

A MESSAGE TO ALL STUDENTS

Welcome to Zeigler-Royalton High School District #188. The faculty, staff, and administration look forward to working with you during the 2015-2016 school year.

Please take time to read the Student Handbook. As you read it you will realize that some changes have been made. The best way to learn about the changes is to take the time to read the handbook. If you have any questions or concerns, know that our doors are always open for you. The provisions of this handbook are not to be considered as irrevocable contractual commitment between the school and the students. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

Zeigler-Royalton High School is your school. It exists to meet your educational needs. Many programs, courses, and activities are available to you. A well-qualified and experienced staff of teachers, administrators and support personnel have been employed to provide you with the programs and services necessary to allow you to increase your knowledge, improve your skills, and develop attitudes, which will prepare you for the future.

It is our hope that each of you will learn, grow and mature as a result of the experiences you will have as a student at Zeigler-Royalton High School. How well and how much you achieve is up to you. Regular attendance, preparation for classes, participation in school activities, completion of homework, and respect for the rights of others, as well as yourself, are major factors in what you achieve.

When violation of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school as well as helping the student develop self-discipline.

Parents can make an important contribution to the educational development of their children. All parents are, therefore, urged to help in directing the energies of their children along constructive lines and to assist in the development of good citizens.

The Board of Education, administration, faculty, and support staff are committed to making Zeigler-Royalton High School the best possible for you. We challenge you to make a commitment to do likewise. We challenge you to do your best in everything throughout the school year.

Sincerely,

The Administration and School Board
Zeigler-Royalton School District #188

MISSION STATEMENT

The mission statement of Zeigler-Royalton High School is to assist students to become successful in life by providing a quality education and guidance necessary to survive an ever-changing world. We are driven to teach self-discipline and respect for life, liberty, and community.

PHILOSOPHY OF EDUCATION

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual and of the society in which the student lives. It is the responsibility of the community to provide educational experiences, which will assist the student in becoming a responsible and contributing member of society.

The prime objective of Zeigler-Royalton District #188 is the acquisition and application of knowledge. We affirm our responsibility to do everything in our power to enable each student to reach this educational goal. We acknowledge the facts that each student has needs and purposes which are his alone, that these needs and purposes relate to his living experiences, and that this relationship can be demonstrated, explained, and strengthened through our help.

EDUCATIONAL OBJECTIVES

1. **Citizenship** – Learning to understand, appreciate, and practice, with unwavering loyalty, the principles of our own American democracy.
2. **Character and Human Relations** – Becoming the finest person it is possible for each to become; making \ one’s best contributions to society; learning to live and work cooperatively.
3. **Basic Skills** – Learning to read, write, speak, and listen intelligently; and to understand and to solve the numerical problems of everyday life.
4. **Health and Safety** – Developing and maintaining sound physical and mental health; understanding and using desirable safety practices.
5. **Understanding of Environment** – Understanding environment and its effect on life, learning how to adjust to environment; accepting responsibility for improving environment when possible.
6. **Vocational Competence** – Learning how to earn a living in work for which one is suited and prepared.
7. **Consumer Effectiveness** – Understanding the role of the consumer in our American economic life and learning to use resources wisely.
8. **Successful Family Life** – Understanding and practicing principles underlying successful family living.
9. **Use of Leisure Time** – Developing a philosophy toward leisure time.
10. **Appreciation of Beauty** – Perceiving and enjoying beauty in everyday life; participating in appreciation of, and expression in the arts.

11. **Effective Thinking** – Think effectively as a basis for good judgment and intelligent action.
12. **World Mindedness** – Understanding world culture and problems as a basis for cooperating intelligently as members of a world community.

INSTRUCTIONAL GOALS

1. To achieve a feeling of self worth
2. To acknowledge the dignity of all people
3. To be creative in chosen fields of work
4. To grow as a responsible member of their family and to recognize the family as the basic social unit
5. To strive for physical and mental health
6. To plan for the wise use of leisure time
7. To develop and maintain a positive attitude toward learning
8. To acquire habits of analytical thinking and problem solving
9. To develop the skills and abilities in reading, writing, speaking, and listening to communicate ideas and feelings
10. To achieve their potential through the opportunities offered
11. To develop skills to use available educational resources
12. To realize the role of careers in society and to understand changing opportunities
13. To develop the responsibilities of a citizen in a democracy
14. To appreciate culture and beauty that exists in the world

Parent Right to Know

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your district superintendent George Wilkerson at the following phone number (618) 596-5841.

HOMEWORK POLICY/SCHOOL-PARENT COMPACT

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Zeigler-Royalton High School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom-learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- Practice exercises to follow classroom instruction
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

Responsibility of Staff:

- Assign and post on web page relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework in a timely manner
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibility of Parents:

- Encourage your child to attend school regularly
- Set a regular, uninterrupted study time each day
- Establish a quiet, well lit study area
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child

Responsibility of Student:

- Write down assignments in the Zeigler-Royalton High School Planner every class period
- Be sure all assignments are clear
- Find a quiet, well lit study area
- Produce quality work

- Make sure assignments are done according to the given instructions and completed on time

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.zr188.org) or at the Board office, located at:

Zeigler-Royalton CUSD 188
Rt. 148 N
Zeigler, IL 62999

The School Board governs the school district, and is elected by the community. Current School Board members are:

Gina Risley, President
Jim Clark, Vice-President
Christy Cheatham, Secretary
Zachary Hiller, Member
Randall Bush, Member
Randy Domineck Member
Jeffrey Olkoski, Member
Sharon Vaughn, Treasurer

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

George Wilkerson, Superintendent
Quent Hamilton, Principal
Jim Chamness, Guidance Counselor
Jeremy May, Athletic Director
Janet Leposky, Secretary
Sharon Vaughn, Bookkeeper

The school is located and may be contacted at:

