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## Important School Dates for 2018-2019

Note: These dates are subject to change in response to inclement weather or other emergency situations.

### **First day of student attendance:**

August 14, 2018

Students not in attendance/Solar Eclipse Day: Aug. 21

Labor Day: Sept. 3

School Improvement Day: Sept. 14

Columbus Day: Oct. 8

P/T Conferences: Oct. 22-23

Half-day School Improvement: Oct. 25

Teacher Institute (no student attendance): Oct. 26

Veteran's Day: Nov. 12

Thanksgiving break: Nov. 21-25

Half-day School Improvement: Dec. 14

Holiday break: Dec. 21-Jan. 2

Teacher Institute (no student attendance): Dec. 21

Martin Luther King, Jr. Day: Jan. 21

P/T Conferences: Jan. 23

Half day In-service: Feb. 15

President's Day: Feb. 18

Spring break: March 11-15

No School: April 19-22

Half-day School Improvement: March 29

Half-day School Improvement: May 3

Teacher Institute: May 21

Memorial Day: May 27

### **Last day of school:**

May 20 for students (note: subject to change)

### **Parent/teacher conferences:**

Oct. 22: 4:30-7:00 pm

Oct. 23: 4:30-7:00 pm

While every effort is made to include all information needed for the students and parents, this handbook is not intended to cover every circumstance or event that may occur during the school year. For these special occurrences, the administration will handle the issues in a fair and just manner.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between Johnston City Unit #1 and the students and their parents. Rather, the provisions reflect the status of the rules, practices, and procedures as currently practiced and are subject to change at any time as deemed appropriate and needed by the administration. Changes may have to be made throughout the year in order to secure a safe and orderly school environment in which all students have the opportunity to learn. In addition, each principal, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board of Education and Superintendent of Schools.

The provided sign-off sheet must be signed by the student. The signature acknowledges receipt of the document. Furthermore, the signature acknowledges that upon written or oral request the administration will make itself available to clarify or otherwise discuss the handbook.

## **Introduction:**

Johnston City High School offers a strong college prep strand, a general education strand, and a vocational strand. All students have opportunities to supplement their chosen programs with elective classes from any of the strands.

The school has a media center containing a collection of fiction, non-fiction, and e-books available. It is also equipped with computers and other educational equipment. Gifted activities are available. Special education services are available through the Williamson County Special Education Services.

# Board of Education

<b>Name</b>	<b>Township</b>	<b>Term Expires</b>
Chris Cullum, President	Herrin	2019
Keven Stroud, Vice President	Herrin	2019
Greg Smiley, Secretary	Herrin	2019
Chad Barras	Corinth	2021
Randy Brymer	Lake Creek	2019
John Etherton	Corinth	2021
Patti Martin	Lake Creek	2019

## **Mission Statement:**

The mission of Johnston City Community Unit School District No. 1 is to prepare citizens who will be lifelong learners.

## **Equal Educational Opportunities:**

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact Andria Murrah, Principal of Jefferson Elementary School/ Curriculum Director (9837561)

## **Student Rights:**

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate district policies or rules will be subject to disciplinary measures.

## **Public Complaints:**

The school is interested in receiving valid complaints and suggestions. Public complaints or suggestions shall be referred to the appropriate level staff member or district administrator. Each complaint or suggestion shall be considered on its merits.

## Community Use of Facilities

District facilities shall be available for use by responsible groups from within the community. The superintendent shall be responsible for the arrangements of the non-school use of facilities within guidelines set by the Board of Education. Priority will be given to groups using the facilities for school purposes.

A facility use form is available in the office of the superintendent or the school office for groups interested in using district facilities, including outdoor facilities. This form must be completed, returned to the appropriate office, and approved prior to the group's use of the facility.

Non-school uses of the buildings and grounds shall be limited to public meetings at which educational, patriotic, philanthropic, civic, musical, or social development takes place and which are intended to promote the general welfare. This includes meetings of recognized political parties or candidates, established churches and religious organizations, lodges, veterans, labor unions, employers' associations, chambers of commerce, civic clubs, and other similar organizations. The activity shall not be for individual or private gain.

The Board of Education is the final authority and judge of the above criteria, and reserves the right to deny any and all requests for the use of the school facilities or grounds.

The group will provide proof of liability insurance, and agree to hold the district harmless in the event of personal injury or property loss. The group will agree to leave the facility as they found it and to repair any damage for which they are responsible. Any of the above requirements may be waived by the Board of Education.

## Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). 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.

## Attendance

Regular school attendance will greatly promote the success of students. The faculty, staff, and administration desire to work closely with parents/guardians to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, and to enhance good academic success of the students. There is a high correlation between good attendance and good grades.

### General Rules on Attendance

When a student is absent from school, the absence is recorded in our office records. As soon as the student returns to school, the must report to the office and bring their parents' signed excuse before the first bell. It is your responsibility to contact teachers and get assignments. Records are kept of student's attendance each year and become a part of your permanent high school record. The information is often requested by prospective employers. Parents are asked to call the high school by 8:30 a.m. each morning on the day a student is ill or plans to be absent. Parents are asked to cooperate with the school by calling when a child is going to be absent from school. If a parent calls the school to report a student absence, the student will not be required to bring a written note from home verifying the absence upon returning to school. Students will be marked absent or tardy for missing any part of a class period.

Following the eighth (8th) day of absence from school in a school year, or upon receiving a third (3rd) unexcused absence, a doctor's excuse may be required in order for the absence to be excused. To excuse an absence, a note from a parent/guardian must be turned in to the office within 2 school days of the absence. Excuses exceeding the 2 day limit will be subject to the discretion of the building principal.

All students must attend school for 300 minutes each day in order for the student to be counted as present all day. Student attendance of less than 300 minutes will result in a student being marked absent at least one-half day. There are two kinds of absences: 1) Excused and 2) Unexcused. In keeping with SECTION 26-2a of the Illinois School Code, the following circumstances are valid causes for a student's absence: illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student, and other situations approved by the school principal. Unexcused permits are given to students whose excuses are not listed above, and the student is NOT allowed to make up work. Examples are: vacationing or visiting friends and/or relatives, shopping, hunting, grooming appointments, and working. An unexcused absence for a class period means a student is absent more than 5 minutes of class.

## Absences within the System

Absences due to approved field trips, necessary to co-curricular and extracurricular activities, counselor appointments, disciplinary consultations, and other similar occasions shall not be considered an absence within the lines of attendance counts, provided that the teacher, counselor, or administrator who required the presence of the student properly notifies the classroom teacher by bulletin or corridor pass.

## Attendance for Athletes/Extracurricular on the Day of a Contest/Activity

Students involved in extracurricular activities are expected to attend school. Attendance will be checked on a daily, period-by-period basis. Students must be in attendance for  $\frac{1}{2}$  of the day of the contest or practice in order to compete in the contest or practice. If a student-athlete must be absent, proper notice or documentation must be presented the day of the appointment in order to participate. Any exceptions must be approved by the principal.

## Tardiness

Students are expected to be in their scheduled classroom, locker room, or shop when the bell signals the beginning of the class period. Students failing to meet these guidelines are considered tardy. A tardy is issued if a student is less than 5 minutes late to class. If a student is more than 5 minutes late to class, this will be considered an absence as defined in the section General Rules on Attendance.

Tardy students will go directly to class where a record of tardiness will be kept by the teacher. The office will be notified of the tardiness by the teacher on an hourly basis via the classroom attendance procedures.

Tardies will accumulate overall and not by period. Consequences for every 3rd accumulated tardies per semester are as follows:

- 3rd tardy – lunch detention
- 6th tardy – lunch detention
- 9th tardy – after school detention, call to parent/guardian
- 12th tardy – after school detention, call to parent/guardian
- Any student obtaining his/her 15th tardy in one semester, will be assigned an ACR.
- After 15 tardies, a parent/student conference is required with the administration to discuss further disciplinary action.

## Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

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

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

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

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

## Make-Up Work

The student is responsible for acquiring make-up work assignments from the teacher.

A student is allowed no more than 1 day for each day absent to complete all make-up work, tests and/or quizzes, unless the student and teacher mutually agree on a time period. Students are allowed a maximum of 5 days to complete all assignments. Any exceptions must have approval by the building principal. An absence is not a free extension of a due date or a way to put off a test.

## 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.

Please contact the building parent liaison for assistance and support for homeless families.

# Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

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

## Student Records

### **3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

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

### **4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information

## Student Records

is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

### **6. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

### **7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>**

Federal law requires a secondary school to grant military recruiters

## Student Records

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

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## Special Education Services and Behavior Intervention Guidelines

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

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

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

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

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

## Special Education Services and Behavior Intervention Guidelines

qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

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

## Sexual Harassment

The Board of Education has determined that an educational environment wherein sexual harassment is permitted fosters disrespect for fellow students, faculty, and staff, interferes with an individual's performance, and creates an intimidating, hostile educational environment.

Accordingly, it is the policy of this Board of Education that sexual harassment of students by other students, teachers, staff, or others shall be prohibited.

Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when; (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive working environment.

Individuals who are the victims of sexual harassment are encouraged to notify the school district through their principal or, if the principal has allegedly committed the act or acts of sexual harassment complained of, through the superintendent, or the nondiscrimination coordinator, Kathy Clark, Superintendent (phone 618-983-8021) or Andria Murrah, Non-Discrimination Coordinator (phone 618-983-7561).

When there is sufficient evidence of violation of this policy, the Board of Education or its designee shall take appropriate disciplinary action, which may include warning, suspension, expulsion and/or such other disciplinary action as may be warranted. Students and staff shall be informed annually of the sexual harassment policy.

## Closed Campus Policy

Johnston City High School has a closed campus policy. This will be adhered to in its strictest form. It includes all classes, freshman through seniors. Any violation of the closed campus policy will result in disciplinary action.

Students are not permitted to leave school grounds at any time during the day, including lunch, without permission from the building principal. This means that from the time that a student arrives at school in the morning until the close of the school day, students will not be permitted to sign-out without parental notification and approval.

A sign-out sheet will be kept in the office for students who must leave, noting the time of departure, destination, and a return time. A note from the parent is required to validate the reason for leaving. Office staff will verify all student notes.

## Release of Students during School Hours

**FOR THE PROTECTION OF THE STUDENT, PARENTS/GUARDIANS WHO WISH TO PICK UP STUDENTS DURING THE SCHOOL DAY SHOULD DO THE FOLLOWING:**

- (1) Call the building and state the reason for early release.
- (2) Give the time the student is to be picked up.
- (3) Tell who will pick up the student, since students will be released only to their parents or to a person that their parents designate. If a court order limits a parental custody of the child, copies of the order must be on file in the school office.
- (4) If the student is to be released to a person other than parents, the person should be prepared to provide identification if not known to the school.
- (5) The person picking up the student should go only to the office. The student will then be summoned from the classroom.

**FAILURE TO FOLLOW THE PROPER PROCEDURE WILL BE CONSIDERED AN UNEXCUSED ABSENCE AND THE STUDENT WILL BE CONSIDERED TRUANT.**

## Disaster Plan

In the event of a natural disaster or local emergency, the students will be evacuated from the building to a safe collection area if it has been determined by the school district to be unsafe to have students in the classroom. School district staff will begin a check out process from the collection area and no students will be allowed to leave without going through the checkout process. No students (minors) will be released to anyone other than those named on their contact list in TeacherEase. Announcements made also be made on local radio and TV stations.

## Emergency School Closing

The district's automated calling system will be the primary notification to parents/guardians regarding any school closing. In order to be aware of any announcements, please be sure to provide the school with a current, working phone number. School dismissals will also be posted on the school/district website, **[www.jcindians.org](http://www.jcindians.org)**. Early dismissal of our schools will also be announced through local media during the day. Under most weather conditions, buses will be making their regular bus runs, but will travel the routes that are passable. The bus drivers will use their own good judgment regarding the attempt to travel certain roads.

Please do not call the school office. Listen to the radio or check the school/District web site **[www.jcindians.org](http://www.jcindians.org)**. The district's automated calling system will be the district's primary source of communication for school dismissals.

Working parents of small children should make arrangements with relatives, friends, etc. during periods of time when snow or the forecast of snow could cause school to be let out early. Every effort will be made to broadcast the time school will close on early dismissal days.

## Visitors

In the interest of student safety, as required by state law, individuals (including parents and guardians) visiting the school should report directly to the administration office so that their presence may be identified and understood by school personnel. Visitors will not be allowed in the classrooms or any other area of the building without a pass from the office. Due to safety concerns and to minimize disruption of the educational process, students are not permitted to bring visitors to school- NO EXCEPTIONS. Parents are always welcome and are encouraged to become familiar with the school, their child's teachers, and the administration. However, parents are requested to make an appointment for such visits. Unauthorized visitors will be asked to leave

## Visitors

campus. Local law enforcement officials will be asked to assist when unauthorized visitors fail to heed the request to leave school grounds. Loitering will not be permitted in the building or on campus.

Parents may make appointments for conferences with the principal, counselor, or teachers by calling the school office at 983-8638.

## Video Surveillance Equipment

Johnston City High School is equipped with video surveillance equipment designed to enhance the security of students and staff. This equipment is placed in strategic locations throughout the building and will monitor the facility and grounds at all times when students and staff are present.

## Bell Schedule

### Regular Schedule

First Bell	8:05
Period 1	8:10 – 8:54
Period 2	8:58 – 9:42
Period 3	9:46 – 10:30
Period 4	10:34 – 11:18
Enrichment	11:22 – 11:46
Lunch A	11:46 – 12:26
Period 5 A	11:50 – 12:34
Period 5 B	12:26 – 1:10
Lunch B	12:34 – 1:14
Period 6	1:14 – 1:58
Period 7	2:02 – 2:46

### 2:00 Dismissal Schedule (No Enrichment)

First Bell	8:05
Period 1	8:10 – 8:51
Period 2	8:56 – 9:37
Period 3	9:41 – 10:23
Period 4	10:27 – 11:09
Lunch A	11:09 – 11:45

## Bell Schedule

Period 5 A	11:49 – 12:30
Lunch B	11:54 – 12:30
Period 5	B 11:13 – 11:54
Period 6	12:34 – 1:15
Period 7	1:19 – 2:00

### 11:30 Dismissal

First Bell	8:05
Period 1	8:10 – 8:35
Period 2	8:39 – 9:04
Period 3	9:08 – 9:33
Period 4	9:37 – 10:02
Period 5	10:06 – 10:31
Period 6	10:35 – 11:00
Period 7	11:04 – 11:30

## Class Transfers

Class transfers will not be allowed after the fifth day of each semester. Exceptions will be handled on a case-by-case basis for students taking off-campus courses or in extenuating circumstances. Students may drop a full-year class at the semester break if the class is not required for graduation.

## Care of School Properties

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Anyone damaging property or abusing equipment will be required to pay for the damage or replace the item in addition to any other disciplinary sanctions which may be imposed.

## Charges and Fees

Some classes have lab fees for personal projects; the student is held responsible for these fees. Textbooks and workbooks checked out to students become their responsibility. Damaged or lost textbooks and workbooks will be charged to the student.

## Course Requirements

The following subjects are required for all students:

\*Indicates semester subjects

\*\*PE – All students must take PE each year unless they meet ISBE waiver guidelines. The following statements will serve to clarify the Physical Education requirements.

