2026-2027

Richland County High School
Student Handbook

ONE TIGER NATION

ONE SCHOOL - ONE MISSION - ONE TIGER NATION

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Olney, Illinois 62450 rchs.rccul.net

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SECTION 1 - INTRODUCTORY INFORMATION & GENERAL NOTICES

1.1 Introduction

It is the belief of the *Board of Education* of the Richland County Community Unit #1 that good discipline and the observance of basic school regulations are necessary in order to ensure maximum efficiency in carrying out the educational processes. Students are expected to conduct themselves in a manner which reflects respect for each other, their teachers and other staff members, and school facilities. Although every area of regulation and conduct cannot be covered in this publication, this booklet contains in part several of the basic regulations and guidelines for acceptable student conduct and consequent penalties for violations of those regulations as well as other useful information. It is the responsibility of each student to know the contents of this handbook and to see that your parents have had an opportunity to read it. This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a proprietary right.

1.2 General School Information

- ***Richland County Community Unit District # 1 District Office***
  Jason Fox, Superintendent
  Rylan Rusk, Assistant Superintendent
  Kacie Rodgers, Assistant Superintendent
  1100 East Laurel Street
  Olney, IL 62450
  (618) 395-2324 Fax (618) 392-4147

- ***Richland County High School (RCHS)***
  Jeff Thompson, Principal
  Monica Grove, Assistant Principal
  Jessica VanDyke, Athletic Director
  Sherry Slankard, Student Services
  Madison Young, Student Services
  Sydney Hall, Student Services
  1200 East Laurel Street
  Olney, IL 62450
  (618) 393-2191 Fax (618) 395-1256

- ***Special Needs Coordinator***
  Kristen Jurgilanis, (618)-392-3143

- ***Bus Barn Office of Transportation***
  Brent Inyart, Fleet Supervisor
  5251 East Illinois 250
  Olney, IL 62450
  (618) 393-7771

1.3 Rule Jurisdiction

The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and after-school activities; and the school-sanctioned activities that occur on campus. The school administration and staff will diligently manage and supervise student conduct in all programs, maintaining the confidence of students, parents, and the community.

1.4 Core Expectations of Students, Parents, and Visitors

RCHS students should be aware of their important role as a representative of their school/community. Students should expect to be held to a high standard of conduct when under RCHS jurisdiction. Three (3) core set of expectations that provide the foundation for this standard of conduct include:

- Respect – including self, others, and others' property
- Responsibility – understanding one's role in any given situation and willing to be held accountable for one's actions
- Work Ethic – willing to do what needs to be done to be successful

Interested parents/visitors are welcome at RCHS. Parents should make prior arrangements with the High School Principal and teacher before classroom visits. Visitors should always report to the Principal's Office upon entering the building. Parents/Visitors are required to sign-in in the high school office and wear a visitor's badge so high school faculty/staff are aware their presence has been cleared by administration.

Any person wishing to confer with a staff member should contact that staff member or the high school office to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official, coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.

- ➢ Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- ➢ Damage or threaten to damage another's property.
- ➢ Damage or deface school property.
- ➢ Violate any Illinois law or municipal, local, or county ordinance.
- ➢ Smoke or otherwise use tobacco products.
- ➢ Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- ➢ Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- ➢ Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- ➢ Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

Permission for classroom visitors (family/relative) must be approved by the high school office. This approval must be secured two (2) school days prior to the day of visitation.

Example:	*Request Form*	*Day 2*	*Visitation*
	May 2	*May 3*	*May 4*

Student visitors to the classroom must have been a former student in this district and be of the appropriate age for high school attendance and be currently enrolled in another high school at the time of requested visitation. This approval must also be secured two (2) school days in advance of the visitation.

1.5 Richland County High School Student Services

At Richland County High School the Guidance Department wants parents to understand that we keep the holistic well-being of their child our top priority. In order to do this your child has the opportunity to engage in counseling covering academics, college/career, and social/emotional topics on an individual basis, small group, and/or classroom environment. By acknowledging this handbook you agree to your child participating in counseling activities. Because counseling is based on a trusting relationship between counselor and client, the counselor will keep information shared by the client confidential except in certain situations in which an ethical responsibility limits confidentiality. You will be notified if the student reveals information about hurting himself/herself or another person and/or the student or another person may be in physical danger.

1.6 Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- ➢ Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- ➢ Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- ➢ Access to a power source for a breast pump or any other equipment used to express breast milk.
- ➢ Access to a place to store expressed breast milk safely.
- ➢ Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- ➢ The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

1.7 Suicide and Depression Awareness Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy is posted on the school district website.

1.8 Homeless Child Education / McKinney-Vento

The McKinney-Vento Assistance Act ensures that homeless children and youth are afforded the same opportunities to be successful learners as other children and youth. The district works with families to provide support and awareness of school and community programs.

1.9 Surveillance Cameras

Due to the increased need for security in, on and around the District's schools and buses, the District's Safety Committee has recommended that the District install and use video surveillance cameras in the District buildings and school buses. The cameras will be located in the District's buses, hallways, parking lots, building exteriors, and gymnasium. If a discipline problem is captured on surveillance camera it may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

1.10 School Visitation Rights Act

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

1.11 Distribution and Display of Community Flyers and Posters

Non-school related organizations may ask the High School Principal for permission: (1) to display posters in the area reserved for community posters, or (2) to have

flyers distributed to students. The posters and/or flyers subject to a request must be student-orientated and have the sponsoring organizations name prominently displayed. Permission will be denied to post or distribute any material that would: disrupt the educational process; violate the rights of others, including material that is defamatory; invade the privacy of others; infringe on the copyright; or be obscene, vulgar, or indecent. No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from candidates for non-students' elective office shall be posted in the school, except on election day, or distributed to students. Once permission is granted, the organization must arrange to have copies delivered to the school. Distribution of material under the policy will be done by the classroom teacher without discussion. Failure to abide by the above policy will result in appropriate disciplinary action.