Zeigler-Royalton High School
Rt. 148 N
Zeigler, IL 62959
618-596-5841

Teaching Staff

<u>Karen Nichols</u>	<u>Chorus</u>
<u>Pat Bagwell</u>	<u>Special Education</u>

<u>Stefanie Pasquino</u>	<u>English</u>
<u>Justin Englemann</u>	<u>Business</u>
<u>Norah Olive</u>	<u>Spanish</u>
<u>Samantha McNurlan</u>	<u>Math</u>
<u>John Gaddis</u>	<u>Physical Education/Dr. Ed</u>
<u>Sue Gindlesparger</u>	<u>Art</u>
<u>Page Kirkpatrick</u>	<u>Special Education</u>
<u>Steve Henderson</u>	<u>Math</u>
<u>Jeremy May</u>	<u>Physical Education</u>
<u>Mike Monti</u>	<u>Science</u>
<u>Lance Newman</u>	<u>Shop</u>
<u>Jaime Moyers</u>	<u>Social Sciences</u>
<u>Carissa Stagner</u>	<u>Science</u>
<u>Cindy Whitley</u>	<u>Special Education</u>
<u>Amber Lee</u>	<u>English</u>
<u>Andy Odle</u>	<u>Technology Coordinator</u>
<u>Joe Hargraves</u>	<u>Custodian</u>

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying himself or herself 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, <i>Visitors to and Conduct on School Property</i>

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, 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: Zeigler-Royalton CUSD 188

Rt. 148 N
Zeigler, IL 62999
618-596-5841

Cross-Reference: PRESS 7:10, <i>Equal Educational Opportunities</i> PRESS 2:260, <i>Uniform Grievance Procedure</i>

BUILDING POLICIES AND GUIDELINES

ADMISSION OF STUDENTS

The Zeigler-Royalton CUSD #188 Board of Education declares that all students enrolling for the current school term must meet one of the following conditions:

1. Be a legal resident of the district as defined in the Illinois School code Section 14-1.11 and 14-1.11a or Section 10-20.12b

or

2. Pay a non-resident pupil tuition charges upon enrollment.

ALL STUDENTS MUST BE A LEGAL RESIDENT OF THE DISTRICT AND MEET IHSA AND SIJHAA STANDARDS TO BE ELIGIBLE FOR PARTICIPATION IN ANY AND ALL EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS.

Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Zeigler-

Royalton Community Unit School District #188 without the payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1,500 and not more than thirty (30) days in jail.

The following items are required to be considered for admission to Zeigler-Royalton District Schools:

1. Affidavit of Custody & Control
2. Proof of Residency (e.g. Copy of utility bill with 911 address)
3. Updated immunization/physical (if entering grades K, 5, or 9)

For students transferring from another school district, an ISBE Student Transfer form must be completed and received from the sending district.

HOME SCHOOL CREDIT

Home school credit is not automatically accepted by the Zeigler-Royalton School District. High School students entering Z-R School District may be placed at the grade level deemed appropriate by the Zeigler-Royalton School District officials.

MARKS AND REPORTS

Grades are issued at the end of each quarter of the school year. The following marks are used:

Regular Weighted Grading Scale	Weighted
A 5 points	A 6 points 90 -- 100 A
B 4 points	B 5 points 80 -- 89 B
C 3 points	C 4 points 70 -- 79 C
D 2 points	D 2 points 60 -- 69 D
E 1 point	E 1 point 0 -- 59 E

Plus (+) and minus (-) grades are not components of the Zeigler-Royalton CUSD #188 grading system.
 The following classes are considered college prep courses and are therefore weighted in determining class ranking.

Weighted classes

- | | | | |
|----------------|---------------------|---------------------|----------------|
| 1. Biology III | 5. Biology II | 9. Creative Writing | 13. Prod Tech |
| 2. Algebra II | 6. Art Appreciation | 10. English IV DC | 14. Med. Term. |

3. Adv. Math
4. Calculus

7. Chemistry II
8. Physics

11. Music Appreciation
12. Certified Nursing Assistant

*NOTE: Students may not take more than five (5) weighted classes for grade during any grading period.

HONOR ROLL

Recognition will be given for superior achievements in scholarship. Students with a 4.75 average or above will be placed on the high honor list; 4.0 average - honor list.

GRADUATION

Twenty-four academic credits are required to graduate. It is the policy of Zeigler-Royalton High School not to allow a student to graduate with less than eight (8) semesters of attendance. Graduating seniors must have all work completed and submitted to their teacher when they take their semester exam. Those students who fail to receive enough credits to graduate with their class will not be allowed to walk through graduation ceremonies.

Students enrolled at Zeigler-Royalton High School may take a total of two (2) Carnegie Units of approved courses from outside sources, which may be used, in the cumulative total of 24 Carnegie Units required for graduation. Each course must be approved prior to enrollment in such course(s) and may not substitute for courses, which are required at Zeigler-Royalton High School for graduation unless the student has failed the course at Zeigler-Royalton High School or other high school prior to enrollment at Zeigler-Royalton High School. If such course(s) total more than two (2) credits and the enrollment in such course(s) was initiated by Zeigler-Royalton High School, an exception may be made by the Zeigler-Royalton Unit School district Superintendent.

Starting with 2013-2014 graduating class, Twenty-four academics credits will be required to graduate.

Cross Reference: PRESS 6:280, <i>Grading & Promotion</i>

Credit for Alternative Courses and Programs, and Course Substitutions¹

Correspondence Courses

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

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

2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Course

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Cross Reference:

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

High School Graduation Requirements

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

1. Completing all District graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Taking the Prairie State Achievement Examination.

In order to walk through graduation ceremonies, student must fulfill all Zeigler-Royalton High School requirements, unless exempt from such requirements by Individualized Education Plan (IEP) or due to disability. Students will be denied to walk through graduation ceremonies for the following reasons:

1. Disciplinary reasons
2. When transferring in from an Alternative type school setting after the beginning of school year prior to graduation.

Students entering the 9th Grade in the 2010-2011 school year

- (1) Four years of language arts.
- (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
- (3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
- (4) 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.
- (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?

Pass U.S. Constitution Test (given in American History)

Four years of Physical Education

One semester of Health

One year of Art, Spanish, or Vocational

One Semester of Consumer Education

Classroom phase of Driver Education

Starting the 2010-2011 school year, any student that is a sophomore or younger who wants to be considered for valedictorian, must take seven classes his/her Junior and Senior year.

CLASSIFICATION OF STUDENTS

The following number of credits attained will be used to determine classification of students at Zeigler-Royalton High School:

Freshman	Less than 5.5 credits
Sophomore	5.5 credits
Junior	11 credits
Senior	16.5 credits

Any change in student classification status will be determined at the end of each semester.