- a. All students must earn a minimum of three and one-half credits in PE to meet graduation requirements.
- b. The actual amount of credit in PE that a student must have to graduate will be determined by their eligibility to meet ISBE waiver guidelines.

## Substitutions for Physical Education and other Required Courses

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

1. Enrollment in a marching band program for credit.
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade).
3. Fall Semester Physical Education Waivers - Football, Marching Band, and Volleyball
4. Spring Semester Physical Education Waivers - Baseball, Softball, and Track
5. Full Year Physical Education Waivers – Basketball, Bowling, and Dance
6. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade).
7. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or

## Substitutions for Physical Education and other Required Courses

3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

## Required Courses

Freshmen:

English I/Honors English I

Science

Mathematics

Physical Education

Vocational Education (Choose One)\*

Business & Technology Concepts

Introduction to Agricultural Industry

Electives(s) (1-2)

The vocational requirement may be met in a different year, as long as a vocational course is taken before graduation.

Sophomores:

English II/Honors English II

Mathematics

Science

Health I\*/Global Studies\*

P.E./Driver Ed. Classroom. /BTW

Electives (2)

Juniors:

English III/Honors English III

Mathematics

American History

Physical Education \*\*

Electives (3)

Seniors:

English IV/Honors English IV

Agriculture Business Management

Physical Education\*\*

U.S. Government & Civics\*

Electives (4)

Students will have a choice of electives which are listed on their pre-registration form. Students who expect to attend college should try to get their college entrance requirements such as science, math, etc. We make every effort to give the subjects students request.

## Online College Coursework

Any student enrolled in grade 12 at Johnston City High School who is under the age of 21 as of September 1st of the school year in which the online college course is taken must fulfill and comply with the following requirements:

- Has attained a 3.5 grade point average (out of a 4.0) at Johnston City High School. (includes transfer students)
- Has demonstrated good attendance.
- Has demonstrated good behavior.
- The class must fit in with the student's schedule.
- Must provide evidence of enrollment in class.
- Only one class per semester will be allowed.
- Student is responsible for tuition and fees.
- Final grade will not count towards JCHS GPA.
- Class will not appear on JCHS Transcript.
- Any and all requests must have pre-approval by the Principal.
- Completes a 500-word essay describing professional and intellectual aspirations and prior personal experiences, passions, and special interests.

### **Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation:**

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate.

Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility, aspects of family life, and for grades 6 through 12, the prevention of AIDS.

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please submit a signed letter which includes the following statement in writing and return it to your child's classroom teacher within 5 school days: *I request to examine the instructional materials and course outline for this class.*

According to State law, no student is required to take or participate

## Online College Coursework

in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please submit a signed letter which includes the following statement(s) as applicable in writing and return it to your child's classroom teacher within 5 school days:

*I request that the District waive the class attendance of my child in a class or courses on:*

*Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS*

*Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS*

*Instruction on diseases*

*Recognizing and avoiding sexual abuse*

*Instruction on donor programs for organ/tissue, blood donor, and transplantation*

## Dual Credit

Dual credit or college credit are opportunities for students. Students are encouraged to explore these possibilities. These rules apply to all dual credit courses:

1. All students must meet the requirements set forth for each area of concentration. Dual credit courses may not be used as a substitute for these requirements. (ex.: Four years of English are required. Dual credit classes cannot be used to replace any of these years.)
2. The dual credit courses cannot be the same courses taught at JCHS with the exception of driver education.
3. Unless taught at JCHS, the dual credit course will not count in student grade point average.
4. Students have to demonstrate good attendance prior to enrollment.
5. Students have to meet JALC attendance requirements.
6. A college course is not intended to serve as or replace a failed course.
7. Administration, staff, and colleges may meet to discuss special circumstances as they pertain to students.
8. Students in dual credit courses are required to take semester exams.

## Graduation Requirements

The total number of credits required for graduation has been set at 25 for the class of 2018 and 26 for the classes of 2019 and future classes.

Each student must successfully complete the following courses in order to graduate from high school.

1. Four credits in English
2. Three credits in Mathematics
3. Two credits in Science
4. One credit in American History
5. One half credit in Consumer Education (Resource Management)
6. One half credit in U.S. Government
7. Three and one-half credits in Physical Education (Total P.E. classes and P.E. waivers)
8. One half credit in Driver's Education
9. One half credit in Health
10. One half credit in Global Studies
11. One credit in a Vocational area (Business Concepts and Technology, Introduction to Agricultural Industry)
12. Eight credits of elective courses (Class of 2018) and nine elective courses (Class of 2019 and beyond).

In addition, no student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. All students must take required state tests prior to graduation from high school.

## Valedictorian/Salutatorian

The Valedictorian and Salutatorian will be decided after the completion of 8 semesters of coursework.

## Graduation Ceremony

JCHS students must meet all graduation requirements in order to participate in the graduation ceremony. Students not meeting the requirements will be excluded from participating in the graduation ceremony. Out-of-district students will not be included in the graduation ceremony. All students participating in the ceremony must wear appropriate dress. Male students should wear dark dress pants and a dress shirt. A tie and/or suit are not required. Female students should

## Graduation Ceremony

wear a dress or dress slacks and a blouse. Students may not wear shorts, jeans, tennis shoes, and other articles of clothing inappropriate for the ceremony. Appropriate dress will be discussed with graduating seniors prior to the ceremony. All student account balances must be paid prior to the ceremony. Students failing to meet these requirements may be excluded from participating in the ceremony. Students must attend graduation practice to participate in the graduation ceremony. Participating in the graduation ceremony is a privilege, not a right. The administration reserves the right to consider a student's disciplinary record in determining whether or not the student has earned the privilege to participate in the ceremony. Students must purchase their cap and gown to participate in the ceremony.

## Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduating class. A student interested in obtaining a certificate of completion and finishing with his or her class instead of pursuing a diploma, or a parent of such a student, should notify the school of his or her decision not later than October 15th in the fall before the student's anticipated completion date.

## Early Graduation

Early graduation is not allowed.

## Re-enrollment

Re-enrollment shall be denied to any individual above the age of 19 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs, which lead to graduation or receipt of a GED diploma.

## Unit of Credit

A unit of credit is defined as a credit granted for successfully completing a year's work. Some academic courses are 1/2 unit courses and grant only 1/2 unit of credit.

## Pupil Classification

### **For the graduating classes of 2018**

To be classified as a sophomore, students must have at least 4 credits and less than 11.

To be classified as a junior, students must have at least 11 credits and less than 18.

To be classified as a senior, students must have more than 18 credits.

### **For the graduating classes of 2019, 2020, and 2021**

To be classified as a sophomore, students must have at least 5 credits and less than 12.

To be classified as a junior, students must have at least 12 credits and less than 19.

To be classified as a senior, students must have more than 19 credits.

Yearbook classification will also follow the requirements. Students are classified at the beginning of the first semester, except seniors, and continue under this classification *throughout the entire year*.

## English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact Andria Murrah at **618-983-7561**.

## Report Cards and Progress Reports

Parents will be able to monitor their child's progress on a regular basis through the District's student management software. Parents will be provided information at the beginning of the year that will allow the parents to monitor their child's grades and attendance. Parents are encouraged to use this software to access their child's progress report, but are reminded that the grades are just a progress report because teachers may not enter grades on a daily basis.

At midterm and at the end of grading periods, parents will be encouraged to check their student's grades by logging in to TeacherEase, or by calling the office to request that a report be mailed home to see how their student is progressing.

Parents are encouraged to discuss progress reports with the teachers. Appointments will be made upon request. All teachers have a common preparation period from 2:46 p.m. to 3:16 p.m.

## Honor Roll

Each semester, we will publish a list of students who are on the honor roll and those receiving honorable mention. To attain the honor roll, students must have an average between 3.5 and 4.0. To receive honorable mention, a student's average of all subjects for that particular grade period must be between 3.0 and 3.5.

