org](mailto:jsutton@steeleville138.org) Business, Driver's Ed, Consumers Education, & CVE/Head Baseball Coach, Varsity Club & FCA 10<sup>th</sup> Grade Sponsor

Mrs. Lesley Wente [lwente@steeleville138.org](mailto:lwente@steeleville138.org) Geometry, Trig/Pre-Calculus, Calculus & Physics/Math Club, FCA, Head Volleyball Coach, 12<sup>th</sup> Grade Sponsor

## SUPPORTSTAFF

Mrs. Janae Yates [jyates@steeleville138.org](mailto:jyates@steeleville138.org) High School Secretary

Mr. Bret Gale Custodian (Day)

Mr. Sam Zimmerman Custodian (night)

## **GENERAL INFORMATION**

### **STUDENT ADMISSIONS POLICY**

Students (grades 9-12) who reside with their parent(s) or legal guardian(s) within the school district are eligible to attend Steeleville High School. Incoming freshmen must furnish evidence of the satisfactory completion of eight grades of elementary school work in order to be admitted to the freshman class. Students who transfer from other accredited high schools will receive credit for the work transferred by the school and will be given the advanced standing to which they are entitled. Students from non-accredited schools and from home school environments will have individual placement determination.

### **RESTRICTIONS ON ENROLLMENT**

Re-enrollment shall be denied to individuals 17 years of age or older who have dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his/her 21<sup>st</sup> birthday.

### **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: Jennifer Haertling, High School Principal.

#### **Cross-Reference:**

**PRESS 7:10, *Equal Educational Opportunities***

**PRESS 2:260, *Uniform Grievance Procedure***

### **HOMELESS STUDENTS**

Homeless students shall have equal access to a free, appropriate public education. A homeless student includes those who:

- Lack a fixed, regular, and adequate nighttime place of abode;
- Has a primary nighttime place of abode that is: a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

A homeless child may attend: (1) the District school that the child attended when permanently housed; (2) the last school in which the student was enrolled; or (3) the school attended by non-homeless students in the attendance area in which the homeless student is actually living at the time of enrollment. All homeless children shall be referred to the Liaison for Homeless Children, upon enrollment. Homeless students will be enrolled immediately, with or without prerequisite enrollment documentation as required by law.

#### **Cross-References:**

**PRESS 6:140, *Education of Homeless Children***

**PRESS 6:140-AP, *Education of Homeless Children***

## **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.

### **Cross Reference:**

**PRESS 8:70, *Accommodating Individuals with Disabilities***

## **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 22nd 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.

### **Cross Reference:**

**PRESS 6:120, *Education of Children with Disabilities***

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s Special Education rules when disciplining students with disabilities. 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.

### **Cross Reference:**

**PRESS 7:230, *Misconduct by Students with Disabilities***

## **STUDENTS WITH DISABILITIES**

### **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.

### **Cross Reference:**

**PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions***

**REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION  
EVALUATION OR OBSERVATION**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

**Cross Reference:**

**PRESS 6:120, *Education of Children with Disabilities***

**PRESS 6:120-AP2, E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes***

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

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

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

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

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

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

Within 30 days, the Superintendent will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Superintendent at SCUSD #138, 609 S. Sparta Street, Steeleville, IL 62288 (618)965-3469.

**Cross-references:**

**PRESS 4:110, *Transportation***

**PRESS 4:140, *Waiver of Student Fees***

**PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees***

**PRESS 4:140-E1, *Application for Fee Waivers***

**PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal***

## CLASSIFICATION OF STUDENTS

**FRESHMEN** - Any student having less than 4 credits at the beginning of the school year.

**SOPHOMORES** - Any student having 4 – 9 ¾ credits at the beginning of the school year.

**JUNIORS** - Any student having at least 10 credits at the beginning of the school year.

**SENIORS** - Any student having enough credits to be able to graduate at the end of the school year.

## REQUIREMENTS FOR HIGH SCHOOL GRADUATION

**Students must meet the following graduation requirements:**

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

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements – **21 Graduation Credits are Required**
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.
5. Transcripts of transfer students shall be evaluated individually

State Mandated/Steeleville H.S. Graduation Requirements

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. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
4. Two years of science.
5. Two 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. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
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. One semester of health education.
8. Daily physical education classes/1 year of Physical Education.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. One semester of consumer education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

A student must receive a passing grade in at least 8 academic courses during the previous 2 semesters prior to enrolling in Driver's Education. Grades from the previous two semesters of school enrollment will be used to determine eligibility for Driver's Education.

**Cross Reference:**

**PRESS 6:300, *Graduation Requirements***

### **CERTIFICATE OF HIGH SCHOOL COMPLETION**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

#### **Cross Reference:**

**PRESS 6:300, *Graduation Requirements***

### **COLLEGE OR UNIVERSITY ENTRANCE REQUIREMENTS**

The above are requirements for graduation only. College entrance requirements differ and students are responsible for meeting the requirements of the colleges and universities that they wish to attend. The guidance department has available resource books with this information, and colleges provide catalogs with more complete requirements. Students should request catalogs from colleges they may be interested in attending.

### **NCAA ATHLETIC GUIDELINES**

A student entering an NCAA (National Collegiate Athletic Association) Division I or II college must meet certain specified requirements to be eligible for financial aid or to practice and to compete on an intercollegiate (athletic) team during the first year of attendance. The requirements which apply to Division I and II colleges include both a minimum test-score requirement on the ACT or SAT, and a minimum grade point average in 16 college preparatory core courses. **Students should be aware of these requirements. Contact your counselor for additional information.**

### **BOARD POLICY FOR EARLY GRADUATION**

Early graduation will be permitted at Steeleville Community Unit High School. Each prospective graduate must have met the requirements set forth by the State of Illinois and the Steeleville Board of Education. If a student selects to graduate early and has met all these requirements, the student would be subject to the following regulations:

1. The student may select to receive his diploma on the last day of attendance or the student may select to go through the graduation ceremonies and receive his diploma at that time.
2. Regardless of which of the above methods the student chooses, the student will no longer be considered a student in Steeleville School District and will not be permitted to participate in functions sponsored by the school. Such functions may include but are not limited to Junior-Senior Prom, senior trip, etc.

### **PROFICIENCY/PLACEMENT CREDIT POLICY**

Proficiency exams or projects may not be used to waive required courses for graduation. Transcripts will be evaluated so that students may be placed at the appropriate level of competency and achievement. When lower level courses are bypassed for higher-level courses, credit is not granted for the lower level courses.

### **CORRESPONDENCE & COLLEGE COURSE WORK**

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

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;

2. The course is not offered at Steeleville High School or the student previously failed the course at the high school;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 1 unit of credit may be counted toward the requirements for a student's high school graduation. For more information call the guidance office at 965-3432.

**Cross Reference:**

**PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students***

**DISTANCE LEARNING COURSES, INCLUDING VIRTUAL OR ONLINE COURSES**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the high school principal or designee;
2. The course is not offered at Steeleville High School or the student previously failed the course at the high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

**Cross Reference:**

**PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students***

**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.

**Cross Reference:**

**PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students***

**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.

Prior to registering for summer school students/parents should consult with the guidance counselor and receive approval from the principal. Any class taken during summer school will only be counted toward graduation if the class was previously taken at Steeleville High School and a failing grade was received. All expenses are the responsibility of the student. For more information call the guidance office at 965-3432.

## COLLEGE COURSES

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

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

A maximum of 1 unit of credit may be counted toward the requirements for a student's high school graduation.

**Cross Reference:**

**PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students***

## DUAL CREDIT COURSES

A student who successfully completes a dual credit course may receive credit at both the college and high school level. A student must be 16 or turn 16 while enrolled in the class in order to receive dual credit. Steeleville High School currently offers the following dual credit courses in coordination with South Western Illinois College (SWIC):

American History (Early US History 180 & Modern US History 181)

World History (World Civilizations 101 & World Civilizations 102)

English 101

English 102

Literature 113

Information Processing (OAT 146)

Web Design (CIS 172, CIS 174, CIS 176)

Good attendance is required and expected. If a student must miss class for some unavoidable reason, he is still responsible for any work that is due or assigned on a day he is absent. Please note that excessive unexcused absences and more than six absences could result in being dropped from dual credit. After a student's sixth absence, an evaluation will be made by the principal and instructor of the course to determine the course of action in regards to credit. Extended illnesses and emergencies will be considered on a case by case basis. This policy is supported by Southwestern Illinois College and the Steeleville Board of Education.