SEMESTER EXAM POLICY

The purpose for the school's semester examination exemption system is to motivate students to study more, improve attendance and decrease tardiness to class. All Freshmen and Sophomore students will be required to take first semester exams.

Zeigler-Royalton High School attendance incentive program:

Students will be excused from semester exams if they meet the following criteria:

1. "A" average with four absences or less from the class per semester.
2. "B" average with three absences or less from the class per semester.
3. "C" average with two absences or less from the class per semester.

Other Considerations:

1. Student may take semester exams in an attempt to improve his/her grade.

2. Any absence would count in figuring total absence.
3. Teachers will keep an accurate daily record of all student attendance.
4. If ZRHS causes the student to be absent, this absence would not count in reference to the incentive program.
5. Teachers have the option of requiring all students to take semester exams (dual credit classes) and will notify all students of this at the beginning of the year.
6. Any student with an unexcused absence, supervised study session, suspension, 3 detentions or more (per semester) and 3 or more tardies during the semester in that class is required to take semester exam.

Seniors who score a meets or exceeds in all areas of the PSAE taken the first time, maintain 2.5 average in each class AND have five or less absences per semester will be exempt from semester exams.

Students with disability

A student with a disability who has completed four years of high school at the end of a school year may participate in the graduation ceremony of the student's high school graduating class and receive a certificate of completion if the student's individualized education program prescribes special education, transition planning, transition services, or related services beyond the student's four years of high school. The student's parent or legal guardian will receive written notice of eligible graduation time and location at least three weeks in advance of the ceremonies.

Eighth Graders taken Algebra I at the High School

Beginning with the 2007-2008 school year, the Algebra I class taken by eighth graders will be counted on the G.P.A at the Junior High and High School. The Algebra course will be counted as their Algebra requirement in High School.

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

PRESS 6:300, <i>Graduation Requirements</i>

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 principals 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.

School 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
--

Emergency School Closings²

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. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

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

Video & Audio Monitoring Systems

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

Cross-Reference: PRESS 4:110, <i>Transportation</i>
--

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*

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.

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

PRESS 7:70, *Attendance and Truancy*

Student Absences

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

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 [618-596-5841] 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. Upon request of the parent or

guardian, the reason for an absence will be kept confidential. Failure to notify and account for the student's absence within 24 hours of returning to school will count as an unexcused absence & may be treated as truancy on the part of the student. Truancy is punishable by detention, supervised study session, or out of school suspension. Truancy is defined as repeated unexcused absences and/or a student who is absent from school without parental knowledge.

ATTENDANCE POLICY

Students shall be permitted NO MORE THAN TEN EXCUSED ABSENCES PER SCHOOL YEAR BASED UPON PARENTAL CONFORMATION FOR THE REASONS OF THE ABSENCE. After the student has been excused ten in one or more of his/her classes during the school year, additional excused absences for illness may only be verified through a written medical statement from a physician. If a student absence is verified by a doctor's excuse before the student has reached the limit of ten days (or classes) of excused absences, the absence will not count toward the ten days permitted by this section.

Students should realize that school takes top priority over work. Students are expected to be in class until the end of the school day. There will be no exceptions for students who have after-school jobs. Remember, after-school jobs are done after school. Students who work after school should arrange their schedule so that they do not have to report to work before 3:30 pm. If work begins to interfere with the student's performance or attendance at school, the school reserves the right to contact student employers about the concern.

STUDENTS WHO ARE 16 YEARS OLD OR OLDER WITH CHRONIC ABSENCES MAY BE EXPELLED FROM ZEIGLER-ROYALTON HIGH SCHOOL.

STUDENTS WHO ARE CLASSIFIED AS "EMANCIPATED MINORS" MUST HAVE A DOCTOR'S EXCUSE FOR ALL ABSENCES TO BE COUNTED AS EXCUSED.

If an absence is excused, the student is allowed to make up work missed. A student who knows about an assignment prior to the absence is required to have the work completed and turned in during the first day back from the absence. Work assigned during the absence will be due on the teacher's desk during the exact number of days in which the student was gone. (For example, if a worksheet was assigned today, and you were absent for (1) day, then you have (1) day to get the worksheet turned in. If you were gone (3) days, then you have (3) days to have the makeup work turned in, etc.) If a test is assigned, and the student knew about the test, then the student is required to take the test during the first day back at school. Failure to meet the required time frames for homework or exams will result in the student receiving a (0) for the assignment.

If the absence is unexcused, the student will not be allowed to make up homework and will receive a (0) for any work done in class during the time of the absence.

The following lists give an idea of the types of absences and the classifications of such. Other absences will be classified by the Principal but will be related to general categories.

SAMPLES OF EXCUSED ABSENCES

1. Personal illness as verified by parent phone call or note
2. Family illnesses or death in the family
3. Medical appointments as verified by medical professional
4. Court appearance as verified by official documentation from court
5. Pre-arranged absence cleared by the Principal prior to the absence date
6. (1) day granted for obtaining driver's license w/proof from Secretary of State
7. College visitations (not to exceed 3 total days) as verified by school letterhead (SENIORS ONLY) No college days will be granted after the PSAE testing dates.

SAMPLES OF UNEXCUSED ABSENCES

1. Leaving school without proper authorization
2. Missing the bus
3. Working
4. Car trouble or train (may be left to discretion of administration)
5. Oversleeping
6. Failure to bring a note from parent or failure to have parent call regarding the absence
7. Personal business (e.g. Dog got lost, cat ran away, cows were out, going to the doctor with my boy/girl friend, shopping, couldn't find my keys, had to get a stereo put in my car, etc...)

Truancy/Unexcused absences

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

Truancy is defined in the state of Illinois as absent from school without valid cause for a school day or any portion of a school day, subject to certain exceptions and exemptions. Parents are required by law to ensure that their child/children attend school.

ATTENDANCE & DISCIPLINE INCENTIVES

Students must be in attendance ½ day in order to attend or participate in an after-school activity.

At the end of each nine-week grading period, students with perfect attendance (NO ABSENCES OR TARDIES) and have received no disciplinary assignments during the nine-week period will have their names placed in a \$50 drawing. The name drawn will win \$50.

SKIP DAYS

There is no such thing as a school-sanctioned skip day for any class including graduating seniors. Any student participating in such an activity will be treated, as truant and appropriate disciplinary action will occur.