1.12 English Learners

Richland County High School offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions, contact the Richland County High School Student Services.

1.13 Mandated Reporter

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

1.14 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; 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 district office.

1.15 Equal Educational Opportunity and Equality

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity 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 the High School Principal.

1.16 Vocational Education

Vocational education opportunities, as well as career information, will be offered to all students of our district without regard to race, color, national origin, age, sex, religion or handicap. This is to ensure equal educational opportunities to all students, regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to these educational opportunities may be directed to Assistant Superintendent, 1100 E. Laurel Street, Olney, IL 62450, Telephone: 395-2324. All students who make written agreements with contracting employers are informed that work-study, cooperative vocational education training agreements, as well as job placement, conform to *Civil Rights Requirements* under *Title VI, IX and Section 504*. It shall be agreed that parties participating in this program(s) will not discriminate in employment opportunities on the basis of race, color, national origin, age, sex, religion or handicap.

1.17 Animals on School Property

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

1.18 School Volunteers

All school volunteers must be approved by the Principal prior to assisting at the school. Volunteers are required to check in and out at the main office and receive a visitor badge. Teachers who choose to use volunteers in their classroom will make this decision.

1.19 Civil Rights Grievance Procedure

This grievance procedure along with explanations, due process and directions are available for inspection in the Assistant Superintendent's Office for *Title VI, Title IX,* and *Section 504* and for the elimination of discrimination and denial of services on the basis of race, color, national origin, sex, and handicapped grievances.

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies: (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

1.20 Due Process

- **Right to Representation**
  - A grievant(s) may choose to be represented by an attorney or other person of their choosing, such as a relative or advocate. Issues of ordinary school operation should however, be resolved as informally as possible.
- **Right to Present Witness and Evidence**
  - Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
- **Time Limits**
  - All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
- **Right to Information**
  - Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.
- **Privacy**
  - During the grievance procedure except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
- **Reprisals — Retaliation**
  - Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

1.21 Directions for Grievance

Each step of the authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the Superintendent, Assistant Superintendent and/or Principal. This response shall contain a summary of the evidence determined; the conclusion(s) reached with reasons and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

- **STEP I**
  - The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days. (*Days* refer to days when school is in session.)
- **STEP II**
  - If the problem is not resolved, the grievance should be referred informally to the Building Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.
- **STEP III**
  - If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Assistant Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.
- **STEP IV**
  - If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the Superintendent or designee within ten (10) days from the receipt of the response on Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.
- **STEP V**
  - If the issue is not satisfactorily resolved in Step IV, the grievant(s) may appeal the grievance in writing to the *School Board* within five (5) days from the receipt of the written response. The *Board* shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.
- **STEP VI**
  - If the issue is not satisfactorily resolved in Step V, the grievant(s) may appeal the grievance in writing to the Superintendent of Educational Service Region and, thereafter to the State Superintendent of Education pursuant to the *School Code*.

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

1.22 Asbestos Compliance

Richland County Community Unit District #1 is in full compliance with state and federal regulations regarding asbestos management in all district buildings. The public is invited to inspect those plans at any time during regular business hours at the Administrative Offices located at 1100 East Laurel Street, Olney, Illinois. In addition, each

building has its management plan located in the Principal's Office.

1.23 Sex Education Instruction

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

1.24 Prevention of Anaphylaxis

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents/Guardians and students who desire more information or who want a copy of the district's policy may contact the Principal.

1.25 Sex Offender & Violent Offender Notification Law

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony. Additionally, state law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry – https://isp.illinois.gov/Sor
- Illinois Murderer and Violent Offender Against Youth Registry – https://isp.illinois.gov/MVOAY
- Frequently Asked Questions Concerning Sex Offenders – https://isp.illinois.gov/Sor/FAQs

1.26 Faith's Law

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office. (District website link https://boardpolicyonline.com/?b=east_richland&s=99424)

1.27 Erin's Law

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. Warning signs of child sexual abuse include the following:

- Physical signs
  - Sexually transmitted infections (STIs) or other genital infections
  - Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
  - Unusual weight gain or loss
- Behavioral Signs
  - Excessive talk about or knowledge of sexual topics
  - Keeping secrets
  - Not talking as much as usual
  - Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
  - Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
  - Overly compliant behavior
  - Sexual behavior that is inappropriate for the child's age
  - Spending an unusual amount of time alone
  - Trying to avoid removing clothing to change or bathe
- Emotional Signs
  - Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
  - Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
  - Change in mood or personality, such as increased aggression
  - Decrease in confidence or self-image
  - Anxiety, excessive worry, or fearfulness
  - Increase in unexplained health problems such as stomach aches and headaches

- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

➢ Warning Signs of Grooming Behaviors
- School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:
  - Sexual or romantic invitations to a student
  - Dating or soliciting a date from a student
  - Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
  - Making sexually suggestive comments that are directed toward or with a student
  - Engaging in sexualized or romantic dialog with a student
  - Sexual, indecent, romantic, or erotic contact with a student
  - Failing to respect boundaries or listen when a student says "no"
  - Engaging in touching that a student or student's parents/guardians have indicated as unwanted
  - Trying to be a student's friend rather that filling an adult role in the student's life
  - Failing to maintain age-appropriate relationships with students
  - Talking with students about personal problems or relationships
  - Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
  - Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
  - Spending a lot of time with a student
  - Giving a student gifts without occasion or reason
  - Restricting a student's access to other adults

➢ Warning Signs of Boundary Violations
- School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:
  - Favoring a certain student by inviting the student to "hang out' or by granting special privileges
  - Engaging in peer-like behavior with a student
  - Discussing personal issues with a student
  - Meeting with a student off-campus without parent/guardian knowledge and/or permission
  - Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
  - Transporting a student in a school or private vehicle without administrative authorization
  - Giving gifts, money, or treats to an individual student
  - Sending a student on personal errands
  - Intervening in a serious student problem instead of referring the student to an appropriately trained professional
  - Sexual or romantic invitations toward or from a student
  - Taking and using photos/videos of students for non-educational purposes
  - Inviting a student to an employee's home
  - Privately messaging a student
  - Maintaining intense eye contact with a student
  - Making comments about a student's physical attributes, including excessively flattering comment
  - Engaging in sexualized or romantic dialog
  - Making sexually suggestive comments directed toward or with a student
  - Disclosing confidential information
  - Self-disclosure of a sexual, romantic, or erotic nature
  - Full frontal hugs
  - Invading personal space
  - Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
  - Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Principal, a school counselor, or another trusted adult employee of the School. Additional Resources include:

➢ National Sexual Assault Hotline at 800.656.HOPE (4673)
➢ National Sexual Abuse Chatline at online.rainn.org
➢ *Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*

1.28 Sexual Abuse Response & Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of

victims. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

SECTION 2 - ATTENDANCE, TRUANCY, & TARDINESS

2.1 General Attendance Information

In order to achieve academic success, students must attend school regularly. All students and parents/guardians should familiarize themselves with the following Richland County High School attendance regulations. 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.

Good attendance is necessary if a student is to experience the degree of success which he/she is capable of attaining. Very few absences should be for reasons other than personal illness, illness in the family which prevents attendance, and unavoidable family emergencies which must be explained to the school authority. Illness and death in the immediate family are recognized as valid excuses for absence by the State of Illinois.Students will be allowed 8 excused absences via parent call including up to 5 absences for mental or behavioral health illness of the student, from school. Once a student has reached 8 days absent (excused), all other absences will be considered unexcused unless a note from a medical professional is provided or the student is checked by the school nurse. Nothing other than a documented illness will be considered excused once a student has reached 8 parent call in absences.

2.2 Types of Absences

- **Excused**- Excused absences are unplanned or unanticipated absences which become necessary from time to time for various reasons. Such absences include, but are not limited to the following:
  - extraordinary emergency in the home or family
  - personal illness, physical disablement or hospitalization
  - severe illness or death in the family
  - medical or dental appointments
  - religious meeting
  - attend a civic event
  - circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
  - attending a military honors funeral to sound TAPS
  - mental or behavioral health of the student: Public Act 102-0321 (Senate Bill 1577) amends the compulsory attendance article of the School Code by allowing students to take up to five (5) mental or behavioral health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any school work missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel.
  - other reason as approved by the Principal

  NOTE: WHEN A STUDENT IS ABSENT FOR AN UNPLANNED OR UNANTICIPATED REASON LIKE THOSE LISTED ABOVE, HIS/HER PARENT/GUARDIAN SHOULD CALL THE SCHOOL (393-2191) BEFORE 10:00 A.M. ON THE MORNING OF THE ABSENCE. (Students may also bring a note from a parent/guardian and/or doctor to the office before returning to school stating the reason(s) for their absence in order to be considered for an Excused Absence. Students have a maximum of two (2) days to bring in a note from home, after which time the absence is counted as unexcused.)

  IN ADDITION, IF HOMEWORK IS NOT ONLINE & PAPER COPIES ARE REQUESTED THEN THE REQUEST MUST BE RECEIVED IN STUDENT SERVICES BY 10:00 A.M. TO ENSURE IT WILL BE READY FOR PICK-UP BY THE END OF THE SCHOOL DAY.

- **Pre-Arranged**- Pre-Arranged absences are the responsibility of the parents/guardians and student. This is a request to be absent for purposes other than illness in the family or family emergencies. Parents/guardians and students should understand that such absences may not be in the best educational interest of the student. All make-up work for these absences is the responsibility of the student and/or the parents/guardians to arrange. A conference or telephone call from the parents/guardians is recommended. The following are the procedures for requesting prearranged absence:
  - Request for prearranged absence should be made **THREE (3) SCHOOL DAYS** before the intended day of absence.
  - Submit a note/email from the parent to the high school administration stating date(s) of requested absence, reason for, and who will accompany the student.
  - During this time of absence, the student must be accompanied by the parents/guardians or associated with some type of academic venture.
  - Obtain signatures from each teacher involved. If a teacher refuses to sign the form indicating the student should be in class because of current academic difficulties, then it is the decision of the parent/guardian as to whether or not the student should miss class. If a teacher signs this request, it indicates that the student is doing acceptable work in that class. If a teacher refuses to sign the request, he/she is indicating that the student needs to be in class.
  - Return the completed form to the high school office at least two days before the date of absence.
  - Regular re-admission procedure will follow.
  - Make-up time allowed. *Refer to 2.10 Make-Up Work*

- **Unexcused-** Unexcused absences are absences with or without consent of parents, but for a reason that is not acceptable to the school. This may be considered truancy and appropriate disciplinary action will be taken. Such absences include, but are not limited to, the following:
  - job interview
  - work (at home or place of employment)
  - missing the bus
  - car trouble, transportation related
  - driving test
  - hair cut

- shopping
- taking pictures
- babysitting
- family choice
- personal reasons
- oversleeping

2.3 Religious Holidays

Schools by law are required to release a student for observance of a religious holiday. If as a parent, you would like your son/daughter excused, please contact the high school office. **"Pre-Arranged Absences" procedure must be followed**. Religious retreats are not necessarily religious holidays.

2.4 College Visitation (Pre-Arranged)

Students may use two (2) days during either their junior or senior year for the purpose of visiting a college or vocational school of their choice. A senior may use (1) day for an Armed Services physical exam instead of a college day. A student may only use one (1) college day per semester unless special permission is granted by administration. A written note from the parent must be submitted to the office for approval. Students must meet institutional entrance requirements and be in good standing at Richland County High School. A college visitation request then must be secured from Student Services three (3) school days prior to the visit and circulated by the student for teacher signature. "**Pre-Arranged Absence**" procedure must be followed. No college days granted for O.C.C. A note of verification (from the college, university, vocational school or Services personnel) must be presented to Student Services in order for the absence to be excused. College visitation days will ***not normally*** be permitted immediately before or after a holiday, on the day of prom or special event, final exams, or after **April 30 of the school year**. College visitation may be limited on any one particular day. Students are encouraged to use Saturday "Open House" dates or visit a campus on dates that RCHS is not in session.