**Cross Reference:**

**PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students***

## ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

**Cross Reference:**

**PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students***



### **ALTERNATIVE SCHOOL PROGRAMS**

Alternative school programs are designed for students who may not be able to receive a high school diploma through a conventional high school program. Students will only be allowed to receive high school credit for work completed, provided:

1. The student is a fourth or fifth year senior;
2. The course(s) has previously been attempted at Steeleville High School and failed;
3. The student assumes responsibility for all fees; and
4. The high school principal approves the course(s) in advance.

### **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.

For information on home or hospital instruction, contact the principal: Jennifer Haertling.

#### **Cross Reference:**

**PRESS 6:150, *Home and Hospital Instruction***

### **EVALUATION OF STUDENTS**

**Grading Period:** Grade cards will be available at the end of each grading period. In addition, mid-term progress reports will be mailed to parents of students who are not achieving their potential or who are failing one or more courses. Deficiency reports may also be sent out as deemed necessary throughout the quarter. The following grading system based on a 4.0 scale is used:

A	100 -90	4 points	B	89 - 80	3 points
C	79 -70	2 points	D	69 - 60	1 point
F	59 - below	0 point			

+’s and -’s will not be recorded for grading periods. Incomplete grades must be completed within a reasonable time or the grade will be a F. Teachers are to make sure students finish work necessary to replace incomplete grades.

### **GRADING AND PROMOTION**

School report cards are issued to students on a quarterly basis. 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, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

#### **Cross Reference:**

**PRESS 6:280, *Grading & Promotion***

### **HONOR ROLL**

A nine weeks, or quarter honor roll, is made up of those students whose report card grades for that period average:

		<b><u>4.0 Scale</u></b>
High Honor	-	3.75 to 4.0
Honor	-	3.25 to 3.74

The semester average will be used in the semester honor roll. Students that have maintained a 3.75 G.P.A. over 4 quarters will receive an academic letter. The academic quarters used to determine the

G.P.A. will be determined by the scheduling of awards night. If awards night is scheduled after the completion of the academic year, the current year's 4 quarters will be used. If awards night is scheduled before the end of the academic year, an incoming freshman's status will be figured over 3 quarters, whereas, the sophomore, junior and senior status will be figured using the preceding 4<sup>th</sup> quarter and the first 3 quarters of the current year.

### **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.

#### **Cross References:**

**PRESS 7:140, Search and Seizure**

## **THE SCHOOL AND STUDENT – START OF THE SCHOOL YEAR**

### **REGISTRATION**

By tending to matters of registration in advance of the first day of school, students are able to begin the school year more efficiently. At the time of registration, book rentals and student fees are paid and students receive their daily schedules, school and athletic handbooks, lockers, and any other information deemed necessary. Students will also receive school issued textbooks.

### **CLASS LOAD**

Each student shall enroll for five or more units and may take physical education. Students may not carry less than four academic subjects in order to be eligible for participation in activities. Students may not be enrolled in more than one study hall.

### **TEXTBOOK RENTAL AND STUDENT FEES**

All textbooks are issued in their respective classes through the rental system. A book rental fee will be assessed to each student at the time of registration. Additional lab and material fees may be charged for specific courses.

On the first day of class the students will receive their textbooks from their respective teachers. Each student will be expected to document the number and condition of each book issued. **The student is responsible for the maintenance of the books he/she is issued.** If, at the end of the year, the books show more than normal “wear and tear”, students will be asked to pay an additional amount to cover the expected life of the book or to replace the book. Students are responsible for textbooks left unattended or stolen from them.

At the close of school each year, the students will return their textbooks and supplies to the person in charge of textbooks. Students who fail to return any book will be charged the current replacement cost.

Students who drop from school will be given no refund. Students who transfer the first semester will be refunded one-half of their book rentals. No refund will be given after the start of the second semester.

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast is served every school day from 7:30 a.m. to 8:10 a.m. Lunch is served every school day from 10:48 a.m. to 12:09 p.m., except when there is an 11:30 a.m. or earlier dismissal.

A student may purchase breakfast for \$1.80. Breakfast may be purchased on a weekly basis for \$8.90.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.75. Lunch may be purchased on a weekly basis for \$13.75.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

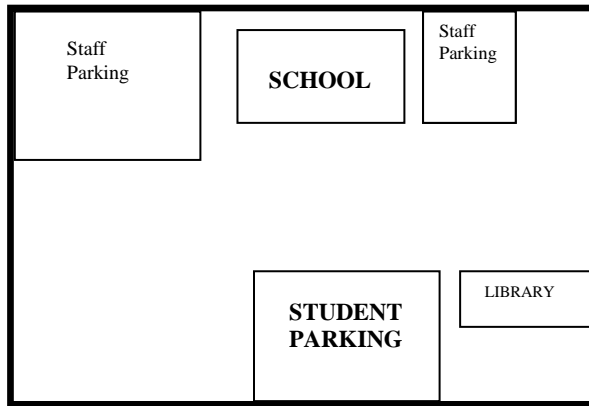
#### **Cross Reference:**

**PRESS 4:130, *Free and Reduced-Price Food Services***

## PARKING

Students may park their vehicles in the lot designated for student parking between the hours of 7:30 a.m. and 3:30 p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action and loss of parking privileges.

The lots designated for school staff, personnel, and administration **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.



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.

## SCHEDULE CHANGES

A considerable amount of time, thought, and attention is devoted to the selection of courses each year; therefore, it is expected that the students will follow the program which resulted from the registration process. Occasionally schedule problems develop, such as conflicts between classes or actual scheduling errors. These types of schedule changes, being administrative in nature, will be made. A student will have up to 5 school days at the beginning of 1st semester to **request** to drop or add a class. Classes cannot be dropped during 2<sup>nd</sup> semester unless permission is granted from a teacher to enter another class at the beginning of 2<sup>nd</sup> semester or an administrator determines misplacement. Withdrawal from a class cannot result in a student being enrolled in more than one study hall or less than 4 academic classes. To withdraw from a semester course after the fifth day of attendance will only be permitted in cases of clear misplacement. Students who carry 7 classes (meaning they have no study hall) will be permitted to **request to drop** a class through the 4<sup>th</sup> week of class. Students who wish to drop a class after this period will receive an F for the semester. This grade will be figured into their grade point average. Students who want to drop a class should discuss the situation with the guidance counselor. Permission must then be obtained from the principal.

1<sup>st</sup> semester drop deadline for students enrolled in less than 7 classes – **August 24, 2018**

1<sup>st</sup> semester drop deadline for students enrolled in 7 classes – **September 14, 2018**

2<sup>nd</sup> semester drop deadline for students enrolled in less than 7 classes – **January 11, 2019**

2<sup>nd</sup> semester drop deadline for students enrolled in 7 classes – **February 1, 2019**

### 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.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
6. A student who is eligible for special education may be excused from physical education courses in either of the following situations:
  - He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

- He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

Special activities in physical education will be provided for a student who's 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.

If a student desires to be excused from physical education classes, he/she must fill out the application, obtain the necessary signatures and submit it to the principal. The principal may deny a request he/she feels is unsubstantiated. If a student wishes to go to study hall during athletic participation, he/she may do so only during the IHSA designated season limit and only if he/she is not enrolled in another study hall. They also are to fill out an application listing those sports in which they participate.

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.

**Cross Reference:**

**PRESS 6:310, High school Credit for Non-District Experiences, and Course Substitutions**  
**Press 7:260, Exemption from Physical Education**

**Administrative Regulation:** The principal will act on each application individually. Students may pick up a class as long as they can reasonably justify that they need the class for college or even a specific vocational school. The class must be needed for that major field of study.

Athletes will be permitted to pick up a study hall from the 1st day of practice until the team loses in post-season playoffs. If a study hall becomes over-loaded, then seniors would receive priority.