SENIORS WHO PARTICIPATE IN SKIP DAY ACTIVITIES MAY BE EXCLUDED FROM PARTICIPATING IN GRADUATION CEREMONIES.

PRE-APPROVED ABSENCE

In the event that students know that they must miss school because of scheduled events involving family, church, clubs, etc., they must submit a written request from a parent or guardian for a Pre-Approved Absence Form. The advanced excuse must be signed by all teachers with assignments that will be missed and returned to the office before the date of the proposed absence. Failure to submit a pre-approved request prior to the absence will result in the absence being unexcused. A copy of this request will be kept in the student file.

TARDINESS

Students who arrive at school tardy are to report directly to the principal's office with a parental note for an admission pass to class. Students are to be prompt in the attendance of all classes throughout the day. Tardiness will result in assignment of disciplinary action. Consequences for accumulated tardies per semester are as follows:

- 1st tardy - warning
- 2nd tardy - warning
- 3rd tardy - detention, written notice to parents
- 4th tardy – detention, written notice to parents
- 5th tardy - supervised study session, conference with parents

Any tardy after 5 during a semester will result in a supervised study assignment or suspension from school.

Cross-reference: PRESS 7:70, Attendance and Truancy
--

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.

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences 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.

Cross Reference:

PRESS 6:150, *Home and Hospital Instruction*

Fines, Fees, and Charges; Waiver of Student Fees³

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

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

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

The building principal will give additional consideration where one or more of the following factors are present:⁴

- 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.

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

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*

Bus Transportation

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

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity in not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

Parking

Students who possess a valid driver's license and proof of insurance are eligible to drive to school, provided they obtain a form from school (this form must be signed by the student's parents or legal guardian). This is a privilege and may be revoked at any time. Students must purchase a parking permit for \$5.00 per semester or \$10.00 for the entire year. This permit is to be displayed on the rear view mirror. If your permit is lost, a replacement may be purchased for \$ 5.00.

Vehicles driven to school by students must be parked in the student parking lot. Sitting in parked vehicles will not be allowed. Students will rarely be given permission to go to their vehicles during the day. If a situation arises where a student absolutely must go to the vehicle, the principal must grant permission. If permission is granted, the principal or designee will escort the student to the vehicle. This request also gives implied consent to allow the principal to search the student vehicle.

Students should drive carefully when entering & leaving the campus. Students must enter & exit on the north end of the parking lot. Students are not allowed to drive toward the elementary/jr high. Students are not allowed to drive in the bus loading zones of either school.

Failure to operate a vehicle in a safe and responsible manner and abide by the parking policy could result in possible towing of the vehicle at the owner's expense and driving privileges may be suspended and/or revoked for a period of time. There shall be no refunds.

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. Contraband dogs, administration, and police officers regularly search school lots. 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.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

<p><i>PRESS 7.100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Student</i></p>
--

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 "Student Medical Authorization Form."

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

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

Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

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

Guidance & Counseling

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. 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.

Cross-Reference:

PRESS 6:270, *Guidance and Counseling Program*

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.

PRESS 4:170, *Safety*

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

Communicable Diseases

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

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

Cross-references:

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

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

Head Lice

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

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

Cross-references:

General Building Conduct⁵

Students shall not arrive at school before **7:30 a.m.** and classes begin at **8:14 a.m.** and students are dismissed at **3:00 p.m.** each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras, cell phones are permitted without permission from the principal/teacher.

School Dress Code / Student Appearance⁶

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. No holes allowed 4 inches above the knees.
- The length of shorts or skirts (no shorter than 4 inches above the knee) must be appropriate for the school environment.
Form fitting pants/ capris (i.e. yoga pants, leggings, spandex, etc.) may be worn as long as shirt/dress/skirt covers the bottom.
Shirts without sleeves will not be allowed for male and female students.
- Appropriate footwear must be worn at all times.

- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

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

Student Discipline

DISCIPLINE POLICIES AND GUIDELINES

DISCIPLINE

One of the most important lessons students should learn is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training, which develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

With an understanding of the purpose for discipline, you may form a correct attitude toward it. Self-restraint and self-discipline are the foundations for developing into a productive and contributing citizen of our society. By practicing proper conduct, students will enhance the learning environment for themselves and others.

Students must adhere to a code of good conduct and behavior not only for their own benefit, but also for the benefit of others. All students have a right to learn as much as they can while they are at school but no student has the right to deprive others of a quality education or to jeopardize the safety of others. Students are expected to conduct themselves in a manner that will reflect positively on the school and the student body. In an attempt to ensure proper conduct and behavior, teachers are authorized by the Illinois School Code to remove disruptive students from their classes. Students who have to be removed from the classroom on a consistent basis will be referred to the school administration. The school principal may suspend students who are consistently disruptive in class.

All teachers in the school district have the authority to enforce school rules and to correct any student whose conduct is in violation of school rules. This applies even if the student is not assigned to that teacher or class.

MULTIPLE DISCIPLINARY INFRACTIONS

Students who have multiple disciplinary infractions shall be treated as chronic offenders of the school discipline code. Such students shall be suspended and may be referred to the Board of Education for an expulsion hearing. Students who cause a disruption of the

educational process on a continual basis will not be allowed to attend Zeigler-Royalton High School.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials including electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. 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.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - f. 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.

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 firearm or "look alike," 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.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, 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. All cell phones, head phones, and similar electronic devices must be kept powered-off and out-of-sight during the regular school day (7:30-3:00) unless: (a) the supervising teacher/administration

grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals. **Texting or calling shall not be allowed during school hours.**

- a. 1st offense (semester) – Detention and electronic device will be confiscated and returned at end of day.
 - b. 2nd offense (semester)-- Detention and electronic device will be confiscated and parents will be asked to pick up phone in office.
 - c. 3rd offense (semester)—Supervise Study and electronic device will be confiscated and parents will be asked to pick up phone in office.
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.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 10. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
 12. Being absent without a recognized excuse.
 13. Being involved with any public school fraternity, sorority, or secret society.
 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 16. 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.
 17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”
 18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.⁷

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.

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.

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

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying parents/guardians.
8. Temporary removal from the classroom.