## Grading System

Grades will be calculated on a semester basis only. Grades will be continuous throughout the semester, resulting in a semester average.

## Incomplete Grades

A student may be issued an incomplete grade by a teacher at the end of the semester grading period. If a student receives an incomplete grade, the student will be allowed one day for each day absent to make up the incomplete work. The teacher and the student may mutually decide on the amount of time necessary to make up incomplete work. If the student does not make up the incomplete work within the time period, the incomplete grade will be changed to an F and the student will not be allowed to make up the work or receive credit for the class.

## Average for the End of the Year

Honor Roll/Honorable Mention will be a cumulative average of all semester averages.

Semester grade average for all subjects taken each semester is formed by counting each letter grade in each subject as follows:

A	4.0 points	A-	3.5 points
B	3.0 points	B-	2.5 points
C	2.0 points	C-	1.5 points
D	1.0 points	D-	0.5 points
F	0 points		

All subjects are averaged to arrive at the semester grade point average.

## Grading Scale

The following is an explanation of the grading system used:

A	95-100
A-	90-94
B	85- 89
B-	80-84
C	75-79
C-	70-74
D	65-69
D-	60-64
F	59 - below

## Semester Exams and Exemptions

Semester exams will be given at the end of each semester in all subjects. Days will be reserved for these examinations.

All students will be required to take semester exams at the end of the first semester in all classes. Students will be exempt from taking semester exams at the end of the second semester if the following criteria are met:

- a. The student will receive an A or a B grade in the class.
- b. The student has met the following attendance goals: the student has accumulated no more than 4 absences OR 4 tardies. Once a student has accumulated more than 4 absences or tardies since the beginning of the school year and/or the student's first day of enrollment (excluding school-related absences), the student must take the semester exam for that course.

## Semester Exams and Exemptions

- c. All absences must be excused. Any student with an unexcused absence will be required to take the semester exam in all classes, regardless of the grade.
- d. No more than 2 ACR's
- e. No out-of-school suspensions.
- f. No unserved detentions.
- g. If the student will receive a C or below grade, the student must take the semester exam.
- h. Absences pertain to each period.

Students who are not required to take semester exams may do so to improve their grade. Semester exams will not be administered early, prior to the scheduled exam dates, unless the teacher and principal agree that the student has a legitimate reason.

All students absent on semester exam days will be allowed to make up their exam(s) if their absence is **excused**. If the absence is excused, the student will be allowed 1 day for each day absent, not to exceed 5 days, to make up the exam(s). If the absence is **unexcused**, the student will not be allowed to make up the exam(s). All students with unexcused absences and students unable to make up the exam within the time limit will have a grade of zero recorded as an exam grade and the final or semester grade in the class will reflect a zero exam grade.

Students absent from school during the second semester exam period must make up all exams prior to the last day of the school year. Exams will not be administered after the last day of the school year, unless prior arrangements are made.

## SAT Assessments and Student Incentives

All students are required to take the state-mandated tests prior to graduation. All Juniors will take this test during the second semester. The student scores on this test will be used to earn privileges during the next school year. If a student "meets" or "exceeds" the benchmarks on state tests, the following privileges will be granted:

- a. "meet" or "exceed" on Evidenced-based Reading/Writing or Math, the student will earn a field trip to be determined at a later time.
- b. "meet" or "exceed" on both Evidenced-based Reading/Writing and Math, the student will earn free parking privileges the entire school year.

## Home and Hospital Instruction

Students who qualify for homebound instruction must be out of school for at least 2 weeks and request this type of instruction from the principal's office. Doctor's certification is necessary and may be required to be updated periodically. Homebound instruction is not to be a permanent replacement for regular school attendance. Students placed on homebound instruction are not allowed to attend school and/or participate in any school related extracurricular or co-curricular activity, including practice, games, or competitions, until they are released by their doctor to attend school on a daily basis.

A student who is absent or whose physician anticipates his or her absence 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.

For information on home or hospital instruction, contact the principal's office.

## School Drop-outs

Every student should give very serious thought to their personal welfare before even thinking of dropping out of school. In the complicated and technical world of today, it has become essential that all young men and women have at least a high school education. In fact, it has almost become necessary that young people have some training beyond high school, either in colleges or trade schools, in order to secure good jobs.

Illinois state law requires all pupils to remain in school until they have reached their 17th birthday. It also specifically states that no student may drop out of school during the regular term regardless of age.

## College and Vocational Information

Each year there is an increasing number of high school graduates enrolling in college and vocational training schools. It is important that you begin early in high school to make plans, if you desire to further your education beyond high school. The guidance counselor will assist students with college information such as: securing admission blanks, providing information on part time work, securing information about scholarships, and making arrangements for pre-college testing.

## College Visitation

Students may visit colleges/universities of their choice as long as they follow the procedures outlined in this section. College visits are permitted for students as follows: a sophomore is permitted one visit; a junior is permitted two visits; a senior is permitted two visits per semester, for a total of four. Before a college visit is taken, the following requirements must be met: (1) The parents must contact the principal or counselor 3 days prior to the visitation and (2) The student must notify his/her teachers prior to leaving and complete the necessary forms. Even though the student is not in attendance, he/she shall not be counted absent while on a college visit providing they supply documentation for the college on their visit. Students not on track to graduate due to lack of credits will not be allowed to take college visits.

## Physicals and Immunizations

In compliance with the school code of Illinois, a medical examination by a physician shall be required of each student before initial entrance into school, the sixth grade, and the ninth grade. A record of such examination from another Illinois school system will be accepted. If a student does not comply with the requirements of this policy by October 15th of the current school year, such student shall be excluded from school until proof of having received the required health examination and the proof of immunization are presented to the district. In the case of new Illinois residents in the community, 45 days may be allowed to secure the examination. The examination shall verify that the child has been immunized against the diseases required by law before entrance into school. A student may be exempted from the immunization requirement based on religious or medical grounds.

## Administering Medication To Students

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

No school or district employee is allowed to administer to any student, or supervise a student's self –administration of, any prescription or nonprescription 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 nonprescription medication on school grounds or at a school – related function other than as provided for in this procedure.

## Self – Administration of Medication

A student may possess an epinephrine auto injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self – administration of medication or epinephrine auto – injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self – administration of an epinephrine auto injector and/or asthma inhaler, or the storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

## Asthma Medication (HB 0898/SB 0979)

Illinois school children are allowed by law to carry and self – administer prescribed asthma medications. A REQUEST FOR SELF – ADMINISTRATION OF ASTHMA MEDICATION form is available in each school's office and must be completed by the parent/guardian and the student's physician. The school district and its employees and agents will incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self – administration of medication by the student.

***NOTE: Please label any medication brought to school with your child's name.***

## Care of Students with Diabetes

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan (form available in the school office).

## Care of Students with Diabetes

- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

## Lice - Head or Body

The school will observe the following procedures regarding head lice:

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

## Accidents and Incidents

Due to the potential liability of Johnston City Community Unit School District No. 1 and because of the requirements of the insurance carrier for the district, all accidents and incidents must be reported to the office. Failure to report an accident or incident could affect insurance coverage and may result in disciplinary sanctions.

## Insurance

All students who participate in I.H.S.A. extracurricular activities that include physical activity are required to purchase accident insurance from the firm approved by the Board of Education or to submit proof of a family insurance policy providing comparable or greater insurance coverage of the student for the school year.

## Book Rental

The book rental fee for the school year will be \$55.00 for grades 9-12 and is payable on the first day of school. The rental will include the use of all textbooks for the year. The rental fee does not include school insurance, admittance to athletic events, or class fees for specific subjects.

## Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. The Board recognizes that 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. A free lunch application will be given to parents/guardians at registration and the beginning of the school year. They will also be available in the school office.