Juniors would be permitted a waiver only if the study hall has room for all those requesting a waiver.

## BELL SCHEDULES

NORMAL SCHOOL DAY				
8:15	-	9:03	=	1 <sup>st</sup> Period
9:06	-	9:54	=	2 <sup>nd</sup> Period
9:57	-	10:45	=	3 <sup>rd</sup> Period
<b>10:48</b>	-	<b>11:18</b>	=	<b>Lunch A</b>
10:48	-	11:36	=	4 <sup>th</sup> A Period
11:21	-	12:09	=	4 <sup>th</sup> B Period
<b>11:39</b>	-	<b>12:09</b>	=	<b>Lunch B</b>
12:12	-	1:00	=	5 <sup>th</sup> Period
1:03	-	1:51	=	6 <sup>th</sup> Period
1:54	-	2:42	=	7 <sup>th</sup> Period
<b>2:45</b>	-	<b>3:15</b>	=	<b>8<sup>th</sup> Period – Resource/Enrichment Hour</b>

WEDNESDAY SCHEDULE				
8:15	-	9:03	=	1 <sup>st</sup> Period
9:06	-	9:54	=	2 <sup>nd</sup> Period
9:57	-	10:45	=	3 <sup>rd</sup> Period
<b>10:48</b>	-	<b>11:18</b>	=	<b>Lunch A</b>
10:48	-	11:36	=	4 <sup>th</sup> A Period
11:21	-	12:09	=	4 <sup>th</sup> B Period
<b>11:39</b>	-	<b>12:09</b>	=	<b>Lunch B</b>
12:12	-	1:00	=	5 <sup>th</sup> Period
1:03	-	1:51	=	6 <sup>th</sup> Period
1:54	-	2:42	=	7 <sup>th</sup> Period
<b>2:45</b>	-	<b>3:15</b>	=	<b>Professional Development (Students Dismissed)</b>

SCHOOL IMPROVEMENT DAY				
8:15	-	8:41	=	1 <sup>st</sup> Period
8:44	-	9:10	=	2 <sup>nd</sup> Period
9:13	-	9:39	=	3 <sup>rd</sup> Period
9:42	-	10:08	=	4 <sup>th</sup> Period
10:11	-	10:37	=	5 <sup>th</sup> Period
10:40	-	11:06	=	6 <sup>th</sup> Period
11:09	-	11:35	=	7 <sup>th</sup> Period
				<b>DISMISSAL</b>

### **SCHOOL LOCKERS**

All students are issued hallway lockers on the day of registration. This locker will be used for the storage of material which is applicable to classroom work. The school will hold students responsible for all materials issued to them; therefore, **students are urged to purchase locks for their lockers.** The school is not responsible for items missing from lockers. Students should not put their belongings in anyone else's locker. Locker inspections are held from time to time and students are responsible for unauthorized items which are discovered in lockers assigned to them. Any school official may conduct searches. Students are not to write, mark, or in any manner deface a locker. Fees will be assessed for any damage done to lockers or for lockers that require excessive cleaning by school personnel.

### **PHYSICAL EDUCATION LOCKERS AND CLOTHES**

Students are also assigned lockers in which to put their clothes and belongings during gym period. Only items applicable to physical education should be stored in these lockers. **Students are urged to purchase locks for their assigned lockers.** The school is not responsible for any item missing from a locker. Students are required to furnish appropriate gym clothing and are required to change clothes for participation in physical education class. Failure to bring appropriate clothes may result in a grade deduction.

### **BOOK BAGS/PURSES**

Students may bring book bags and purses to school but those bags/purses must be placed in the student lockers at the beginning of the day. Book bags/purses should not be left on the hallway floors and students may not use these bags/purses to carry items during the day. Students are given the opportunity to visit their lockers before and after each class hour. They should use this time to return and retrieve materials needed for academic work during each of their assigned academic hours.

### **SAFETY AND SECURITY SEARCHES**

School authorities may search lockers, desks, parking lots, and other school property and equipment owned or controlled by the school. This includes personal effects left in those areas by students. This search may be done without notice or consent by the students. The school may seek the assistance of law enforcement authorities, including the use of trained dogs, for the purpose of conducting searches of such areas for illegal drugs, weapons or other illegal or dangerous substances or materials.

#### **Cross-reference:**

**PRESS 7:140, *Search and Seizure***

### **STUDENT INSURANCE**

In order to provide some protection for students, the district has made arrangements with a reputable agency to offer a student insurance plan for school time coverage. For further details about contacting the insurance provider contact the high school secretary.

Students must report all injuries immediately to the teacher, coach or person in charge. The person in charge must then fill out an accident report, which will be kept on file in the office. The school does not carry insurance on students.

### **PHYSICAL EXAMINATIONS**

The State of Illinois requires all ninth year students, athletes, and all students who transfer into the Steeleville High School District to place on file the results of a physical examination. The ninth grade physical meets the requirements of the sports physical.



## **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 secretary or principal 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. 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.

### **Cross-references:**

**PRESS 7:280, *Communicable and Chronic Infectious Disease***

**PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases***

## **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 (2 shots for grade 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.

### **Cross Reference:**

**PRESS 7:100** *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **CARE OF STUDENTS WITH DIABETES**

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

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

For further information, please contact the Building Principal.

## **STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 965-3432.

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.

**Cross Reference:**

**PRESS 7:285, *Food Allergy Management Program***

### **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the principal if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the building principal or designee 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.

**Cross-References:**

**PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School***

### **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; through 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 have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

**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:

1. Name
2. Address
3. Grade level
4. Birth date and place
5. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
6. 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
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**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 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

**Cross-References:**

**PRESS 7:340, Student Records**

### **PERMANENT RECORDS**

Permanent record information shall include such things as student's and parents' names and addresses, date and place of birth, gender, and academic transcript (including grades, class rank, graduation date, grade level achieved, scores on college entrance exams, health record, attendance record, accident reports, and a record of release of permanent record information). It may also consist of honors and awards received and information concerning participation in school-sponsored activities, athletics, or offices held in such school sponsored organizations.

Permanent records are kept for no less than sixty years. If records are to be destroyed the notice will be published in the local newspaper no less than two weeks before the destruction date.

**Cross-reference:**

**PRESS 7:340, *Student Records***

### **TEMPORARY RECORDS**

This record may include family background information, intelligence test scores, reports of psychological evaluations, elementary and secondary achievement level test results, teacher anecdotal records and disciplinary information. Also included shall be special education files concerning multi-disciplinary staffing on which placement or non-placement was based and all records or tape recordings related to special education placement hearings and appeals. Also, there may be any verified reports of information from non-educational persons, agencies, or organizations along with other verified information of clear relevance to the education of the student and a record of release of temporary record information.

Temporary records are kept for no less than five years. If records are to be destroyed the notice will be published in the local newspaper no less than two weeks before the destruction date.

**Cross-reference:**

**PRESS 7:340, *Student Records***

### **DIRECTORY INFORMATION**

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

**Cross-reference:**

**PRESS 7:340-AP, *Student Records***

### **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.

**Cross-reference:**

**PRESS 7:340-AP, *Student Records***

## **STUDENT PRIVACY PROTECTIONS**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **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.

#### **Cross-References:**

**PRESS 7:15, *Student and Family Privacy Rights***

**PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act***

## **CHAIN OF COMMAND**

This handbook is to be used as a guide. Not every situation can be covered. Differences will occur and will be handled on an individual basis. However, please **follow the chain of command by first talking to the teacher before talking to the administration and member of the Board of Education.**

1<sup>st</sup> Contact for resolution – Teacher

2<sup>nd</sup> Contact if problem is not resolved – Principal/Asst Supt. – Ms. Jennifer Haertling

3<sup>rd</sup> Contact if problem is not resolved – Superintendent – Ms. Stephanie Mulholland

If the Superintendent is unable to resolve the issue you may request to be put on the next Board of Education Agenda.

### **Athletics:**

1<sup>st</sup> Contact for resolution – Coach

2<sup>nd</sup> Contact for resolution – Athletic Director

3<sup>rd</sup> Contact for resolution – Principal/Assistant Superintendent – Ms. Jennifer Haertling

4<sup>th</sup> Contact for resolution – Superintendent – Ms. Stephanie Mulholland

If the Superintendent is unable to resolve the issue you may request to be put on the next Board of Education Agenda.