DETENTION POLICY

When student behavior warrants, the principal may mandate after-school detention as a disciplinary procedure. Disruptive behavior while in detention shall warrant a suspension or other alternative disciplinary action by the principal.

Detention will be held on Tuesday and Thursday beginning (5) minutes after the end of the day and will last for a minimum of (2) hours.

Students who do not have the required writing assignment completed will be cited for insubordination and will receive additional disciplinary action which may include supervised study session and/or out of school suspension. Failure to report to detention in time will result in one day assigned in Supervised Study Session and the detention will be made up the following week.

Failure to serve detention on the day assigned without an excused absence will result in assignment to Supervised Study for skipping detention and the detention will be made up the following detention period. Two unexcused absences from detention may result in further assignment to Supervised Study and/or suspension. Students will not be excused from detention period for work or personal obligations unless approved by administration.

FOLLOWING (2) CONSECUTIVE EXCUSED ABSENCES FROM SCHOOL ON DETENTION DAY, (1) ONE DAY OF SUPERVISED STUDY SESSION WILL BE ASSIGNED UNLESS THE STUDENT PROVIDES A SIGNED DOCTOR'S STATEMENT STATING THAT THE STUDENT WAS PHYSICALLY UNABLE TO COME TO SCHOOL DUE TO ILLNESS.

The following conditions for detention apply:

1. Students must keep busy writing during the entire time in detention
2. A 4-page minimum writing assignment must be completed with a minimum of 10 words per line and every line on the page used.
3. Failure to serve detention will result in being assigned one (1) day in Supervised Study Session and must make up the detention the next detention period. Failure to serve the makeup detention will result in a 3-day suspension from school. Absence from Supervised Study Session or After School Detention requires a Doctor's Slip to be excused and disciplinary assignments must be made up.
4. Tardiness to after-school detention will add additional minutes to the detention period
5. Students who receive (3) detentions may be eligible for (1) supervised study session or suspension for the next disciplinary referral.
6. No talking during detention
7. Students shall not be allowed to leave the detention room once detention begins
8. No credit will be given for any student who must leave detention early

The following rules apply to detention:

1. Report to the supervisor with pen/pencil and paper
2. No talking, eating, or drinking while in detention
3. Failure to pass initial review of work by supervisor will result in extra writing or other disciplinary action as assigned by the principal

The principal shall review all work. Any work deemed unacceptable will be filed and will use as a basis to assign further disciplinary action.

SUPERVISED STUDY SESSION

Students who demonstrate behavior that is not conducive to the learning environment may be assigned a supervised study session for a period of time deemed appropriate by the Principal. Students assigned to supervised study will be isolated from all other students during the time in which this consequence is in force.

Additionally, behavior while in the supervised study area will be monitored by the Principal and will be evaluated by the Principal at the end of the assigned period of time to determine if other disciplinary action is warranted.

Students who are assigned multiple days of supervised study session may not be allowed to participate in extra-curricular activities, as determined by school administration.

The following rules must be adhered to while in the supervised study session:

1. Report to the supervised study session at the beginning of the instructional day. Students complete all class assignments and tests and will receive appropriate class credit.
2. Bring paper and pencil along with assignments for the day
3. Permission to go to the locker will not be granted
4. Students must remain in their seats with no talking
5. Students are responsible for keeping the area clean. Students who fail to keep the area clean will be
6. Required to clean walls, desks, and sweep/mop the floor before leaving
7. Lunch will be eaten in the supervised study classroom
8. Students may not sleep or lay heads on desk. Students are to be kept busy with writing assignments at all times.
9. Students will be required to first complete a minimum written assignment of 10 pages assigned on first day, 15 pages on the second day and 20 pages on the third day. Students must have at least 7 words per line and every line on the page used. If all class work is completed before the day ends, students will continue
10. The written assignment until dismissed from Supervised Study.
11. Any disruptions or violations of the above rules may result in immediate dismissal from the supervised study session. If that occurs, the student will be suspended and will be required to make up the day of supervised study when he/she returns to school.

12. Repeated offenses, which result in students being placed in supervised study session, will be considered gross disobedience and misconduct. This may lead to suspension and will be considered grounds for expulsion from Zeigler-Royalton District #188.

SUSPENSION

In accordance with section 10-22.6 of the Illinois School Code, a student who exhibits behavior, which is detrimental to the learning environment (including multiple violations of any part of the school discipline code), may be suspended for a period of time up to (10) student attendance days per occurrence.

A student who is suspended shall be counted as “unexcused absence” and will receive (0) for all assignments during the suspension. No work may be made up from a suspension. Students who are suspended are not allowed to be on school grounds or in attendance at any school activity (either home or away) during the period of the suspension. The consequence for any violation of this restriction will be additional disciplinary action and may include arrest for trespass. The student must check in with the office before returning to school.

EXPULSION

A student disciplinary expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from in excess of 10 days to a definite period of time not to exceed two school years. The Zeigler-Royalton District #188 Board of Education retains the right, following a recommendation from the administration, to expel a student from school.

DUE PROCESS

1. Students shall be notified of the rules as established by the Board of Education by being informed of the Parent/Student Handbook within (15) days after the beginning of school or within (15) days after enrolling during the school year.
2. The adopted School Board rules for Elementary, Junior High, and Senior High School are published annually in the Parent/Student Handbook for the appropriate level.
3. An authorized school administrator shall attempt to confer with a student being considered for major disciplinary action before action is taken.
4. A student shall be advised of the reason or reasons to support the considered action. The student shall be afforded the opportunity to respond to the administrator.
5. A written record of the conference shall be made and maintained by the administrator conducting the conference.
6. The administrator, after following items 3 through 5, may determine what action will be necessary.
7. If, in the opinion of the administrator, a student is an immediate threat to school personnel, other students, or school property, or poses an ongoing threat of a disruptive

nature to the educational process, the student may be removed from school without a conference as outlined in items 3 - 5 above. If this action is taken, a written notice, sent by certified mail, return receipt requested shall be sent to the parents. This notice shall request the student to attend a conference as soon as possible after the notice is received. Failure to attend the conference shall constitute a waiver of the right to such conference. The parents or guardians shall be advised in writing of the formal action taken regardless of the student's attendance at the scheduled conference.