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

1. The student currently lives in a household that meets the free or reduced 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:

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Unemployment;
4. Emergency situations; or
5. 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. A building principal's denial of a fee waiver request may be appealed to the Superintendent within ten days of the denial.

## Textbooks

Students are responsible for the care and condition of rented books, including library books, which are charged out to them. *If the books are damaged beyond reasonable wear while in their possession, or if they are lost, the student must pay for the book.* Grades and transcripts of students will be withheld until payment is made for unreasonable damage to books or lost books.

## Student Valuables

Students are cautioned not to bring large amounts of money to school and, if they wear glasses, watches, or other jewelry, to keep track of them at all times. Students, (NOT THE SCHOOL), are responsible for their personal property. If it should be necessary to bring a large sum of money, it should be left in the office for safekeeping. Do not leave it in your lockers! ALWAYS lock your lockers (hall and P.E.) and do not tell others your combinations.

## Lockers

Each student is assigned a locker for the storage of books and belongings. It is the student's responsibility to keep the locker locked at all times. School combination locks are to be used unless specific instructions are given to the contrary. If your locker does not lock for some reason, report the problem to the office immediately.

Since each student is assigned a locker, it is not necessary for students to share lockers. The sharing of lockers is prohibited.

Be advised that your locker is school property and is subject to search by school authorities and by law enforcement officials at any time. Students should not have any expectation of privacy in their lockers. Law enforcement officials may also use trained canine units to search lockers and the school premises for illegal contraband. Anything found in your locker is presumed to be yours. Before storing something in your locker for someone else, make sure you know what it is. Please take care of the lockers.

## Responsibility

All teachers are responsible for your conduct and welfare, and you in turn are responsible to them. Please do not feel that because a certain teacher does not have you in class, that he or she has no right to reprimand you if you violate a school rule or do something detrimental to yourself or the school. You are responsible to every staff member for your conduct at all times and owe them respect and obedience.

## Teacher Names

Please refrain from calling teachers by their first names, even though you may know them very well. It sounds more courteous to call them Ms., Mrs., or Mr., and indicates to them that you respect them as teachers.

## Posters and Announcements

All posters and announcements for school and community events must be approved by the principal prior to display or announcement.

### Guidelines for Student Distribution of Non-School Publications

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

- a. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the materials is required.
- b. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- c. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- d. Distribution must be done in an orderly and peaceful manner, and not be coercive.
- e. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- f. Students must not distribute material 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 to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
  4. Is reasonably viewed as promoting illegal drug use.
- g. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- h. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies

## Guidelines for Student Distribution of Non-School Publications

of the same publication on one or more days to students must distribute such materials at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs d, e, f, and g.

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:

- a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
- c. Is socially inappropriate or inappropriate due to the maturity level of students, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- d. Is primarily intended for the immediate solicitation of funds.

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.

## Lost and Found

Lost and found articles are kept in the office and may be claimed there. A student who finds a lost article is asked to take the item to the office. Articles which are not claimed within a reasonable time will be discarded. We ask all students to label their personal belongings, coats, books, calculators, etc., with their names.

## Elections

Student Council and Class Officer Elections are held in the spring or fall. The students elected will serve as official representatives of their class or group.

Please remember that it is a privilege to represent your school in extracurricular activities. Therefore, it is important to represent your school well through exemplary behavior and good sportsmanship. Your peers look to you to set a positive example. Younger students may be using you as a role model. Failure to follow the prescribed rules in each activity may result in the loss of the privilege to participate in extracurricular activities.

## Eligibility for Extracurricular Activities

In accordance with the district policy, all students involved in extracurricular activities must be passing in accordance with the standards of the Illinois High School Association. Students who fail to meet the academic standards set forth by the school district will not be allowed to compete until those standards are met.

1. Students involved in extracurricular activities must pass 25 hours (5 out of 7 classes) each week in order to be eligible for the following week. Students involved in extracurricular activities must pass 25 (5 out of 7 classes) hours each semester in order to be eligible for the following semester. Grades will be checked on a weekly basis, each Monday, with ineligible students being unable to participate from Monday through Sunday. Students will not regain their eligibility until the Monday following the ineligible week, and only if their grades indicate that they are passing 25 hours (5 out of 7 classes).
2. Written permission must be given by the parents for the student's participation, giving full waiver of responsibility for risks involved.
3. A physical examination is required for some activities, including athletics.
4. Proof of insurance coverage or its equivalent is required for some activities, including athletics.
5. Suspension for failure to meet these minimum requirements shall be until the specified academic criteria are met.

The athletic director and/or principal shall maintain the necessary records to ensure student compliance with this policy.

## Pay-to-Play

All students participating on athletic teams **MUST** pay their pay-to-play fee prior to the first contest date. The fee is \$30 per sport (\$60 maximum per student). In addition, all students participating on athletic teams **MUST** have their regular school fees up to date and paid in full. Please call the school office if you need to set up a payment plan for school fees.

## Sportsmanship Code

There are no certain rules for good sportsmanship. Good sportsmanship is more a question of attitude, not of rules. The attitude of spectators should be one of loyal encouragement of their own team, courtesy to all, and enthusiastic approval of good work done by officials.

An enthusiastic cheer for the opponents before the game begins, a cheer for an injured opposing player, or a cheer for an outstanding opposing

## Sportsmanship Code

player withdrawn from the game helps to promote good sportsmanship. Equal opportunity should be given for the opponents for cheers, songs, and band selections. Any attempt to drown out the other school's cheers or songs is a sign of poor sportsmanship.

Any errors by players or officials and acts of poor sportsmanship should be met with quiet disapproval rather than a noisy demonstration of displeasure. Acts of poor sportsmanship by spectators usually create bad feelings between players and other spectators. Nobody objects to fine cheering.

The spirit of courtesy and fair play should be displayed by spectators, as well as players.

The following code is a guide to good sportsmanship:

1. Consider our athletic opponents and their fans as guests and treat them as such.
2. Do everything in your power to prevent heckling, booing, throwing of objects or any other discourtesy.
3. Consider the officials as the proper authorities to make the decisions and accept their decisions without demonstrations.
4. Take pride in promoting good sportsmanship among the spectators, players, and coaches. Support sportsmanship programs wholeheartedly.
5. Attempt to become more familiar with the rules and fundamentals of the game in order to become a more intelligent spectator.
6. Do not at any time leave the contest early, whether or not your team is losing.

## Spectator Conduct and Sportsmanship for Athletic and Extra-Curricular Events

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a school board hearing. Examples of unsportsmanlike conduct include:

- Using vulgar or obscene language;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey the instructions of a security officer or school district employee; and
- Engaging in any activity which is illegal or disruptive.

## Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## Appearance of the School

Demonstrate your Indian Pride by helping keep the building and grounds clean. Please make use of the trash barrels on campus. Encourage your peers to refrain from actions that could result in damaging school property. Vandalism will be punished! Students guilty of willful acts of vandalism will be required to provide compensation for the damages.

## Pesticide Announcement

In accordance with state law, the Johnston City School District has adopted an integrated pest management policy. The district uses pesticides, in accordance with integrated pest management procedures, to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. These pesticides are applied by licensed contractors or employees at times when students are not present. Please contact the building principal if you desire more information or to be put on a notification list.

## Dances, Activities, and Events

Throughout the year, dances are sponsored by different groups in the school. The following regulations apply to these dances: (1) Students MUST be in attendance for  $\frac{1}{2}$  of the day of the contest or practice in order to compete in the contest or practice. (2) Students and guests who leave the dance may not return. (3) Dances are for Johnston City High School students and their dates/guests only. If a date/guest does not attend Johnston City, special permission must be obtained through

## Dances, Activities, and Events

the office. (4) Middle School students may not attend these activities. (5) All dances, except the Prom, will end by midnight. (6) Students who do not conduct themselves according to the rules of conduct in this handbook will be asked to leave. (7) Students will not be allowed to loiter in the parking lot, either in or out of a vehicle, during the dance. (8) All individuals attending these activities as a guest or date of a Johnston City High School student must be under the age of 21. As an example, if prom is held on May 7, 2018 and the guest's 21st birthday is May 6, 2018, the guest would not be allowed to attend. Prom, Homecoming, and other dances are examples of these types of events.