# **STUDENT SUPERVISION AND BUILDING SECURITY**

## **AFTER SCHOOL HOURS**

Students are not to remain in the building after dismissal unless a club/activity sponsor or coach directly supervises them. Support personnel (custodians, secretaries, etc.) have the authority to discipline a student and/or ask a student to leave if he/she is unsupervised.

## **TRESPASSING ON SCHOOL PROPERTY**

Any visitor who comes upon Steeleville High School District #138 property must check in at the high school office and receive permission to be on campus. Permission will generally be denied to those people who have no educational basis for being on school property. Students who have been suspended or expelled are not permitted to return to SHS property or activity during the term of their suspension/expulsion and may be charged with trespassing if they do.

In addition, any person who has withdrawn from SHS during the current school year may not return to campus unless they receive prior permission from the administration

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the south or front doors 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. Parents are always welcome and are encouraged to become familiar with the school, their child's teachers and the administrators. Parents are requested to make an appointment for such visits for the convenience of everyone.

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.

### **Cross-reference:**

**PRESS 8:30, *Visitors to and Conduct on School Property***

## **VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Cross-Reference:**

**PRESS 6:250, *Community Resource Persons and Volunteers***

## **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system will 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.

### **Cross-Reference:**

**PRESS 4:110, *Transportation***

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

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.

### **Cross-reference:**

**PRESS 7:140, *Search and Seizure***

## **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.

### **Cross-References:**

**PRESS 4:170, *Safety***

**PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program***

## **CARE OF SCHOOL PROPERTY**

Anyone who breaks or damages any school property is expected to bear the replacement cost. Students who mark on walls, lockers, and outer building surfaces will face disciplinary action.

## **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

- Approaching the lunchroom in an orderly manner
- No cutting in line or “holding” a place in line for someone else
- Depositing all lunch litter in wastebaskets before placing trays in the window
- Leaving the table and floor around your place in a clean condition for others

Students may bring sack lunches and must eat these in the cafeteria. Commercially prepared food should be delivered to the office.

## **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Parents entered into our Telephone Alert System will also be notified via phone.

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

### **Cross-Reference:**

**PRESS 4:170, *Safety***

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## CLOSED CAMPUS PROCEDURES

- Students shall come into the building upon arrival at school and not stay in the car. They are to make sure they have everything they need since the parking lot will be off limits until they leave school for the day.
- Students will not be permitted to leave school at anytime during the school day without prior permission and release from the school office. Prior permission from the parents will be needed before students will be permitted to leave.
- Parents must notify the school office when a student needs to leave for a doctor's appointment, dentist appointment, etc.
- When a student becomes ill at school, the student is to report to the office and the office will make arrangements for the student to go home. A parent/guardian must be contacted before a student will be allowed to leave.
- Students must stay on campus during lunch. The following areas will be the only areas open to students at noon: cafeteria, gym, main hallway and area outside between the school's north and south wings. All other areas will be off limits.
- Students will not be permitted to run home or go home to pick up school assignments, ball uniforms, money, etc. They must remember to bring everything or have their parents bring it to school.
- Situations not mentioned will be covered on an individual basis by the administration.

## THE LIBRARY

The students and faculty of SHS have access to many periodicals and books, both containing informative and entertaining reading material.

### **Library Procedures**

- Students **MUST** have a pass from either the study hall teacher or the classroom teacher **BEFORE** going to the library.
- Students **MUST** sign out with the teacher before leaving the school and sign in with the teacher after returning.
- Students **MUST** leave passes at the circulation desk, **MUST** sign in at the circulation desk and **MUST** sign out when leaving. **Study hall passes** should be returned to the study hall teacher.
- Students who also use the computers **MUST** sign the computer log book.
- All Steeleville District Public Library Rules apply. See the library director for a list of rules.
- All Steeleville High School behavior policies apply while students are in the library.

Library privileges may be revoked if the above stated rules are not followed.

# **STUDENT CONDUCT AND DISCIPLINE CODE**

## **DISCIPLINING OF STUDENTS**

In all matters relating to the discipline of students, teachers and other certified employees stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, and may be exercised at any time for the safety and supervision of the pupils.

## **RULES AND REGULATIONS**

These rules and regulations shall cover student infractions that occur during the school day or at school-sponsored activities at all times whether in school, on buses, at home and away athletic events, on a field trip, or at any place where students are under school supervision or representatives of Steeleville High School. Furthermore, any student misbehavior or action at or away from school, which has direct and immediate effect either on school discipline or on the general safety and welfare of students and staff, will be subject to disciplinary action.

## **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that

the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and 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, and vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

**Cross-references:**

**PRESS 7:190, *Student Discipline***

**PRESS 7:190-AP2, *Gang Activity Prohibited***

**When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

**Cross-references:**

**PRESS 7:190, *Student Discipline***

**PRESS 7:190-AP2, *Gang Activity Prohibited***



### **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.

**Cross-references:**

**PRESS 7:190, *Student Discipline***

**PRESS 7:190-AP2, *Gang Activity Prohibited***

### **Weapons Prohibition**

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

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

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

**Cross-references:**

**PRESS 7:190, *Student Discipline***

**PRESS 7:190-AP2, *Gang Activity Prohibited***

### **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.

**Cross-references:**

**PRESS 7:190, *Student Discipline***

**PRESS 7:190-AP2, *Gang Activity Prohibited***

### **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.

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

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

**PRESS 7:230, Misconduct by students with disabilities**

### **DETENTION POLICY**

When students are assigned detention(s) for attendance problems, tardiness or discipline, contact will be made by mail regarding the date and time for detention to be served. The student or parent will be responsible for transportation.

1. The detention must be served on the date assigned. Students will be given one-day notice.
2. Failure to serve detentions will result in double detentions.
3. Failure to serve double detentions will result in an in-school suspension. The un-served detentions must still be served. A parent conference will also be required.
4. Detentions will begin precisely 5 minutes after dismissal (3:20) and will last for 50 minutes (until 4:10). Students are expected to bring schoolwork with them. Anyone who is not on time or who otherwise violates the rules of detention will be dismissed from that day's detention period. Dismissal will count as a missed detention.

## **STANDARDS OF CONDUCT**

### **TOBACCO**

Students are prohibited from possessing tobacco in any form while under school authority. In addition to the regular school day, students are prohibited from possessing tobacco products at all extracurricular activities and school-sponsored events. As with any other behavior which would impact the administration of the school's educational process, the use of tobacco will not be permitted in areas adjacent to school property before or after school.

In addition to disciplinary consequences assigned, all tobacco products and related items (lighters, matches, etc.) will be confiscated and will not be returned.

\* Athletes will also be disciplined under the guidelines of the athletic code.

### **ALCOHOLIC BEVERAGES**

The possession, use, distribution, purchase or sale of any alcoholic beverage is prohibited in school buildings, on school buses, and on all other school property at all times. This extends to all school-sponsored and related activities as well as field, athletic, and music trips, whether held at home or away, before or after school, evenings, or weekends. Furthermore, students shall not be permitted to attend or to remain in school while under the influence of prohibited substances or alcohol.

\* Athletes will also be disciplined under the guidelines of the athletic code.

### **DRUGS AND/OR CONTROLLED SUBSTANCES**

The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored or related activities on or off our school campus. Students attending school under the influence of such illegal drugs "will be treated in the same manner as though they had drugs in their possession." Students found "in possession" of illegal drugs will be suspended from classes. Their parents will be notified. Appropriate legal authorities will be asked to assist school authorities in an investigation of the circumstances. Appropriate penalties will be assessed by the administration including a possible recommendation for the school board to expel the student.

\* Athletes will also be disciplined under the guidelines of the athletic code.

### **FIGHTING**

Disagreements among people seem to be inevitable. Such disagreements can be resolved by being tolerant of others and with some clear and logical thinking. Certainly fighting and physical violence resolves no problems and prove nothing. Fighting is not acceptable behavior and the consequences may include detentions, probation, suspension, expulsion, or arrest by the civil authorities.