2.5 Student Absence & School Activities

Students are prohibited from attending any school-sponsored activity without prior administrative approval if they have been absent from school that day for more than half the day.

2.6 Home & Hospital Instruction

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse 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, physician assistant, or licensed advanced practice nurse 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 RCHS Student Services.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

2.7 Returning to School After Absence

When a student has been absent from class, his/her parent should call the school (393-2191) before 10:00 A.M. on the morning of the absence or the student should bring a note from a parent/guardian and/or doctor to the office before returning to school stating the reason for their absence in order to be considered for an excused absence. If a parent or guardian does not call in for the student or send a note upon returning, a note must be presented the following school day. If proper verification is not received in the office excusing the student for an absence, the absence will be considered unexcused. Appropriate disciplinary action will be taken at this time. If a student is married or lives away from a parent/guardian, arrangements must be made in the office for clearing absences. The attainment of age eighteen (18) does not mean the student may write his/her own notes. Eighteen (18) year old students must submit notes from their parent/guardian with whom they live.

All absences that are extracurricular/school sponsored will be prearranged and the responsibility of that activity's sponsor/coach. Students involved in these events need not present a verification of absence in this instance.

The student is responsible for acquiring make-up work assignments from the teacher and for turning in those assignments to the teacher **on or before** the agreed upon date.

2.8 Truancy & Tardiness

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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. A student who misses 15 consecutive days of school without a valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. 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

Administration will provide notification to the Truancy Officer at the Regional Office of Education immediately upon 3 unexcused absences during any semester. A student who is the subject of such a notice, and his parents or guardians, must fully cooperate with and participate with the Truancy Review Board or any other measure required or referred by the Regional Superintendent. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. With the first period class beginning at 8:00 A.M. and ample passing time between classes, there should be no tardiness. Students tardy to class will be subject to disciplinary action by the instructor/Administrator and this may also have a negative impact on the participation portion of their grade. Upon receiving their 3rd tardy for a particular class, students will be subject to discipline. Every 3rd tardy thereafter will be subject to disciplinary consequences. Teachers or Administrators will issue either after school detentions or lunch detentions, or Saturday school for excessive tardiness. A student who arrives 20 or more minutes late to class without a valid reason will be considered truant for that block and will be noted as unexcused in Skyward. A student who is having difficulties in moving from one class to another during passing time should be referred to or seek immediate advice from Student Services.

2.9 Final/Semester Examinations

A final exam is the last test in each course by the student. Each year seniors who meet the following criteria, will be exempt from Final Exams for the fourth term.

- **A average** with no more than **4** absences per block during second semester (third and fourth terms)
- **B average** with no more than **3** absences per block during second semester (third and fourth terms)
- **C average** with no more than **2** absences per block during second semester (third and fourth terms)
- **D average** with no more than **1** absence per block during second semester (third and fourth terms)

***Note: Students enrolled in dual credit courses will not be exempt from final exams.**

All other students are required to take a semester and/or a final examination. Perfect attendance will not excuse any students from the examinations. Perfect attendance rewards will be given quarterly using alternative approaches.

All absences are counted in the perfect attendance policy except absences due to school sponsored activities such as field trips, athletic events, college or vocational school visitations, and armed services exams cleared before the date of the absence. Also to be included are absences for the funerals of immediate family members (parents, brother, or sister - 3 days, grandparent - 1 day) none of which will affect perfect attendance. Extenuating circumstances may be appealed to the Administration.

Failure to take final examination in a course as required by the school authority may result in no credit given. If a student cannot take the scheduled exam because of critical illness, death in the immediate family, or an explained family emergency, the student's parents/guardian **must** contact the Principal's office in **advance of the absence** and arrange an approved alternate exam schedule.

Leaving the examination area prior to dismissal by the proctor may result in failure of the examination/course.

2.10 Make-Up Work

When a student has an excused absence all work may be made up with credit. The student will be allowed one day for every day absent to complete the make-up work. In the event a student is suspended from school, full credit will be given for work missed as long as it is completed and returned to the appropriate teacher on the first school day upon return from suspension. Work turned in late will be given less than full credit based on the teacher's late work policy. It is the responsibility of the student to gather work missed due to suspension.

A student who is unexcused or is considered truant is to make up all work for each class and it is the responsibility of the student to determine from the teacher a due date for each assignment missed. While all missed work will receive some credit, less than full credit may be given based on the teacher's late/missing work policy.

****Incomplete Grades — All incomplete grades must be completed within two weeks after the end of each term/nine weeks.** Due process provided.**

SECTION 3 - STUDENT FEES

3.1 Local Meal Charges Policy for Students

The purpose of this policy is to ensure that every child has access to healthy and nutritious lunches, regardless of the socio-economic status of a family. Under the National School Lunch Program, students will be allowed to charge meals when the student does not have cash available or there is no money left in the student's mealtime account. If a student begins to accrue charges, the Parents/Guardians will be notified of the negative balances and will be asked for prompt payment. Statements will be mailed and/or e-mailed by the district or food service staff. If the negative balance is not paid by the student's graduation date, the Superintendent is authorized to seek collection of delinquent debt owed to the fullest extent of the law. It is the responsibility of the parent/guardian to monitor account status. Parents/Guardians can monitor food service account by utilizing the online payment system at https://skyward/rccu1.net. If parents/guardians need more information regarding the use of the online payment system, contact the District Technology Coordinator at 618-393-2191.

3.2 Overdue Charges Incurred by Students

Richland County High School will **not be held responsible** for charges incurred by students from outside agencies. (Example: Includes, but not limited to, lost or overdue charges from *Shawnee Library System*.)

3.3 Waiver of Student Fees

Richland County High School establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees for certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. Applications for fee waivers may be obtained from the school office and 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:

- The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs.