If any student is found to be in possession of or under the influence of alcohol or illegal drugs at any extracurricular activity or special event, the proper school official at the event must do the following: (1) Notify the student's parents/guardians to pick up the student. (2) Notify the police or sheriff's department. (3) If the student is in possession of a motor vehicle, take the keys to the vehicle from the student and give them either to the parents/guardians of the student or to the authorities.

## Activity Transportation

All students participating in extra-curricular and co-curricular activities must ride the school provided transportation to and from all events. The exceptions to this policy will be in the case of a medical emergency, if the student participates in another school function, or any other situation pre-approved by the principal or athletic director. Transportation release forms, available in the high school and middle school offices, should be completed and returned by the parent at least 24 hours in advance of the date of the activity. If you are unable to give a 24 hour notice, please see the head coach and sign the sign off sheet the day of the activity.

Students attending school activities should see that their behavior is within acceptable limits. Failure to abide by bus rules will result in loss of bus privileges.

Grade school students and students who do not attend our high school are NOT permitted to ride the school bus to games or other activities.

## 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

## Bus Transportation

which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms,

## Bus Transportation

- and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
  9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
  10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
  11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Bus pick-up and drop off locations for students that ride the bus to and from school will be determined at registration. If bus pick-up or drop off location changes at any time during the school year, parents/guardians must contact the bus garage at 983-8372, not the school office. If it is necessary to have a child dropped off at a different location, YOU MUST CALL a) the bus garage at 983-8372 AND b) your child's school before 2 p.m. (If no one answers at the bus garage, you must leave a message). If your child wants to ride home with another child on a bus, the parents/guardians of BOTH children must a) call the bus garage at 800-6402 AND b) the child's school before 2 p.m. and give permission. If we don't hear from BOTH sets of parents, the student will be denied. Also, if the bus is overloaded, which rarely happens, but could, the student will be denied.

For questions regarding school transportation issues, contact Illinois Central (Bus Garage) Supervisor at 800-6402.

## Bus Transportation Conduct

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

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

## Student Insurance

Student accident insurance will be available for students in grades K-12. This insurance will provide coverage on a student for any injury that occurs on the way to and from school, school sponsored activities, and on the school grounds. Twenty-four hour coverage is also available. Please refer to your insurance folder for coverages regarding injuries. If you wish to take this insurance you MUST: (1) send the correct amount of money, (2) plainly mark the plan that you want on the envelope, (3) return the envelope to the insurance agency as soon as possible.

**IF A CHILD IS INJURED AND IS TAKEN TO A DOCTOR BY THE PARENTS, THE BUILDING PRINCIPAL MUST BE NOTIFIED IMMEDIATELY. THIS IS NECESSARY TO FACILITATE THE HANDLING OF INSURANCE CLAIMS. THE SCHOOL OFFICE WILL HELP COMPLETE THE INSURANCE CLAIM. IF THIS PROCEDURE IS NOT FOLLOWED, THE INSURANCE COMPANY HAS THE RIGHT TO REFUSE PAYMENT FOR THE FILED CLAIM.**

The insurance program is completely voluntary on the part of each student. However, the Board of Education has ruled that all athletes, cheerleaders, pom pon squad, and shop students must have insurance to be eligible to participate in any of the activities listed above. If the accident insurance is not taken by the above named groups, parents must sign a waiver furnished by the school that family insurance gives proper coverage for the students. This waiver must be notarized and filed with the proper school officials before a student can participate in any of the above sports or activities.

## Cafeteria

At all times, students must adhere to the general rules of appropriate behavior. The area will be monitored at all times. All food items are to be consumed in the cafeteria area. Waste containers will be available for trash. Everyone is expected to clean up after themselves.

Students may not go to their lockers during lunch if their locker is in an area where classes may be in session. During the lunch hour, students are not allowed on the second floor of the building unless they have a teacher's permission. Students must use the restrooms on the first floor. Students must obey the directives of the lunch supervisors at all times.

## Outside food

Students who have any food brought into the building during the school day for their lunch must have the food checked into the office and approved by the office staff. The office staff will inform the student at an appropriate time.

## Meals/Charge Policy

The Johnston City Community Unit School District #1 participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA) which permits the school system to offer free and reduced priced meals to students who qualify. The Johnston City School District cannot permit excessive and recurring charges of meals. Customers may, however, pay for meals in advance.

Families who wish to apply for free or reduced meals must complete an application each year. The family of any DHS student may submit an application at any time during the school year. Applications are available in each school's office, or on the district website (located under online registration). Applicants are responsible for meals until a free or reduced application is completed and approved.

Full student breakfast - \$1.95. Full student lunch - \$2.45. Reduced student breakfast - \$0.30. Reduced student lunch - \$0.40 cents for all students in grades K-12. Extra milk - \$0.30. Adult breakfast - \$2.15; lunch - \$2.95. Monthly menus will be sent home with the child and will also be available through the school's web-site at [www.jcindians.org](http://www.jcindians.org).

Meal and item charges are permitted as follows for all Johnston City Community Unit School District #1 students:

- All elementary/middle school and high school students will be allowed to charge up to \$20.00 on their lunch account (this includes both breakfast and lunch charges).
- After the student has incurred charges of \$20.00, the student

## Meals/Charge Policy

will have a lunch meal choice of cheese sandwich, fresh fruit/vegetable, and white milk and a breakfast choice of cereal, toast, fresh fruit and white milk. This will meet the reimbursable meal option. No student will be allowed to charge a la carte items.

- Parents will be allowed to prepay meals and put money on their child's account by sending cash, check, or using a credit card online.

## Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 983-8638.

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

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

## Student Parking Permits

Seniors, juniors, and sophomores wishing to drive to school and park in the school parking lot must register their cars in the office and obtain a parking permit. Driving to school and parking in the parking lot is a privilege, not a right, and the privilege may be revoked if abused.

*The parking lot is off limits during the school day.* When students arrive at school they will be required to come directly inside the building. It is strongly recommended that any items that may be needed during the day be brought to the building in the morning. Students will not be able to go to their vehicles during the day without permission *from the administration*. It is also recommended that vehicles are to be locked when unattended.

Upon applying for a parking permit, a form of insurance coverage must be presented, noting that car insurance is a law in Illinois.

Parking slots will be sold by class beginning with senior. Students must park in their assigned slots. Any student parking in the wrong slot is subject to their vehicle being towed.

## Student Vehicles

Vehicles of students may be searched when there is reasonable suspicion that the vehicle may contain illegal, improper or dangerous materials, and that a search will expose evidence that a student has violated or is violating either the law or school rules.

NOTE: To maintain a safe and orderly environment conducive to learning, specially trained dogs may be used at any time throughout the school year to conduct inspections of lockers, parking lots, vehicles, or any other place where illegal substances may be hidden.

School policy on driving to school: DRIVE IT, PARK IT, LOCK IT, LEAVE IT.

The below consequences are guidelines for the administration to follow. If the offense warrants, further discipline may be imposed for an infraction of this policy, up to and including expulsion from school.

The first violation of these driving regulations will result in a written warning to the student. All subsequent violations will result in suspension of driving privileges. The length of the suspension will depend on the severity of the violation.