SUSPENSION NOTIFICATION

This notice shall include but is not limited to:

1. The duration and dates of the suspension
2. A notification of the school rule(s) which have been violated or other reasons which warrant such action
3. A statement of the parent(s) or guardian(s) right to review the action taken with the school board or its representative
4. A statement that a failure to request a review within (10) days after receipt of notice, shall be deemed a waiver of the right of review
5. A notification of the right to be represented by an attorney at the review hearing
6. A copy of procedures for Suspension/Expulsion hearings

A request to review the suspension proceedings must be written and made to the Superintendent. If a request for review of the suspension proceedings is made within the time limits set forth above, the parent(s) or guardian(s) of the suspended student shall be given written notification at least one week in advance of the review with the school board or their representative.

The school administrators shall notify the Superintendent and School Board of all student suspensions. The administrators shall forward a copy of the parental notice of the suspension to the Superintendent.

PROCEDURES FOR EXPULSIONS

1. If the disciplinary action results in expulsion, the parent(s) or guardian(s) shall be advised immediately of the expulsion hearing by certified mail, return receipt requested.
2. The expulsion notice shall include:
 - a. The reason(s) for the proposed expulsion and the school rule(s), which were violated
 - b. The possible maximum duration of the proposed expulsion
 - c. The place and time of the expulsion hearing
 - d. A notification of the right to be represented by an attorney at the expulsion hearing
 - e. The parent(s)' or guardian(s)' right to a copy of the procedures for expulsion hearings

REVIEW HEARING PROCEDURES

- A. The hearing will be held in a Closed Session at the request of the parents or guardians or the school administrators.
- B. The student will be afforded the following:
 - 1. The right to be represented by counsel (at the expense of the student or parents)
 - 2. The right to present evidence and call witnesses
 - 3. The right to cross-examine the opposing witnesses
- C. A written decision will be issued to the student and the parents or guardians within ten (10) school days after a review hearing conducted by the Board of Education. It will contain a 30 statement of facts and the basis for the decision.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

- A. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
- B. The student's absence(s) will be recorded as "excused".
- C. All educational opportunities and services missed by the student will be afforded.

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.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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:

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

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

“look alike” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

“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*

Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Cross-References:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

Lunch & Cafeteria Rules

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to

use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.

- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- In order to ensure sufficient lunch preparation, students who are present at the start of the school day but order lunch after 10:00 A.M. should expect an alternate lunch, different from that on the school menu. This alternate lunch will meet school lunch nutritional requirements.
- However, students who arrive tardy can still order a lunch from the regular school menu.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips/Dances/Homecoming

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;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Student field trip/homecoming/prom activities and dances are a privilege and not a right. Students may be excluded from leaving the campus to participate in trips and activities (including the Senior class trip) for the following reasons:

- 1. Must be passing all classes required to graduate and maintaining a passing grade in at least five classes per week.**
- 2. Excessive unexcused absences (Three or more) per semester**

3. Repeated violations of the school discipline code (Five or more discipline referrals of any kind or any out of school suspension) per semester.

Students who demonstrate unacceptable behavior while on a field trip shall be banned from participating in any and all field trips for the remainder of the school year. Students who have been assigned detention or other forms of disciplinary action must be able to fulfill that requirement on the day it is assigned. For example, if a class is going on a trip but a student has after-school detention and the class will not be back in time for the student to fulfill the disciplinary obligation, then the student will not be allowed to leave campus.

ASSIGNED DISCIPLINARY ACTION TAKES PRIORITY OVER ALL OTHER ACTIVITIES INCLUDING TRIPS, BALLGAMES, WORK, ETC.

SENIOR TRIP

NOTE: The Senior Trip is based upon extra-curricular activities requirements.

Seniors who are planning to go on the senior trip at the end of the school year must realize there is a method of process for that to happen.

1. Points will be needed to go – being a senior does not automatically mean you go.
2. Points have been earned from your junior year and points can be gained by becoming involved during your senior year.
3. Points may be earned by working on homecoming and at concession stands.
4. Points needed will be determined by the number of activities the class has during the year and will be determined by the class sponsors. It is suggested to get involved and the point number will not be a problem.
5. Point records will be kept by the sponsors and the class secretary.

Cross-references:

PRESS 6:240, *Field Trips*

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

Internet Acceptable Use⁸

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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

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

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

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

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

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the electronic mail system constitutes consent to these regulations.

Cross Reference:

PRESS 6:235, *Access to Electronic Networks*

Non-School-Sponsored Publications/Websites

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

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

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

Cross Reference:

PRESS 7:310, *Restrictions on Publications and Written or Electronic Material*

Search and Seizure⁹

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

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

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

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

Students

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

Seizure of Property

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

Cross-reference:
PRESS 7:140, *Search and Seizure*

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

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

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

Discipline of Students with Disabilities¹⁰

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

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

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may 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:

Student Records

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

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

NOTIFICATION OF DESTRUCTION OF RECORDS

Student permanent records will be kept for not less than 60 years after the student has permanently left Unit School District #188. Student temporary records, however, will be kept for no more than five years after the student has permanently left Unit School District #188. Parents may request to have the opportunity to copy information prior to destruction of these temporary records.

FREEDOM OF INFORMATION ACT

A copy of the Freedom of Information Act is posted in the Principal’s office for your information.

The requirements of this Act will be followed providing for liberal access by the public to information possessed by the School District. An example is student records. At the same time protecting legitimate privacy interests

Cross-reference:
PRESS 7:340, *Student Records*

Student Biometric Information

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

Cross-reference:
PRESS 7:340, *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*

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.

References:

PRESS 6:140, *Education of Homeless Children*

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

EXTRA-CURRICULAR ACTIVITIES POLICIES

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities can valuably augment pupils' studies in the district's academic curriculum. Participation in school-sponsored extracurricular activities is a privilege not a right. Extra-curricular activities are those which are organized and sponsored by the school district, but do not include graded courses, or classes or activities for which academic credit is received, or such special events as may be enumerated in the administrative procedures which implement this policy.

In order to participate in extracurricular activities, students must meet basic academic requirements. Administration shall promulgate administrative procedures, which include academic standards for eligibility to participate in extra-curricular activities.

Students who participate in Illinois High School Association-sponsored activities must additionally comply with IHSA rules regarding academic eligibility.