- ➢ The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
- ➢ The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The Principal or designee will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. For questions, contact the Richland County High School office.

SECTION 4 - TRANSPORTATION & PARKING

4.1 Instructions to School Bus Riders

The primary concern of the district is to provide a safe learning environment for all students. This includes the transportation of students to and from school in a safe manner. In order to accomplish this, it is necessary for all students, parents/guardians, and drivers to follow the expectations listed below.

Student Expectations

- ➢ Be on time to your bus stop.
- ➢ Stay off the curb/roadway and wait for the bus to come to a complete stop before approaching the bus.
- ➢ Be respectful towards the driver and others on the bus.
- ➢ Listen and follow the directions of the driver.
- ➢ Sit in your assigned seat facing forward with feet out of the aisle.
- ➢ Keep hands, feet, backpacks, and other belongings to yourself and inside the bus at all times.
- ➢ Keep the window at or above the designated line.
- ➢ Speak quietly and use appropriate language and gestures.
- ➢ Remain quiet at all railroad crossings.
- ➢ Get driver's permission to eat, drink, or chew gum on the bus.
- ➢ Place cell phones and other electronic devices on silent so they do not cause a disturbance. Always use earbuds/headphones with your technology devices. Taking photographs or videos of the driver and/or other students on the bus is prohibited.
- ➢ Animals and glass containers are not allowed on the bus.
- ➢ Using/possessing any type of vapes, tobacco, alcohol, drugs, or weapons are strictly prohibited.
- ➢ Report any unsafe actions or bullying to the driver or an appropriate adult.
- ➢ Take care of the bus by not writing on or causing damage to seats or walls.
- ➢ Stay in your assigned seat until the bus comes to a complete stop.
- ➢ Keep the bus clean by throwing away trash as you exit the bus.
- ➢ Exit the bus at your designated stop and continue walking away from the bus. Never crawl, reach under, or return to the bus after exiting.
- ➢ Remember riding a bus is a privilege. Misbehavior will lead to disciplinary consequences that include removal from the bus.
- ➢ All buses are equipped with video cameras with audio.

Parent/Guardian Expectations

- ➢ Reinforce the expectations listed above with your child.
- ➢ Please ensure your child is on time at their bus stop and younger children are properly supervised. Pre-k through 3rd grade children must have an adult present at the bus stop before the child is allowed to exit the bus.
- ➢ In the event your child will not ride the bus, please contact the transportation department at (618) 393-7771.
- ➢ Please be respectful of the bus schedule. If you need to talk to the bus driver about a concern, contact the Transportation Department.
- ➢ Please speak in a respectful tone when communicating with the Transportation Department.
- ➢ Feel free to contact the appropriate building administrator if you have questions about bus misconduct involving your child.
- ➢ In case of suspension or removal of a student from the bus, parents will be responsible for transporting their child to and from school.

Parental support plays a crucial role in all aspects of the education of their children, including transportation to and from school. The district strives to work with parents to ensure a safe environment exists for all students.

Driver Expectations

- ➢ Please be respectful of the bus schedule and be on time for your route.
- ➢ Set the tone for a positive bus climate by modeling the behavior you expect from your students.
- ➢ Be respectful and friendly to students, parents, and fellow drivers.
- ➢ Greet students as they get on your bus. Make every effort to get to know the names of your students.
- ➢ Reinforce positive behavior of students.
- ➢ When dealing with student misconduct, use a tone of voice that will diffuse the situation.
- ➢ Suggest an action that can be successfully obeyed by the student. For example, say "I need you to sit in your seat properly." rather than "Don't stand up while the bus is moving."
- ➢ Students should only be let off the bus at their school or bus stop. In case of a serious disciplinary situation, the driver may contact the Transportation Department or building administrator to request assistance.
- ➢ Try to remain calm in an emergency situation. Students will react based on your demeanor.

The school bus is an extension of the classroom. In many instances, the driver is the first person from the district to meet the students in the morning and will probably be the last to see the students in the evening. Therefore, it is vital that your conduct is professional at all times.

4.2 Violation of Bus Rules

The school bus driver has the responsibility for supervising and controlling students on the route. Failure to meet the above expectations will be reported to administration by the driver through a ***School Bus Incident Report***. Administration will meet with the student and take the necessary steps to help correct the behavior. Some of these steps include but are not limited to: communication with a parent, loss of privileges at school, lunch detention, late stay, and suspension or removal from the bus for a period of time. Repeated failure to meet the above expectations will result in increased consequences. In severe cases or cases of chronic misconduct, students may be expelled from the bus for the remainder of the school year or up to two years.

The following procedure will apply to incident reports involving "gross misconduct or a serious safety hazard to other students". 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.

4.3 Student Use of Automobiles

Parking on the RCHS student lot is a privilege. On-campus student parking is located in the south parking lot, west parking lot, and designated parking spaces in front of the gym. Students choosing to park off-campus may park along Lincoln, Laurel, and Locust streets. Students are not permitted to park in the faculty parking lot located north of the school. Failure to adhere to the parking regulations, unsafe driving or improper use of the vehicle may result in penalties, restrictions, and/or removal of the driving privilege and reserved parking space. Any revocation of parking privileges will **NOT** result in a refund of the parking registration fee. Parking permits will be available to students as long as they last. Parking is first come/first serve. Freshmen will not be allowed to purchase a parking permit. If a student wishes to park in any lot at the high school, he/she will need a permit sticker displayed on their windshield. Students must present their license before they purchase a parking permit. A fee will be charged to purchase a parking permit. If your permit is lost, a replacement may be purchased in the office. Each student's reserved parking spot will be in effect from 7:30 a.m. to 3:30 p.m. each school day. Reserved parking for students is not in effect for any type of extra-curricular activity. Any vehicle driven to school and parked on the student lot must have a valid parking permit clearly displayed. The operator of the vehicle in your space will be subject to disciplinary action**.** Parking permits will be made available to students at a designated time and a student must possess a valid driver's license and have paid his/her school fees before being eligible to buy a parking permit. The following regulations will apply:

- ➢ Vehicles must be driven in a manner ensuring the safety of pedestrians and other drivers.
- ➢ Vehicles are to be properly parked at all times. Parking violations may result in a vehicle being towed away at the owner's expense.
- ➢ Cruising on school property is prohibited. Once a vehicle enters school property it must be parked immediately. Once a vehicle is parked, all persons in the vehicle shall vacate it immediately and clear the parking lot.
- ➢ Students should keep their cars locked.
- ➢ Car and driver will be registered at the main office.
- ➢ Radios and all other forms of mechanical sounds must be kept to a minimum.
- ➢ Students are prohibited from sitting on parked or moving vehicles.