## School Trips and Activities

School trips/activities are a privilege for students who are in good standing (in compliance in regard to attendance, tardy, grade, disciplinary policies at the time the trip is taken). Students must abide by all school policies during transportation to and from and during the trip/activity. Students shall treat all school trip/activity locations as though they are on school grounds. Failure to abide by school rules will result in disciplinary consequences being assigned to the student that may include being prohibited from attending any future trips/activities.

Students may be prohibited from attending school trips/activities depending upon the requirements for that particular trip/activity. Failing grades, attendance problems, poor behavior, or safety/health concerns may prohibit a student from going on a school trip/activity. Students should check with the individual club/group sponsor for trip/activity criteria.

## 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

## Student Privacy Protections

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

## Instructional Material

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

## Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

## Suspension From School Trips/Activities For All Students

Under the following conditions, students will not be allowed to participate in school-sponsored trips/activities:

1. Students who have served more than (3) days of supervised ACR per school year.
2. Students who have served (3) days or more of out of school suspensions per school year.
3. Students who are determined by the administration to not have earned the privilege of attending due to other circumstances, including severe behavior infractions and failing grades.
4. Students may have no more than (3) unexcused absences in the semester of the trip.

\*\*\*As in all situations involving discipline of students, the administration will make the final decision\*\*\*

## Teachers' Classroom Requirements

Every teacher is a unique individual and therefore may have differing expectations for classroom work and classroom behavior. It is the responsibility of the student not only to be aware of each teacher's expectations, but also to follow fully and obey the guidelines and rules of each teacher. Only bottles of water will be allowed in classrooms and lockers.

## Unprepared for Class

Students who do not bring the necessary materials to class, for example textbooks, notebooks, pens, pencils, will be given an *Unprepared for Class* notice. Three unprepared notices will result in a detention.

## Student Code of Conduct

### **Introduction:**

Students are expected to conduct themselves in a manner which reflects respect for each other, their teachers, staff members, and school facilities. At times, students will engage in activity that does not comply with these expectations. When those times occur, the Board of Education has given the principal or the principal's designee the authority to take the proper and necessary action to discipline the student engaged in such activities. The goal, which is to be achieved through discipline, is the maintenance of an orderly, constructive, and safe learning environment for all students.

The information included in this section of the handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

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

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

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate

## Student Code of Conduct

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.

### **Rules of Conduct:**

The following rules should serve as guidelines as to what is not permissible. These rules are not presented as a complete list of all possible violations of school policy. These rules, the policies set forth in this handbook, common sense, good judgment, ethics, and morality all come together to determine what is appropriate behavior in a given situation. In that sense, these rules can be considered to be the bare minimum required of all students.

## Student Dress Code

Pupils attending Johnston City High School are expected to dress neatly and follow good sense in their appearance. The manner in which clothes are worn affects good behavior and attitudes, which affect school success. Students are expected to be clean and well-groomed.

**A student's appearance will be such that it does not distract other students to the extent that they are prevented from learning.** Apparel that endangers the safety of a student will not be allowed. Students are not allowed to have in their possession and/or wear jewelry, clothing, or other accessories which identify or depict the use of alcohol or other drugs, violence, sex, sexual connotations, occult, gangs, or are of a racist nature while on school grounds.

The school has the right to determine the appropriateness of a student's appearance in regard to being in compliance to the dress code and not being a distraction to the education process. Items could include but are not limited to the following examples of unacceptable attire:

1. There shall be no inappropriate apparel, including tank tops, spaghetti straps dresses, pajamas, house shoes/slippers and/or backless tops. (If wearing a see-through blouse, undergarment must also meet this requirement.)
2. There shall be no visible cleavage and/or undergarments.
3. Holes in clothing must be below mid-thigh. If an item of clothing has a hole, it must be patched. If patched on the inside of the clothing, the patch must be of the same material as the clothing item.
4. Pants, skirts, and/or shorts must sit at the waist, not below.
5. Dresses, shorts, and/or skirts must be no shorter than mid-thigh.
6. Appearance cannot be disruptive to the educational environment.

**Important Note: Students must adhere to and be in compliance with the dress code policy on field trips, award ceremonies, exam days, early dismissal, and/or other occasions in which they are representing Johnston City High School.**

## Locked Doors

Under no circumstances are students to admit *anyone* through locked outside doors without the permission of a teacher or administrator. This is to promote the safety of all students, faculty, and staff within our building. In addition, students who are caught placing rocks, rugs, pencils, or other items in locked doors in order to rig them open so that others may enter will be disciplined.

# Backpacks

Students are not allowed to carry backpacks, gym bags, and carryalls during the school day. These types of bags may be brought to school and placed in the student's locker before school and taken home after school. Students in possession of bags during the normal school hours will be subject to disciplinary action.

## Prevention of and Response to Bullying, Intimidation, and Harassment

### **Bullying**

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

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

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

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

## Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

**Mr. Richard Ozment**  
**1500 Jefferson Avenue**  
**Johnston City, IL 62951**  
**rozment@jcindians.org**  
**618-983-8638**

**Mrs. Andria Murrah**  
**1108 Grand Avenue**  
**Johnston City, IL 62951**  
**amurrah@jcindians.org**  
**618-983-7561**

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

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

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

## **Sexual Harassment Prohibited:**

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

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

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

## **Teen Dating Violence Prohibited:**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

## **Making a Complaint- Enforcement:**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will

## Sexual Harassment and Teen Dating Violence Prohibited

be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **Nondiscrimination Coordinator:**

**Mrs. Kathy Clark, Superintendent**  
200 E. 12th Street  
Johnston City, IL 62951  
(618) 983-8021  
kclark@jcindians.org

### **Complaint Managers:**

**Mr. Richard Ozment, Principal, JCHS**  
1500 Jefferson Avenue  
Johnston City, IL 62951  
(618) 983-4700  
rozment@jcindians.org

**Mrs. Andria Murrah, Principal, Jefferson**  
1108 Grand Avenue  
Johnston City, IL 62951  
(618) 983-7561  
amurrah@jcindians.org

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

## Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

### Prohibited Student Conduct

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

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

## Prohibited Student Conduct

- f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

## Prohibited Student Conduct

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

## Prohibited Student Conduct

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

## Students Will Not Engage in Any Act of Assault or Battery

Assault and battery is not only a criminal offense, but it violates school rules. A battery is an unlawful touching of another person. A push, a shove, and a punch are all batteries that violate state law as well as this rule. An assault is when a person is in reasonable fear of receiving a battery. A fist drawn back, a club in a hand, a threatening motion, and a verbal threat all can be considered assaults. If any type of weapon is used, the assault or battery becomes aggravated assault or aggravated battery, both of which are much more serious crimes. Likewise, they are treated as much more serious violations of school rules.

Consistent with state legislation (PA 88-0376, HB 532), referred to as The School and Law Enforcement Reciprocal reporting System, certain violations of the discipline code will be reported to the Johnston City Police Department.

## Weapons Prohibition

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

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

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

## Gang and Gang Activity Prohibited

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

- (1) wear, possess, use, distribute, display, or sell any clothing, jewelry,

## Gang and Gang Activity Prohibited

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.

## When and Where Conduct Rules Apply

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

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

## Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.

School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.

## Disciplinary Measures

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

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

## Detention

Violations of school rules may result in a detention being assigned before school, lunch, or after school. Transportation will be the responsibility of the student and parent. Parents and students will be given at least a 24 hour notice to make transportation arrangements. Students will be assigned a date to serve the detention by the office. Once the date has been assigned, the date to serve the detention will not be changed unless the student is absent from school. Essentially, all detentions must be served on the date assigned. Detentions will not be re-scheduled due to work, participation in sports, appointments, etc. Failure to serve detentions on the date assigned can result in placement in ACR. After school detentions will be served from 2:46 to 3:36 p.m.