### **ABUSIVE LANGUAGE AND DISRESPECT**

The use of profanity and obscenity or abusive language at any time, while in, or near, school or on a school activity, will not be permitted. Verbal abuse, disrespect, profanity, or general gross disobedience may result in detentions, removal from class, probation, suspension or even expulsion.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

**Cross-references:**

**PRESS 7:290, Suicide and Depression Awareness and Prevention**

**PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND  
HARRASSMENT**

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

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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.

## Complaint Managers:

**Stephanie Mulholland**  
609 S. Sparta Street  
Steeleville, IL 62288  
618-965-3469

[smulholl@steeleville138.org](mailto:smulholl@steeleville138.org)

**Jennifer Haertling**  
701 S. Sparta Street  
Steeleville, IL 62288  
618-965-3432

[jhaertling@steeleville138.org](mailto:jhaertling@steeleville138.org)

**John Sutton**  
701 S. Sparta St.  
Steeleville, IL 62288  
618-965-3432

[jsutton@steeleville138.org](mailto:jsutton@steeleville138.org)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

### Cross-references:

**PRESS 7:20, *Harassment of Students Prohibited***

**PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment***

**PRESS 7:190, *Student Discipline***

**PRESS 2:260, *Uniform Grievance Procedure***

## **SEXUAL HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED**

### Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this

policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### Making a Complaint; Enforcement

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

#### **Nondiscrimination Coordinator:**

Stephanie Mulholland  
609 S. Sparta Street  
Steeleville, IL 62288  
(618)965-3469  
[smulholl@steeleville138.org](mailto:smulholl@steeleville138.org)

#### **Complaint Managers:**

Jennifer Haertling  
701 S. Sparta St.  
Steeleville, IL 62288  
(618)965-3432  
[jhaertling@steeleville138.org](mailto:jhaertling@steeleville138.org)

John Sutton  
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(618)965-3432  
[jsutton@steeleville138.org](mailto:jsutton@steeleville138.org)

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

#### **Cross-references:**

**PRESS 7:20, *Harassment of Students Prohibited***  
**PRESS 7:185, *Teen Dating Violence Prohibited***

### **INITIATION**

Initiation of any type is not permitted. Proper law enforcement officials shall be contacted if school officials become aware of students being initiated or harassed away from school.

- a. Making verbal or physical threats to other students on school premises carries a penalty of at least one detention. Additional offenses will carry more severe penalties.
- b. Offenses that seriously threaten or endanger the well being of students will carry the penalty of a five-day suspension for the first offense, a ten-day suspension for the second offense and additional offenses may result in expulsion. Criminal prosecution may privately occur.

### **PROBATION**

If a student is placed on probation, he will be barred from all school activities sponsored by the school for a definite period. This may include dances, prom, field trips, athletic contests, organizational activities, and senior trips. Any student who violates any of the rules of probation will be guilty of disobedience and subject to penalties thereof. Other penalties may be substituted in special situations.

## **DISRUPTIONS**

All students should be attending Steeleville High School for the sole purpose of obtaining the best possible education that is available. Disruptions will not be tolerated. When disruptions occur, the educational process is hindered. Several guidelines to follow are:

1. Individual teachers are to make known their rules and regulations for each class or supervised activity. Students should be aware of and follow each teacher's set of rules.
2. Teachers may contact parents at any time a student is causing disruptions.
3. When a student becomes uncontrollable in the classroom, he/she may be sent to the office.
4. Penalties will be assessed on an individual basis.
  - Detentions - Detentions may be before school, noon, or after school. Several detentions may lead to referrals, suspensions, or Saturday detentions.
  - Referral or report sent home
  - Probation, suspension if behavior continues
  - Special penalties as deemed necessary by administration.
  - These penalties do not have to follow this particular order; it depends on each individual situation.

## **DRESS STANDARD**

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

- Any type of clothing which advertises beer, liquor, tobacco products, unacceptable language, violent behavior or any sort of suggestive material will not be permitted to be worn.
- Bare midriffs, very short shorts or skirts, and low cut blouses/shirts that are revealing will not be permitted. Shorts should have a minimum 3" inseam and tank tops must have a minimum 2" shoulder strap. Undergarments should not be visible when sitting or standing. Undershirts should not be worn unless covered by additional clothing and cutouts should not be worn.
- Hats, bandannas, and sunglasses shall not be worn in the buildings 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.
- Appropriate footwear must be worn at all times.
- Oversized or bulky coats that a teacher deems distracting to the learning environment may not be worn during the school day. They are to be left in lockers.
- Properly fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist – sagging is prohibited. Handkerchiefs hanging out of pockets or anything that may suggest a gang symbol will not be permitted.

Students who violate this Dress Code will be required to change their attire immediately. They will not be excused during the time that it takes to be in compliance with the Dress Code and will remain in the office until suitable clothing is received. Interpretation of the Dress Code will be the responsibility of the Building Administrator. If there is any doubt about dress and appearance, the principal will make the final decision. These rules apply to all student activities under the direction of the school.

**Cross Reference:**

**PRESS 7:160, *Student Appearance***

### **DISPLAY OF AFFECTION**

Excessive display of affection is in poor taste. Students who continually engage in inappropriate physical contact will be referred to the office, a letter will be sent home, and a parent conference may be scheduled. If inappropriate contact continues disciplinary action will be taken.

### **FOOD & DRINK**

Students are not allowed to have food or drink in the classroom unless the event is teacher sponsored.

### **ELECTRONIC EQUIPMENT**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

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

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

Students in violation of this procedure are subject to the following consequences:

1. **First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. **Second offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. **Third offense** – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. **Fourth and subsequent offense** – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the



remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Cell phones and other electronic devices may be searched by school officials in accordance with the search and seizure handbook procedure.

### **COMPUTER/INTERNET**

Students are to sign an Internet agreement. Failure to comply with the Internet agreement will result in two-month probation from Internet use for the first offense and one-year probation for the second offense. These may be carried over from one year to the next.

### **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.
9. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

**Cross Reference:**

**PRESS 7:310, *Guidelines for Student Distribution of Non-School Sponsored Publications***

## **GUIDELINES FOR SCHOOL-SPONSORED PUBLICATION, PRODUCTIONS AND WEBSITES**

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

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

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

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

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

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

### **Cross Reference:**

**PRESS 7:135 *Restrictions on Publications; High Schools***

## **BUS TRANSPORTATION/CONDUCT**

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 by the building principal.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

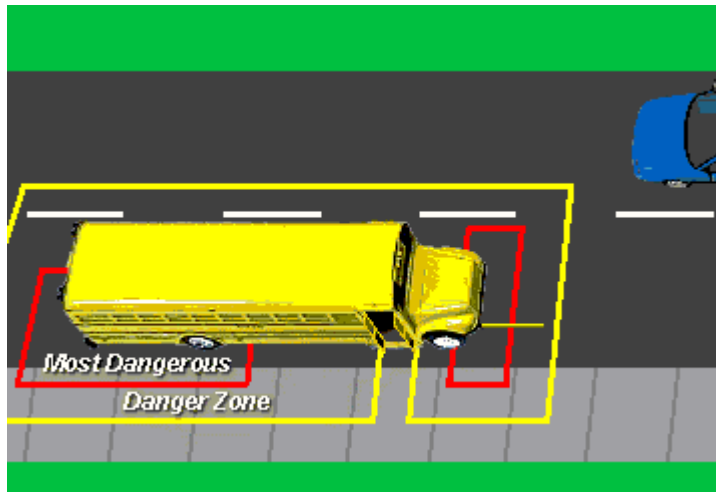
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

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

For questions regarding school transportation issues, contact:  
Jennifer Haertling – High School  
Stephanie Mulholland – Grade School

**Cross-references:**  
**PRESS 4:110, *Transportation***  
**PRESS 7:220, *Bus Conduct***  
**PRESS 4:170-AP3, *School Bus Safety Rules***  
**PRESS 7:220, *Bus Conduct***  
**PRESS 7:220-AP, *Electronic Recordings on School Buses***

## **ATTENDANCE**

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

The educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. The student who is frequently absent misses social interactions, class instruction, and discussion, even though written work is made up. The classroom interaction between teachers and students can never be fully recovered nor replicated for a student who is not present.