Improper use of automobiles could result in restriction of driving privileges, parent/police notification, and disciplinary action taken by the school. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

SECTION 5 - INSTRUCTION & CURRICULUM INFORMATION

5.1 Curriculum Information

This handbook gives basic curriculum information and a listing of courses available. More complete information and a description of courses are found in our Curriculum Guide on the RCHS website. The various courses are intended to meet the needs of the students in accordance with their abilities and aptitudes. A careful study is necessary so that the student may make a wise choice. You will need the advice and suggestions of your parents/guardian, teachers, and advisor.

5.2 Graduation Requirements

For graduation from high school, you must earn 28 credits, file a FAFSA, and participate in State assessments that are required for graduation by the School Code, 102 ILCS 5/2-3.64a-5, unless the student is exempt. You must also earn credit in certain subjects as directed by state law and your local school board policy. These subjects are as follows:

English	4 credits	Civics	.5 credit
Mathematics	3 credits	Resource Management	.5 credit
Science	2 credits	Health	.5 credit
U.S. History	1.5 credits	World History	1 credit
Computer Concepts	.5 credit	Information Processing I	.5 credit

Physical Education/Weight Training/JROTC/Marching Band…3 credits with participation all four years
Electives: One credit chosen from music, art, foreign language, vocational education, or speech.

5.3 Definitions

School Year and School Term — The school year consists of two semesters, one beginning in August, and one in January. Each semester is divided into two terms. Each term is a basis for reporting achievement to parents. Summer instruction is offered when available.

Credit — A credit is an indicator of successfully completed school work. Credit may be issued on the basis of a term, a semester covering two terms, or four terms covering two semesters. Credits will be issued as follows: 1 term (9 weeks) = .5 credit, 2 terms (one semester) = 1 credit, 3 terms (one semester and one term) = 1.5 credits, and 4 terms (two semesters/full year) = 2 credits.

Prerequisite — A prerequisite is a course which you must complete before you may take certain other courses. These prerequisite courses give a basis for other

required work at more advanced levels.

Progress Report — This report is issued at the midpoint of each term for each class the student is taking.

Disciplinary Hearing — Disciplinary hearings are conducted before the Board of Education at a regular or adjourned session. Parents or guardians are required to attend that Board of Education meeting to discuss the problem. At this hearing the Board of Education usually makes a decision regarding future attendance which might be made probational or the student could be excluded from attendance.

Freshman - Students who have 0-6.75 earned credits.

Sophomore - Students who have 7-13.75 earned credits.

Junior - Students who have 14-20.75 earned credits.

Senior - Any student who has 21 or more credits will be considered a senior. At least 28 credits must be earned to graduate.

5.4 Class Load

A student shall be doing passing work in at least three (3) of the four (4) classes taken per week in order to participate in competitive or off-campus activities. This includes participation in field trips.

All students are required to carry a REGULAR LOAD of subjects for four (4) years. All students must take four (4) courses per term (includes P.E.) for eight credits per year. Any deviation from that policy must have administrative approval based upon an academic need which must be clearly shown at the time of the request. Course choices must follow prerequisites, course sequence and grade level recommendations. Students requesting a Physical Education exemption should contact Student Services.

5.5 Weighted Courses

Weighted grades will be used for purposes of establishing GPA and class rank for scholarships, college information, and Honor Rolls. Classes with weighted GPA are listed below Effective for the Class of 2027, no course that is offered off campus will be counted as a weighted course.

- DC Composition & Analysis
- Pre-Calculus/Trigonometry
- DC Calculus I
- DC Calculus II
- DC College Algebra
- DC Introduction to Statistics
- DC Finite Mathematics
- DC General Chemistry I
- Physics
- Anatomy & Physiology

5.6 Required Courses

The following is a list of required courses for each grade. Please see Student Services for more information and/or questions.

Freshman	**Sophomore**	**Junior**	**Senior**
Comp. & Lit I	Comp. & Lit II	Comp. & Lit III	Comp. & Lit IV, DC Comp. or DC Comm
Integrated Science	Biology I or Chemistry I	U.S. History	Civics
Algebra or Mathematics I	Mathematics II, Math III, or Math Concepts	Resource Management	PE, Wt. Train., JROTC, or Mar. Band
PE, Wt.Train., JROTC, or Mar. Band	PE, Wt. Train., JROTC, or Mar. Band	PE, Wt. Train., JROTC, or Mar. Band	Resource Management
Health	Western Civilization I & II	Contemporary U.S. History	
Computer Concepts I	Resource Management	Adv. Math Concepts or Mathematics III	
Information Processing I		Civics	
Western Civilization I & II			

Students who meet the criteria for Special Education courses will be assigned courses within this curriculum plus the student's choice of electives. Resource Management requirement may be fulfilled by passing the State of Illinois proficiency examination or by taking any of the following courses: Work-Based Learning, Pre-Vocational Class, DC CEO, DC Employment Skills, or Ag. Business Management.

5.7 Response to Intervention (RTI)

RTI is a statewide initiative to raise student achievement by identifying students that are not meeting learning expectations and intervening to help students meet those expectations. Students are identified for academic support based on academic grades and benchmark testing.