## Alternative Classroom

Alternative classroom is designed to serve the needs of students, faculty, administrators, and parents by providing a meaningful alternative to out-of-school suspension for those students who exhibit behavior too disruptive to remain in the classroom setting and not severe enough to warrant out-of-school suspension. The program is designed to improve the behavior of students. The parents are notified of the problem and are asked to assist in improving the behavior of student. If a student's behavior does not improve, the only remaining recourse of the school administration is to place the student on out-of-school suspension, and, as a last resort, recommend for expulsion from school.

Alternative classroom is a very serious punitive action and can only be assigned by the administration. Students assigned to the alternative classroom will be placed in the alternative classroom when they arrive at school, regardless of the time, and *they will not be allowed to participate in or attend extracurricular or co-curricular activities, except practice, until ACR requirements met.*

Students assigned to the alternative classroom are to report to the designated room by the time the bell signals the beginning of the school day and shall not be released until the bell signals the end of the school day. Talking and other forms of social interaction between students in the room are not permitted. Students assigned to the alternative classroom will eat and have restroom breaks separate from other students in regular classes.

Students assigned to the alternative classroom are required to complete and to turn in all make-up work for the classes they miss. The room supervisor will assist alternative classroom students by submitting a "Request for Assignment" form to each of the student's teachers, and will insist that the student complete all of the work. The room supervisor will follow-up by returning the completed work to each of the student's

## Alternative Classroom

classroom teachers. Students may also be required to complete a writing assignment at the discretion of the ACR supervisor if their classwork is finished. Full credit will be given for the classroom assignments completed if it is earned.

## 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.

## Re-Engagement of Returning Students

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

## Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

## Searches by School Administrators

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.

### **Search of Students and/or The Student's Personal Effects**

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

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

### **Seizure of Property**

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

## Grievance Procedures

The Board of Education has developed the following grievance procedure to cover all complaints which have not been administratively resolved and for which another procedure is not provided within the law.

A parent/guardian or student may file a written complaint with the grievance officer, identified below. The grievance officer shall investigate the grievance within five working days of receiving the complaint.

If the grievance is not resolved as a result of the investigation by the grievance officer, a hearing shall be held within ten working days of the date the complaint was filed. A hearing officer who has not been involved in the grievance shall be provided for the grievance.

The hearing officer shall render a decision within five working days of the date of the hearing. The decision shall be sent to the student or the parent/guardian by certified mail with return receipt requested. It shall also be provided to the grievance officer.

The student or the parent/guardian may appeal the decision of the hearing officer by notifying the Board of Education in writing of the party's desire to appeal within ten working days of the date of decision.

The Board of Education shall hear the appeal of the grievance within ten working days of receiving the notice of appeal from the student or the parent/guardian.

No later than five working days after hearing the appeal, the Board of Education shall render an opinion. The opinion shall be sent to the student or the parent/guardian by certified mail with return receipt requested.

The high school principal is the Title IX Grievance Officer, and will handle all other grievances except those of the handicapped. The District Superintendent is the grievance officer for all grievances regarding the handicapped. The address for these individuals is as follows: Johnston City Community Unit School District No. 1, 200 E. 12th Street, Johnston City, IL 62951.

## Chromebooks

The Johnston City School District #1 is supplying various academic departments with a Chromebook device. This device is property of the Johnston City School District #1. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing. Students are responsible for the general care of the

## Chromebooks

Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported immediately to the teacher. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. Parents/Students will be charged for any damages and possibly full replacement cost of a device that has been damaged due to intentional misuse or abuse.

## Internet Usage

The Johnston City Community Unit School District No. 1 is working to provide educational access to the worldwide internet web. We believe that this will offer vast, diverse and unique resources to our students and staff as well as the community. We believe that this will enhance our goal of pursuing educational excellence.

With the access to computers and people all over the world comes the availability of material that may not be considered of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial materials, however, one can never be 100% positive when dealing with this medium.

Parents who desire that their children be restricted from internet usage should contact the building principal. Otherwise, acceptance of this handbook denotes acceptance of these policy restrictions.

All use of the internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the authorization for electronic network access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Terms and Conditions:**

Acceptable use: access to the District's electronic networks must be for the purpose of education or research, and must be consistent with the educational objectives of the District, or for a legitimate business use.

1. Privileges: the use of the District's electronic networks is a privilege, not a right. Any inappropriate use will result in a cancellation of those privileges. The building principal will make all decisions regarding whether or not a user has this authorization, and may deny, revoke, or suspend access at any time. His or her decision is final.
2. Unacceptable use: the user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

## Internet Usage

- a. using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - b. unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. downloading copyrighted material for other than personal use;
  - d. using the network for private financial or commercial gain;
  - e. wastefully using resources, such as file space;
  - f. hacking or gaining unauthorized access to files, resources, or entities;
  - g. invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. using another user's account or password;
  - i. posting material authored or created by another without his/her consent;
  - j. posting anonymous messages;
  - k. using the network for commercial or private advertising;
  - l. accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - m. using the network while access privileges are suspended or revoked;
  - n. using the school resources for political purposes; and
  - o. sending sexually explicit photographs, "sexting" over cell phones and computers.
3. Network etiquette- students are expected to abide by the generally accepted rules of network etiquette. They include, but are not limited to, the following:
- a. be polite-do not become abusive in your messages to others;
  - b. use appropriate language-do not swear or use vulgarities or any other inappropriate language;
  - c. do not reveal 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;

## Internet Usage

- 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.
4. No warranties: the District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or omissions.
  5. Indemnification: the user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of authorization.
  6. Security: network security is a high priority. If you can identify a security problem on the internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  7. Vandalism will result in cancellation of privileges, and other disciplinary action may be taken. 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.
  8. Telephone charges: the District assumes no responsibility for any unauthorized charges or fee, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.
  9. Copyright web publishing rules: copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District web sites or file servers, without explicit written consent.
    - a. for each re-publication on a web site or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source;
    - b. students and staff engaged in producing web pages must

## Internet Usage

provide the library media specialist with e-mail or hard copy permissions before the web pages are published and 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; and
  - e. student work may only be published if there is written permission from both the parent or guardian and the student.
10. Use of electronic mail
- a. The District’s electronic mail system and its constituent software, hardware, and data files, are owned and controlled by the school District and the District provides e-mail to aid staff members in fulfilling their duties and responsibilities and as an educational tool. The District does not provide e-mail to students.
  - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. 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 email message that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the School District’s internet gateway carry with them an identification of the user’s internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this school district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted via external recipients.
  - e. Any message received from an unknown sender via the

## Internet Usage

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.

- f. Use of the School District's electronic mail system constitutes consent to these regulations.

## Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users do not engage in "unacceptable uses," as detailed in this authorization, and if they otherwise follow this authorization.
2. Staff members shall supervise students while they are using District internet access to ensure that the students abide by the terms and conditions for internet access contained in this authorization.
3. Each District computer with internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee.
4. The superintendent or designee and/or the building principal shall monitor student internet access.

## Student Social Networking Passwords and Websites:

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

## Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

# School Loyalty Song

We're always loyal and true,  
Our Johnston High to you,  
The Red and Black,  
An emblem ne'er turned back.

We'll cheer the Indians on,  
Until the victory's won,  
Raise high the banner bright,  
Because we'll FIGHT, FIGHT,  
FIGHT, FIGHT, FIGHT, FIGHT.

## Fight Song:

We're out for victory tonight,  
We're out to win and to win we'll fight,  
With something to yell about,  
Our team is right on the beam,  
We're out for victory tonight,  
We're out to win and to win we'll fight,  
With a knock down drag'em out,  
Son of a gun of a victory bout,  
For our team tonight.

Fight on you boys,  
Let's hear the big noise,  
JOHNSTONCITY ILLINOIS  
RAH RAH RAH  
We're out for victory tonight,  
We're out to win and to win we'll fight,  
With a knock down drag'em out,  
Son of a gun of a victory bout,  
For our team tonight.