**Cross-reference:**

**PRESS 7:70, *Attendance and Truancy***

## **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.

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.

**Cross-references:**

**PRESS 7:70, *Attendance and Truancy***

## **RIGHT TRACK TRUANCY PROGRAM**

The Right Track program was developed in cooperation with our local school districts, the Local Police Departments, Randolph County Sheriff's Department, and the Illinois Attorney General Office.

**Mission Statement:** The purpose of Right Track is to increase attendance through education, intervention, and a positive learning environment. In collaboration with our partners, we will foster responsibility in our schools, communities, and families to ensure the health and well being of each child.

Regular attendance is the responsibility of each individual and his/her parents or guardian. The school law for the State of Illinois states: “Every person having control of a child between the ages of seven (7) and sixteen (17) years shall annually cause such child to attend some public or private school for the entire time during which school is in session. Children may be excused if they have an alternative education plan approved by the administration and Regional Superintendent.”

**Attendance Regulations** - **When a student must be absent or late to school without prior approval, parents should contact the high school office between 7:30 – 10:00 a.m. on the day the student is absent.** The telephone numbers are 618-965-3432 and 618-965-3433. The high school office will be open from 7:30 a.m. to 3:30 p.m. If a student does not arrive at school, we are legally required to try to contact a parent or guardian. If a note or call is not received the student will be considered un-excused.

**A student shall have 1 day for each day absent to complete the make-up work.** It is the student’s responsibility to get from the teacher work missed while absent and complete the assigned work on time.

\* It should be expected that if the school is not informed as to the reasons for an absence, such will be unexcused and the student will not be allowed to receive credit for school work missed.

### **DUAL CREDIT**

Good attendance is required and expected. If a student must miss class for some unavoidable reason, he is still responsible for any work that is due or assigned on a day he is absent. Please note that excessive unexcused absences and more than six absences could result in being dropped from dual credit. After a student’s sixth absence, an evaluation will be made by the principal and instructor of the course to determine the course of action in regards to credit. Extended illnesses and emergencies will be considered on a case by case basis. This policy is supported by Southwestern Illinois College and the Steeleville Board of Education.

### **ABSENCES**

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

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

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

In the event of any absence, the student’s parent or guardian is required to call the school at 618-965-3432 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student’s absence, a school official will call the home to

inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

**Cross-reference:**

**PRESS 7:70, *Attendance and Truancy***

## **ANTICIPATED ABSENCE**

### **Vacation**

Parents or guardians are discouraged from taking their children on vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. **If a parent does decide to take a child on vacation, the office should be notified prior to the student's absence.** This absence will be considered excused provided the administration approves the absence and the student gets an anticipated absence slip in advance from the office and has all his/her teachers sign it.

Arrangements for this type of absence must be made by the parent or guardian of the student prior to the anticipated absence. If the request is approved, the student will be issued an anticipated absence slip that must be submitted to each of his/her teachers **AT LEAST THREE DAYS PRIOR** to his/her departure. Any teacher who feels that the absence will have an adverse effect upon the success of the student in his class will be required to note this fact on the student's anticipated absence slip. This slip should be returned to the office. A copy of this will then be made and sent to the parent or guardian so that he will be aware of the situation. It is the responsibility of the student to obtain assignments from teachers prior to leaving on vacation. Assignments should be completed prior to leaving or turned in by the date specified by individual teachers. Students must have work completed by the date specified by the teacher and do not fall under the guidelines established for excused absences (ex: 1 day to make up work for each day absent).

### **Deer Hunting**

In order for a student to be excused a parent or guardian must notify the office and give permission, and the student's deer permit must be brought to school and copied at least 3 days prior to the absence date. An anticipated absence form is then issued to the students so that homework can be obtained from the teachers. It is up to the teacher's discretion as to whether the homework is to be turned in before or after the absence. Students must meet all of the above conditions in order to be considered excused. Students will only be issued excused absences or tardies during shotgun season.

### **College Day**

Each senior will be permitted to be absent from school two days in order to visit colleges. Each junior will be permitted to be absent from school one day in order to visit colleges. In order to schedule a college visit a student must have an appointment with a representative of the college they wish to visit.

When a student wishes to be excused from school for a college day, he/she should secure the necessary signature form from the guidance office. This form must be filled out completely and returned to the guidance office for approval at least one day in advance. Once approval is given, a college visitation form must be signed by the college counselor and returned to Steeleville High School in order for the absence to be excused.

Additional college days may be granted by the counselor and/or administration only after the student has displayed a need for such additional time. College visitation days must be taken prior to

May 1<sup>st</sup> unless documentation is acquired from the college that requires the student to visit on a specific date to register or to complete admissions testing.

### **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.

#### **Cross Reference:**

**PRESS 7:80, *Release Time for Religious Instruction/Observation***

### **EMERGENCY ABSENCE**

Students who become ill at school or are involved in an emergency at school should report to the school secretary. In such situations, students will not be allowed to leave unless the appropriate guardian can be contacted. Students should never leave without signing out in the office.

### **MAKE-UP POLICIES**

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

1. **Excused Absences** – Students are allowed to make up the work, but are expected to initiate contact with the teacher and to follow through with the make-up work
2. **Truancy Absences** – make-up privileges subject to school policy
3. **Unexcused Absences** – make-up privileges subject to school policy
4. **External & Internal Suspension** – Students are required to work on assignments during the suspension. Credit can be earned for assignments if they are completed and returned to the appropriate teacher by the due date.

#### **Cross-reference:**

**PRESS 7:70, *Attendance and Truancy***

### **CONSEQUENCES OF EXCESSIVE ABSENCES**

As outlined in the Right Track Truancy program the following consequences apply to absences:

- When a student has been absent five days in a given semester, there will be a letter sent to the parent expressing concern that there might be a potential problem that exists with the students' absences.
- When a student has been absent seven days in a given semester, the administration will discuss potential problems that might exist.
- When a student is absent beyond 10 days and it is not verified by a doctor or dentist, (other than funerals or religious reasons) he/she will be considered unexcused with a "0" being recorded in the grade book for classes missed. The police will then deliver a letter of referral to the parents for the Right Track Truancy Program.
- Unexcused absences may result in an earlier referral.



## SCHOOL TARDINESS

When students arrive at school after 8:15 a.m. they must come to the office and sign in.

**Excused tardiness** - Students that are not in attendance due to excused tardiness will receive a one-day absence, counted toward the semester exam policy, for every 6 days of excused tardiness.

Tardiness is excusable under the following limited circumstances:

- If the student is detained by a teacher or the office and has a pass from that teacher or office staff person.
- If the tardiness was caused by the bus being late.
- If extreme weather conditions prevail.
- If the tardiness is due to a doctor or dentist appointment and the office has been previously notified.

Any other reason for tardiness not included above or approved by the administration is deemed an “unexcused tardy”.

**Unexcused tardiness** – Students that are not in attendance due to unexcused tardiness will receive the following penalties:

- 3<sup>rd</sup> tardy – 1-day absence counted toward semester exam policy (Parent contacted)
- 6<sup>th</sup> tardy - 2-day absence counted toward semester exam policy (Parent contacted)
- 7<sup>th</sup> tardy + additional tardiness – Required to take semester exams  
- Additional disciplinary action will be taken

## CLASS TARDINESS

If a student reports late to class unexcused during the school day the following consequences apply (accumulate per semester):

- 3<sup>rd</sup> tardy – 15 minute detention issued
- 6<sup>th</sup> tardy – 30 minute detention issued
- 9<sup>th</sup> tardy – 45 minute detention issued
- 10+ tardy – intervention and individual remediation.

## GRADES, INCOMPLETES, AND ABSENCES

As indicated above, it is the student’s responsibility, upon returning to school after an absence, to check with his or her teachers about make up work. Students will have one day for each day absent to make up work. Prolonged absences beyond five days may be given special consideration if there is justification. Students are encouraged to keep in contact with classmates concerning assignments and course work. If a student has difficulty in gathering assignments during a prolonged absence, he or she may call the office before 9:00 a.m. and request that assignments be brought to the office to be picked up at the end of the day.