5.8 Grade Scales and Grade Point Average (GPA)

Percentages to Grade	*Regular Grade Scale:*	*Weighted Grade Scale*	*Special Ed. (self-contained only)*
A= 90-100%	A = 5.0	A= 6.0	A= 3.0
B= 80-89%	B = 4.0	B= 5.0	B= 2.5
C= 70-79%	C = 3.0	C= 3.0	C= 2.0
D= 60-69%	D = 2.0	D= 2.0	D= 1.5
F= Below 60%	F = 1.0	F= 1.0	F= 1.0

5.9 Honor Rolls

Richland County High School will recognize students who have the following GPA's

4.75 - 5.0= High Honors 4.25 - 4.74= Honors 4.0 - 4.24= Honorable Mention

- ➢ No incomplete grades and no grades below a C.

5.10 Richland County Honor Society

Any student who has a 4.75 GPA or higher at the end of third term, senior year, and who also has no Level III Acts of Misconduct will qualify for membership in the Richland County Honor Society. Membership will continue through 4th term provided he/she continues the 4.75 GPA, has no grades below a C, and has no Level III Acts of Misconduct. Medals and honor cords will be awarded for graduation. Please see Student Services for more information. The following criteria will be used for Student Honor Recognition:

- ➢ Summa Cum Laude - a grade point average of 5.0 or higher (includes weighted courses), and the student has successfully completed 4 or more of the capstone experiences.
- ➢ Magna Cum Laude - a grade point average of 4.75 or above (includes weighted courses), and the student has successfully completed 3 of the capstone experiences.
- ➢ Cum Laude - a grade point average of 4.75 or above (includes weighted courses), and the student has successfully completed 2 of the capstone experiences

5.11 Dual Credit Courses

Students enrolled in a dual credit course are required to have at least a 90% attendance rate in order to receive dual credit. Students who do not meet this criteria will require administrative approval in order to receive the dual credit. Students who take a dual credit course will be assessed a course fee for each course in which they are enrolled. Students who are unable to pay the course fee are encouraged to contact Student Services office prior to the start of class. Students may be removed from dual credit courses for disciplinary issues or failure to meet academic and attendance requirements set by administration.
High School Credit for Non-District Experiences, Course Substitutions, Re-Entering Students requires administrative approval and must adhere to RCCU#1 Board Policy 6.310.

5.12 Registration-Transfer-Withdrawal from School

Students new to the school district will not be allowed to register and enroll unless they are accompanied by a parent or legal guardian. Specific records which will be needed prior to enrollment are:

- ➢ Birth certificate - Presentation of the original or a certified copy of your child's birth record.
- ➢ Academic records and Special Education Records
- ➢ Health records — (Evaluated by school nurse and following ISBE & IDPH rules and regulations)
    - ○ Immunizations. Presentation of a written record of all shots and immunizations given, showing month and year.
    - ○ Physical examination. Presentation of copy of a recent physical exam for school records file.
- ➢ Residency - Parents/guardian must be a legal resident of this school district.
- ➢ Legal guardianship assignment papers, if applicable.
- ➢ Copy of adoption document, if applicable.
- ➢ Copy of legal name change documents where applicable. (Adoption—name change, marriage)

Students transferring out of this school district to another one are required to have parents/guardians come and sign a release form. Students must also follow a prescribed checkout procedure. Failure to complete either or both of these steps will result in problems in transferring records until compliance with the above is completed.

Withdrawal From School: State attendance laws prohibit indiscriminate school leaving. Any and all requests concerning withdrawal must be reviewed by the high school administration. Each case will be considered individually and on its own merits as supported by law.

1. Obtain approval of the high school administration.
2. Withdrawal form from Student Services.
3. Acquire the proper signatures as noted on withdrawal form.
4. Return all textbooks/library books and chromebooks, pay money owed to the cafeteria, clubs, class, and return any uniforms (athletic, JROTC, Band, etc.)
5. Return completed form to Student Services.

5.13 Withdrawal from Courses

All changes must start with a visit to the Student Services office. Schedule changes/withdrawals are discouraged and require the approval of Student Services, course instructors and the Principal. In any case, a parent conference may be required. Class loads will determine **if** a schedule request can be made. Students must understand that ***not all*** requests to change their schedule will be made.

5.14 The First Few Days

The first few days of school are critical to setting a successful tone for the school year. The following is an outline of important matters having to do with procedures on the first few days of school.

- The daily schedule of the school - Know the bell schedule and your schedule.
- Your individual program - Bring a printed copy of your schedule or refer to it on Skyward.
- Know the location of your rooms, according to your daily schedule.
- Textbooks - All textbooks must be rented from the school. Students are required to pay for lost and/or damaged books, workbooks, and Chromebooks.
- Location of your locker - Learn your locker combination and keep the combination to yourself. You are not authorized to use another student's locker or switch lockers.
- Be punctual and regular in attendance to every class
- A weekly bulletin is e-mailed to teachers, as well as posted on Facebook and Schoology every Monday morning and should be read during OTA. Important announcements are made at the beginning of OTA over the loud speaker. The same announcements and more can be viewed on the Schoology calendar, OTN TVs, Facebook, and the RCHS website. This is your personal responsibility. Non-school related announcements will not be included in this bulletin.

5.15 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the schools' ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

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

5.16 Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course. State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District. A student who is eligible for special education may be excused from physical education courses in either of the following situations:

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

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP). A student in grades 9-12, unless otherwise stated, may submit a written request to the Principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students. Students in grades 7 and 8 may submit a written request to the Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Principal will evaluate requests on a case-by-case basis. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate. Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule;
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

SECTION 6 - HEALTH, SAFETY, & EMERGENCY INFORMATION

6.1 Emergency Information

It is important that each student's emergency contact information be kept up to date on Skyward. This information provides direction in dealing with student emergencies. Parents are requested to assume the responsibility of providing the most current information at all times. In case of *injury or illness* a student **will not** be released from school without prior contact with a parent/guardian/responsible individual.