Eligibility for extra-curricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Ch. 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

Administration shall annually report to the Board of Education the number and length of suspensions of students from extra-curricular activities, which result from the application of this period for the period, covered by the report, and shall file a copy of each such report with the Illinois State Board of Education.

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Administrative Procedures

1. Definitions:

a. "Extra-curricular activities" are those activities which are organized and sponsored by the school district, but do not include graded courses, classes or activities for which academic credit is received, and the following special events: Homecoming, Prom, and class trips.

b. "Participation" includes practicing and competing in athletics or attending regularly scheduled or special meeting or events of any extra-curricular activity.

2. To be eligible to participate in extra-curricular activities, a student shall satisfy basic academic requirements by maintaining a passing grade in all required classes to graduate and passing a minimum of 5 classes per week and by satisfying the Illinois High School Association's scholastic standing requirements. **Students must also be passing all classes that are required to graduate from ZR HS.** Students who fail to maintain a passing grade in at least (5) classes per week or required graduating class/s shall be suspended from the activity for a minimum of 5 school days, or until the student achieves a passing grade in at least (5) classes per week or pass required graduating class/s.

3. Only those courses in which the student is enrolled for credit will be considered for purposes of determining eligibility to participate in extra-curricular activities.

4. A student's eligibility for extra-curricular participation under these standards shall be reviewed each week of the school year, with reference to the last available grade reports.

5. It shall be the responsibility of the sponsor of each extra-curricular activity to determine the eligibility of students who wish to participate, or to continue their participation, in that activity. A list of students who are found to be ineligible will be submitted to the principal and the student will not be allowed to participate until the principal verifies student's eligibility.

6. Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to ch. 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's education team.

OFFICERS OF ORGANIZATIONS

A student shall limit himself to the Presidency of one organization. However, he/she may hold an office in other organizations, but it shall be in a lesser capacity than President.

STUDENT COUNCIL & CLASS OFFICERS

Student Council & Class officers are elected by the students. Student Council & Class officers should be of good character and serve as role models for the entire school. Students are not eligible for these positions & may be removed from office if:

1. Grades indicating low achievement (not passing 5 classes/week)
2. Excessive absences either excused or unexcused (15% absence rate or higher)
3. Repeated violations of the school discipline code
4. Any behavior that does not reflect well of the school

Duties of Officers:

- Must perform all duties assigned by the sponsor.
- Must attend all meetings if they are in school unless excused by the sponsor

Dismissal of Position:

1. His/Her overall average is below 3.0
 2. If he/she violates any of the eligibility rules
 3. If he/she violates any of the attendance rules unless approved by the sponsor
 4. If duties assigned by the sponsor are not carried out
- *There will be a three-member teacher panel to cover extra-ordinary circumstances listed in the eligibility and duties of officers – Senior Class Sponsor, Junior Class Sponsor, and Sponsor. The Honor Society Sponsor will be the alternate member of the panel.

SPANISH CLUB

For members of Spanish I and II classes and others who have completed two years of Spanish. The meetings feature reports concerning Latin-American activities and celebrations in keeping with the Latin-American Calendar.

NATIONAL HONOR SOCIETY

The highest honor that a student can attain at the Zeigler-Royalton High School is election to membership in the National Honor Society for Secondary Schools. It corresponds in importance to Phi Beta Kappa in colleges. Only Junior and Senior students are chosen for membership. Juniors and Seniors who have spent all three or four years at Zeigler-Royalton High School and are in the upper quarter of their class in

scholarship and transfer students who have a 4.00 average are eligible for membership. Not more than ten per cent (10%) of the class may be chosen. The faculty considers all who meet the scholarship requirement and selects the members on the basis of their character, leadership, and service.

SCIENCE CLUB

This club is open to any interested Science student that meets the following criteria.

1. All applicants must currently be enrolled in at least their second year of science classes.
2. All members must have a cumulative grade point average of "C" or better at the end of their Freshman year.
3. All members must consent to work fundraisers.
4. Dues will be \$5.00 per year, payable by the middle of September.
5. All members will either write a research paper on a subject related to science, or enter a project in the Science Fair to be eligible for the end of the year field trip.

HISTORY CLUB

The Zeigler-Royalton High School History Club is an organization devoted to the study and pleasure of Illinois and American History. The club tries to sponsor trips to historical spots in Illinois as well as the regular activities associated with a club. The club is open to all Sophomore, Junior and Senior class members.

SHARP CLUB

The Sharp (Shop/Art) Club is for all students currently or previously enrolled in an Art or Industrial Technology class. Activities include community service and the Annual Art/Shop Show. Students must maintain a "C" average, pay \$5.00 dues, be available for projects and fundraisers, and submit a piece of work to be included in the Art/Shop Show.

RULES FOR JUNIOR-SENIOR PROM

One of the traditions of the school is the Junior-Senior Prom, which is a social activity planned primarily for the pleasure of the Junior and Senior students of Zeigler-Royalton High School. Any Freshman or Sophomore of the Zeigler-Royalton High School may attend as a date companion of our Junior or Senior students. However, any student who has been suspended from school and has not been re-admitted cannot attend Prom, nor can any student attend who has been expelled during the current school year.

Any high school graduate who has not reached his/her 21st birthday may attend as a date companion of a Junior or Senior of the Zeigler-Royalton High School. Any student who falsifies a request for a guest ticket in order to attend the Junior-Senior Prom faculty member during the Prom activities he/she will be asked to leave and not appear at who is suspended for gross misconduct will be placed in the custody of local authorities. The parents will be notified immediately. In the event that excessive cases of gross misconduct are observed during the course of the Prom and its activities, attendance at the Prom for the following year will be restricted to Juniors and Seniors only attending Zeigler-Royalton High School.

Authorization must be obtained from the High School Principal for permission to bring a date companion from another high school. A request form is available in the High School Office which attests to the fact that the companion is not currently serving a suspension and there is no known reason why this companion should not be permitted to attend. Any person who wishes to attend as a date companion and is not currently enrolled in a public high school must supply proof of age.

STUDENT ATHLETES AND ATHLETIC PARTICIPATION POLICIES

Athletic Rules & Code of Conduct

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

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

IHSA

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

Eligibility

To retain athletic eligibility, an athlete must have passed **5 credit** classes of academic course work and any class required to graduate in the semester preceding his or her athletic eligibility and must have passed **5 credit** classes of academic course work in the week preceding his or her athletic eligibility.