## ATTENDANCE/SEMESTER EXAM POLICY

### **First Semester**

All students will take first semester exams.

### **Second Semester**

All students may be excused from second semester exams for the following reasons:

1. Received an A average for the second semester and not over 6 total absences for the year.
2. Received a B average for the second semester and not over 4 total absences for the

- year.
3. Received a C average for the second semester and not over 2 total absences for the year.
  4. Anyone with grades below C average will take second semester exams.

- \* This exemption does not apply to English 102
- \* This would be any excused absence. Unexcused absences may result in being required to take all exams.
- \* Total absences mean total absences for the entire year.
- \* Students absent for extended illnesses, surgeries, etc. may request those excused absences not be figured into the semester exam policy. This will only be considered for classes in which the student has an A average. Each case will be examined on its individual merits.

**Any student having more than one referral and /or some disciplinary action taken by the administration may be required to take second semester exams.**

### **EXTRA-CURRICULAR ACTIVITIES**

It is expected that all members of all extra-curricular activities be good citizens about school and in the community. While the opportunity for participation in extra-curricular activities is a vital part of the students' educational experiences, such participation is a privilege that carries with it responsibilities to the school, to the activity, to the community, and to the students themselves. Any violation of the rules in this handbook or in the SHS Athletic Code by any student who is a participant in any extracurricular activity shall be subject to the logical consequences up to and including the denial of these privileges.

#### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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

Students and guests shall be required to remain in the building at all times. Upon leaving the building, students will not be readmitted. The main south doors of the high school shall be used as the only point of entrance and exit.

**Class Organizations:** The officers of each respective class shall consist of the following: President, Vice-President, Secretary, and Treasurer.

1. **Election of Officers** - The officers shall be elected at the first class meeting of the current school year. The following procedures shall be followed: The past president and vice-president shall open the meeting; nominations for all officers shall be between two students. Any class officer must be academically eligible to hold an office. This means have passed 20 academic hours both semesters the preceding

year. If an officer is suspended and /or placed on probation, he/she forfeits the office.

**Contracts** - All contracts for bands, fund raising campaigns, etc. must be signed and approved by the administration.

2. **Class Sponsors** - All high school classes will have class sponsors for their class organizations which will be assigned before each school term. High school students will have an opportunity to belong to a class organization as long as they abide by the guidelines of the class organizations. Individual class guidelines shall determine procedures to follow in all functions. The individual class guidelines shall be presented for sponsors and administrative approval prior to the September Board of Education meeting each year. Upon the recommendations of the administration, the guidelines shall become board policies governing the class for their high school career. These guidelines may be amended upon 2/3 vote of the classes and approval of the Board of Education. All high school class organizations may charge dues not to exceed \$5 per year. **Class dues are not refundable.** It shall be the responsibility of the class officers and sponsors to enforce all policies either established by the board, administration for the class itself.

**School Organizations** - Students may join several organizations at Steeleville High School. Students must realize that these are extra-curricular and are to broaden and enrich the experiences of students.

**Fund Raising Projects** - The senior and junior classes will be permitted to have one (1) fund raising project each year. The sophomore and freshman class will be permitted to raise money only through dues. All money raising projects must be approved by the administration as early in the school year as possible.

**Overnight Trips** - Overnight trips shall be considered following recommendations of the administration. All overnight trips must have the approval of the Board of Education. Parents shall be required to sign a statement of rules and regulations. Students are subject to all policies of the Steeleville Board of Education. On all overnight trips there shall be both female and male sponsors in cases of mixed groups. Exceptions must be approved. Sponsors must accompany students and are to set an example and abide by the rules and regulations applicable to the students. Students may be denied the privilege of participating in overnight trips if they have received more than one one-day suspension, or more than a total of three referrals, or discipline that is habitual.

**Senior Class Trips** - Proposals for any class trip must be presented to the building administrator by February 1 of each year. The proposal must be detailed, outline all activities, and money that will be allocated. Only students eligible for graduation will be permitted to go on the Senior Trip. **Students who have more than one unexcused absence, are on probation, have received disciplinary action resulting in more than a one one-day suspension, have more than a total of three referrals, or have been a habitual discipline problem as determined by the administration, may not be permitted to go on the Senior Trip.**

**Field Trips** - Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Academic performance does not permit an absence from school;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

**Cross-references:**

**PRESS 6:240, *Field Trips***

**PRESS 6:240-AP, *Field Trip Guidelines***

**Athletic Eligibility** – The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and dance. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

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.

The Illinois High School Association sets all eligibility requirements concerning athletics. The IHSA requires the participants be passing twenty-five hours of class work per week in order to participate. If a student's semester report indicates that he/she is passing less than five subjects, he will be ruled ineligible for one semester. Weekly grade checks must also show a student passing the required 25 hours. Coaches will conduct weekly grade checks on Tuesday in order to determine eligibility. The results from this check will be used until grades are checked again in one week.

**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. 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.

The Athletic Conduct Code is available in the office. This Code of Conduct will be enforced 365 days a year, 24 hours a day. 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.

### **IHSA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to the Athletic Code, the most stringent rule will be enforced.

### **Absence from School on Day of Sport or Activity**

Students who wish to attend or participate in any athletic contest or organizational function must be in school at least half day on the day of the contest or function. A student who is absent from school after noon is ineligible for any sport or activity on that day unless the absence has been approved by the principal. Exceptions may be made by the principal: 1) for a medical absence pre-arranged with the office or 2) for a death in the athlete's family. A student who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities.

### **Travel**

All students must travel to sporting events and activities and return home from events with the team on which the student participates by use of school approved means of transportation. Coaches and or administration may waive this requirement as deemed appropriate to individual situations.

### **Student Athlete Concussions and Head Injuries**

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

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

**PRESS 7:305, *Student Athlete Concussions and Head Injuries***

**Letter Requirements** - An athlete must meet the following requirements to letter in each sport. No junior varsity letters will be given. To qualify for a varsity letter:

Basketball -	Must play in 1/3 of the quarters	Baseball -	Must play in 3/4 of the games
Softball -	Must play in 3/4 of the games	Volleyball -	Must play in 1/3 of the matches

## OTHER STUDENT INFORMATION

### GUIDANCE AND COUNSELING

The counselor is primarily concerned with educational choices and decisions of students while in high school and with adjustment problems in all areas including educational, vocational, and social/personal areas.

Individual counseling is provided. Through individual counseling the student is helped to be more objective and realistic as he or she seeks self-understanding and self-development. Positive self-concepts are goals of individual counseling. Other goals include developing effective inter-personal skills and moving toward immediate and long-term goals. The counselor's responsibility is to seek full and accurate facts and to help students and parents understand those facts. The student makes the final decisions after the counselor has helped him understand the alternatives.

Group counseling sessions are scheduled for information giving orientations and for prompting growth to function in a group setting.

Testing is another function of the guidance department. Tests serve as one means of knowing the individual, his achievements, his abilities, and his interests. The tests give objective information about the student.

Career education is explored through the facilities of the guidance department with the help of the teachers and the librarian. Information is provided about financial aid for future training, types of programs available and academic requirements necessary for entry into college or vocational schools. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

The counselor is the primary person to receive information about scholarships. The information is shared with students in four different ways:

- It is included in Ms. Haertling's weekly e-mail
- It is read over the announcements
- It is posted on the bulletin board across from the cafeteria

Students may see the counselor before and after school or during their lunch and study hall periods. It is advisable for a student/parent to make an appointment with the guidance counselor if he or she wishes a conference with the counselor. In emergency situations, students may obtain permission from their classroom teachers to see a counselor immediately.

**Cross-Reference:**

**PRESS 6:270, *Guidance and Counseling Program***

## **STUDENT RECORDS AND TRANSCRIPTS**

The administration and school secretary coordinate grade reporting, record maintenance, and release of student information.

The secretary is the person to see regarding all matters requiring an official report of the student's grades. Official transcripts are sent directly to colleges or to employers. Unofficial transcripts are given to students who indicate a specific need.

## **MEDICATION ADMINISTRATION** **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 Student 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.