Requirements for Participation

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

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes' list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.¹¹

Behavioral Conduct

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

- a. Insubordination; or
 - b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
 - c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
 - d. Hazing, bullying, or harassment of any kind; or
-

- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

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

Drugs, Alcohol & Tobacco

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

Rules in Effect

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

[or]

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and

holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Absence from School on Day of Activity

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

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

ATHLETIC RULES OF CONDUCT

These rules of conduct become effective on the first day of practice for an individual sport and are enforced upon confirmation of a violation by school officials or law enforcement officials

A. It is a violation of the rules of conduct for a participating student to:

1. Use or possess tobacco products (smoking, snuff, chewing tobacco, etc.).
2. Use or possess any form of alcohol.
3. Use or possess any type of illegal drug.
4. Engage in any criminal activity.

• In the event a participating student is charged with a criminal activity, the student will be suspended from athletic participation until the charges are resolved. If innocent, the student will be immediately reinstated. If the charges are upheld, time spent in suspension from the sport will be applied to the punishment.

B. Penalties for violations of any of the rules:

1. For the **FIRST VIOLATION**, the penalty will be suspension from the sport for one week beginning with the first game after the violation has been confirmed. The student will not be allowed to dress or participate in any athletic contest, but must attend and participate in any practices held during the suspension period.
2. For the **SECOND VIOLATION** within the school year, the student will be suspended from further participation in the sport he/she is playing at the time. It

could be a different sport than the first offense, and could be a violation of a different rule of conduct.

3. For the **THIRD VIOLATION** within the same school year, the student will be barred from further participation in athletics for the remainder of the school year.

C. Co-op Participants

Z-R High School students who co-op in a sport hosted by Christopher will be held accountable to the Christopher rules governing that sport. Any violation of those rules will be counted as a violation of the Z-R rules of conduct, and will trigger the provisions for 1st, 2nd, and 3rd offenses. All Christopher students cooping at Z-R will be held accountable to these Z-R rules of conduct as well and will trigger the 1st, 2nd, and 3rd offenses at Christopher.

ATHLETES AND GRADES

All student athletes must be passing required standards set forth by the Zeigler-Royalton School District. Athletes must be passing five (5) credit classes at all times. Athletes who fail to meet the standards will not be allowed to compete. Academic progress will be checked on a weekly basis. Athletes will practice during the time of ineligibility.

ATHLETES AND DETENTION

Participation in athletics does not excuse an athlete from serving a detention. Each athlete will serve the detention on the assigned date. Detention is given preference over game competition or practice.

GAME TRANSPORTATION

AWAY GAMES: Athletes must ride school transportation to all away games. The building Principal or Athletic Director can only make exceptions after receiving a written request by the parent involved. Violation results in an athlete suspension for that game.

FROM AWAY GAMES: Athletes may return home from an away game with their parents, grandparents, or legal guardian only. A signed request provided by the school must be presented to the coach **PRIOR** to leaving the game. The building Principal or Athletic Director can only make exceptions after receiving a written request by the parent involved. Violation results in a one game suspension.

ATHLETIC EQUIPMENT

The team coach will check in athletic equipment out and back. The athlete is responsible for the care of the equipment while in their use. The equipment should be immediately returned to the coach upon completion of the season or if the athlete is no longer a

member of the team. Equipment for another sport will not be issued to an athlete until all equipment has been returned or replacement cost is paid to the school.

UNSPORTSMANLIKE CONDUCT

IHSA regulations require an athlete having been removed from an athletic contest for unsportsmanlike conduct to be suspended for the following contest at the same level of competition. This school will enforce this rule according to IHSA requirements.

TEAM RULES

Each coach will present in writing a list of team rules in addition to the school athletic policy. Athletic policy cannot be changed by the individual coach. Team rules will include items, such as missing practice.

REQUIREMENTS TO PARTICIPATE

Athletes must meet the following requirements before the first practice:

- A. Have a current year physical on file in the office.
- B. Complete an insurance waiver.
- C. Passed five (5) academic classes during the previous semester.

Z-R HIGH SCHOOL SUMMER SPORT ACTIVITIES

IHSA Rule reads as follows: Schools may permit persons who coach a sport at a member school to have a maximum of 25 contact days in that sport with students during summer (camps, clinics, leagues, etc.) The contact days may be used between the time school is out in the spring and Saturday of Week 4 of the IHSA Standardized Calendar. Students may have only 25 contact days per sport. A contact day is defined as any date where coaching or instruction in the skills and techniques of any sport take place.

The above rule allows for schools to legally practice and play games in the summer. Certain rules, however, must be followed. As a school district, we need to clarify our position with regards to the summer activities.

1. The school district will pay no expenses during the summer activities. Coaches and players are responsible for raising expense money if needed. With proper supervision from the coaches, school facilities may be used for these summer sport activities. Participants must have a current (less than 1 year old) physical for athletic activity. Participants must be eligible to attend high school in the fall at Z-R or Christopher High School. School uniforms must not be worn during the summer activities.
2. Coaches are not required to participate in summer sport activities. No compensation will be paid for the summer participation. Coaches must be on the Coaching Staff in

the Z-R School District. Each coach must inform players that summer participation is not required or mandatory.

3. Participants must have a signed transportation release from their legal guardians that allows the participants to travel to and from activities with no liability to the school. Guardians must also confirm student has medical coverage for injury, and is in good physical condition. The Z-R School District will not be responsible for injury.

Cross-references:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*

PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

Uniform Grievance Procedure ¹²

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act ¹³
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children ¹⁴
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq. ¹⁵
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.) ¹⁶

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a

prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager, as he or she deems appropriate. As used in this policy, “school business days” means days on which the District’s main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student’s parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. 17 If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action.¹⁸

This grievance procedure shall not be construed to create an independent right to a Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers¹⁹

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Quent Hamilton

Name

4989 State Highway 148

Address

Mulkeytown, IL 62865

(618) 596-5841

Telephone

Complaint Managers:

Sue Gindlesparger

Name

4989 State Highway 148

Address

Mulkeytown, IL 62865

(618) 596-5841

Telephone

Lance Newman

Name

4989 State Highway 148

Address

Mulkeytown, IL 62865

(618) 596-5841

Telephone