### **Cross-References:**

**PRESS 7:270, *Administering Medicines to Students***

**PRESS 7:270-AP, *Dispensing Medication***

**PRESS 7:270-E, *School Medication Authorization***

## **LOST AND FOUND**

Articles and textbooks that have been found should be turned in to the main office. Each year a surprising variety of personal belongings remain unclaimed. A student who loses a textbook or other article should check frequently with the office.

## **TELEPHONE MESSAGES AND STUDENT USE OF PHONE**

Every effort is made at Steeleville High School to avoid disturbing classes unless it is absolutely necessary. The delivery of a message for a student disturbs the class for the teacher and the students present. Requests for such message delivery should be made only in emergencies. The caller may be asked to describe the emergency, especially in cases involving someone other than the student's legal guardian. Routine messages will be delivered to the students in between classes.

Students may use the telephone in the office for emergencies only. THEY MUST SECURE PERMISSION AND STATE REASON FOR TELEPHONE USE. The office will call home if the student becomes ill.

### **CHANGE OF ADDRESS AND/OR TELEPHONE**

It is very important that proper records are maintained at all times. The school wants to be able to get in touch with parents rapidly if it should be necessary to do so. The school asks that students and/or parents notify the office immediately regarding any change in address or telephone number.

### **ANNOUNCEMENTS**

Announcements are made twice a day. Students should listen and attempt to be aware of announcements. If a student misses an announcement it is their responsibility to check with the office about any information he or she may have missed.

Students must have a teacher's signature on any announcement they wish to submit.

### **CONTACTING TEACHERS AT SCHOOL**

It is evident that teachers cannot leave their classroom during class periods to answer the telephone or to conduct personal conferences. If parents would like to speak with a teacher, the office secretary can make arrangements or connect them to the teacher's voice mail.

### **MID-TERM WARNING NOTICES**

In order to keep parents informed of a student's progress midway through each quarter, grading period warning notices are sent by mail to the parents of those students who are failing, near failing, or not working up to potential in a class or classes. The teacher indicates reasons for the student's poor performance on the notices. Twice a year, during scheduled parent/teacher conferences performance reports will be printed for every student regardless of their current grade. These reports will be discussed with parents during the parent/teacher conference.

### **AWARDS NIGHT**

An Awards Night will be held at the end of each year. Teachers, who choose to do so, will establish criteria for awards in their academic area to be handed out during the banquet. Teachers will give a banquet invitation to each student receiving an award in their course. Who receives an award is at the sole discretion of the teacher.

### **CHEATING AND ACADEMIC DISHONESTY**

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any action intended to obtain credit for work that is not one's own is considered academic dishonesty or cheating. The action may include, but is not limited to, the following:

1. Submitting another student's work as one's own.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Giving or obtaining test questions or answers from a member of an earlier class.
4. Copying from another student's test or computer file, or allowing another student to copy during a test or computer program.
5. Using materials that are not permitted during a test.
6. Plagiarizing (presenting material as one's own original work when, in fact, the material is copied from a publishing source without adequate documentation).



7. Copying, or having someone other than the student to prepare the student's homework, paper, project, laboratory report, computer program, or take-home test for which credit is given.
8. Permitting another student to copy, or writing another student's homework, project, report, paper, computer program, or take-home test.
9. Accessing restricted computer files without teacher authorization.
10. Copying materials, including computer software, in violation of the copyright law.

Those who are involved in cheating or academic dishonesty are subject to penalties, including one or more of the following:

1. A note will be sent home to parents or a conference may be scheduled.
2. An "F" or zero will be given for the assignment.
3. The publicity of an apology sent to the person and/or institution against whom the offense occurred.
4. Legal consequences such as with violation of copyright laws.
5. Suspension from classes.
6. Loss of eligibility for election to the National Honor Society.

### **PLAGIARISM**

It is the aim of the Steeleville Community High School to provide a sound educational program and to encourage independence and maturity in student's work. Plagiarism shows a lack of these two qualities. Plagiarism is literally theft: representing someone else's work as one's own; copying someone else's words and/or ideas into a report or essay without giving credit to the originator; or even having someone write the report or essay.

If the plagiarism can be proven, i.e., if the source of the quoted (but not documented) material is located and if comparison of the material with the student's paper substantiates the teacher's allegations, then the following sequence will be considered:

1. For the first offense, the student will receive an "F" or zero on the report or essay. A conference with the student and parent may be scheduled.
2. For the second and subsequent offenses, the student may receive a grade reduction for the course.

### **STEELEVILLE HONOR/ACHIEVEMENT SOCIETY**

To be eligible for consideration as a member of the Steeleville Honor/Achievement Society (SHAS), students must possess a 3.50 cumulative grade point average and be a junior or senior student.

Steeleville Honor/Achievement Society membership is determined by meeting the minimum cumulative grade point average (3.5). In order to maintain membership students must maintain the standards set forth in the Steeleville Honor/Achievement Society expectations agreement.

## **PARENTAL RIGHT NOTIFICATIONS**

**Teacher Qualifications** – A parents/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student’s classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

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

### **Cross-References:**

**PRESS 6:170, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection Pupil Rights Act.***

**Standardized Testing** - Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

The following are optional/required testing opportunities which may be provided by the school or information will be disseminated regarding off-site opportunities:

- 10<sup>th</sup> grade – PSAT
- 11<sup>th</sup> grade - ACT (recommended for college-bound students)  
SAT (required for all Illinois HS students)
- 12<sup>th</sup> grade - ACT retake (optional)  
SAT retake (optional)  
- AP Math or English (optional)

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;
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.

### **Cross-Reference:**

**PRESS 6:340, *Student Testing and Assessment Programs***

**PRESS 6:170, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection Pupil Rights Act.***

**Homeless Child’s Right to Education** - When a child loses permanent housing and becomes a homeless person as defined at 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.

**Cross-References:**

**PRESS 6:140, *Education of Homeless Children***

**PRESS 6:140-AP, *Education of Homeless Children***

**Family Life & Sex Education Classes** - Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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. 1 Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

**Cross-References:**

**PRESS 6:60-AP, *Comprehensive Health Education Program***

**PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes***

**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.

**Cross-References:**

**PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights***

**PRESS 8:95-E2, *Verification of School Visitation***

**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.

**Cross Reference:**

**PRESS 5:90, *Abused and Neglected Child Reporting***

**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.

**Cross-References:**

**PRESS 4:170-AP2, Criminal Offender Notification Laws**

**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/>.

**Cross Reference:**

**PRESS 4:170-E6, Informing Parents about Offender Community Notification Laws**

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

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

For questions related to this program or to express input in the school's English Learners program, contact Jennifer Haertling at 618.965.3432.

**Cross Reference:**

**6:160, English Learners**

**Request to Access Classroom or Personnel for Special Education Evaluation or Observation** -

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

**Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications,

and certain other information required by federal law. When available, this information will be placed on the District's website at [www.steeleville138.org](http://www.steeleville138.org).

**NOTICE OF THE USE OF PESTICIDES**

Public Act 91-0525 requires schools to provide notification of pesticide application and management procedures. Please be advised that interior pesticide applications are regularly scheduled for the third Friday of each month. Interior applications are conducted in areas where a need has been identified. Occasional outdoor applications of pesticides are also made.

**Cross-Reference:**

**PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds***

## **SCHOOL SONG**

**Go, Steeleville, go!  
We proudly wave our flag to you.  
Go, Steeleville, go!  
We're loyal to your white and blue.  
Fight for the name,  
For it will always bring you fame.  
Why don't you give what you got,  
Cause we know that's a lot.  
So fight and we'll win this game.  
Cha-hee, cha-hee, cha-hee, ha, ha!  
Steeleville High School  
Rah, rah, rah!**

**When our Blue Warriors lead our yells tonight  
And every one of them is here to fight  
For dear old S.H.S. we love so well  
We yell, we yell, we yell, we yell, we yell,  
And then we'll win, win, win,  
Yes, we will win,  
And when it's over then we'll all begin  
To give a mighty cheer for our school  
For dear old S.H.S.  
Rah, rah, rah, rah, rah,  
Rah, rah, rah, rah, rah,  
Rah, rah, rah, rah, rah,  
STEELEVILLE!**