6.2 Pandemic Operations

This section of the handbook is meant to apply generally to any pandemic or other health emergency and may be supplemented with other relevant and timely information that could be given throughout the emergency.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. RCCU#1 and more specifically, RCHS, play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that will impact your child. Please be assured that even if school is not physically in session, it is the goal of the school to provide your child with the best educational opportunities possible.

Additionally, please note the following:

- All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
- Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning may be considered truant.
- All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the extent that discipline would be imposed for disruption of the traditional classroom.
- Students and parents will be required to observe all public health and safety measures implemented by the school and school district in conjunction with state and local requirements.
- During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to every student.
- School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- Students who have a compromised immune system, live with an individual who has a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
- During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
- In accordance with school district or mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
- Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- Please do not hesitate to contact RCHS or district officials if you have any concerns regarding our child's education, health, or safety.

6.3 Procedures for School Emergencies (Tornado, Fire, Earthquake, Intruder)

Richland County High School conducts emergency drills throughout each school year. Each year there will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

IN THE EVENT OF AN EMERGENCY:

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission. Please keep your child's emergency contact information in Skyward up-to-date.
- All parents, or designated parties, who come for students must have them signed out at the office or at the temporary Student Release Station. Signs will be posted at the main building entrance if an alternate location is required.
- If you are not able to reach the school, we will care for your child here. We have a number of people with first-aid certificates, and will be in communication with various local emergency services. We do ask for your help in the following areas:
    - Please do not call the school — we must have the lines open for emergency calls.
    - Following an emergency, do not immediately drive to the school — streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
    - Do turn your radio to ***WVLN 740 AM - WSEI 92.9***. Information and directions will be given over the radio or through a district communication platform.

EMERGENCY PROCEDURES

- If an emergency situation arises, one or more of the following will be announced:
    - Fire, Bomb Threat, Earthquake
        - Evacuate the building if there is an alarm. If no alarm, wait for instructions given from the Administrator on PA
    - Severe Weather/Tornado
        - Teachers are to remain with their classes and await instructions.
    - Lockdown Community
        - Danger exists in the community. Exterior doors are locked and monitored.
        - Students may move from class to class but students are not allowed to leave the building.
    - Lockdown Controlled
        - Students are not allowed to leave the classroom and should ignore all bells. If the class is outside, wait there for further instruction.
        - ALICE protocols are to be followed.
    - Lockdown Severe
        - *This command is only used when there is a gunman in the school, shots are fired, and/or there is a hostage situation in the school.*

- Close and lock the classroom door.
- Teachers and students should follow ALICE Procedures (Evacuate, Counter, Lockdown, and/or wait for further instructions if possible)

6.4 Pest Management

It is the policy of this school district to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. State law requires public schools to practice IPM. It is the policy of this school district to control pests in the school environment. Pests can pose hazards to human health, damage property, and disrupt learning.It is the policy of this school district to reduce potential exposure to pesticides in the school environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM. Regularly scheduled applications of pesticides are not permitted under the IPM policy.

The Integrated Pest Management (IPM) program at this school will include the following:

- Regular monitoring to identify pest problems
- Preference for the use of non-chemical control methods to address pest problems
- When necessary, the use of least-hazardous chemical controls after non-chemical control methods have been applied
- Preventive actions to reduce future pest problems

IPM Coordinator

An appropriate staff member will be designated as the IPM Coordinator. This person will be responsible for overseeing pest control for the district.

Notification

If a pesticide application is deemed to be necessary by the IPM Coordinator, parents and staff will be notified in writing two business days prior to the pesticide application.

Contractor

Any contractor hired by the school district to provide pest control or other services must comply with the district's IPM and notification policy.

6.5 Student Insurance

The school district does not provide individual policies of health insurance or accident insurance for injuries incurred by your child at school. However, as a service to students and their families, the district does make available an optional student accident insurance plan at a very nominal cost. The district offers this program because of trends in rising family health insurance costs, increased deductibles, co-payments, or lack of health insurance coverage. This plan will provide benefits for medical expenses incurred because of an accident. If you have other insurance, benefits can be applied to your deductible or co-pays. If you have no other insurance, this will become your primary accident plan. Please visit the district website for additional information.

6.6 Medication Policy

The purpose of this medication policy is to comply with the recommended guidelines for medication administration in schools by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses. A written order for prescription and non-prescription medications from the child's licensed prescriber and a written request from the parent/guardian requesting the medication be given during school hours must be on file at the school. Only those medications that are necessary to maintain the child in school and must be given during school hours shall be administered. The form for the written order must be obtained from the child's school. It must be completed and signed by the child's licensed prescriber. The parent/guardian must complete and sign the parent/guardian section of this form. Any changes in medication orders must have written authorization from the licensed prescriber. The written medication orders must be renewed annually for long-term medications. In order to provide the best health care to your child it may be necessary for the school nurse to consult with the prescribing physician regarding the child's medication and physical condition. To allow the school nurse and the prescribing physician to exchange information regarding the medication/treatment plan, an Authorization for Release of Information form must be signed by the parent or guardian. It is the parent/guardian's responsibility to assure that the completed Student Medication Authorization Form, the Release of Information form, and the medication(s) are brought to the school.

Prescription medications must be brought to school in a container appropriately labeled by the pharmacy or physician. Non-prescription medications ordered by the physician shall be brought with the manufacturer's original label and the child's name affixed to the container. The medication will be stored in a locked drawer or cabinet in an appropriate school office. Medications requiring refrigeration shall be stored in a secure refrigerated area.

The school nurse shall administer the medication. In the absence of the school nurse, the school administrator, or his/her school designee may supervise self-administration of medication or request the parent/guardian come to the school to administer the medication. When medication is administered at the school the school nurse or the school administrator or his/her school designee shall document it on the medication sheet.

In order to comply with the Illinois School Code Public Act 92-0402 students with asthma are allowed to carry and self-administer life saving asthma medications while at school and at school functions. In order to ensure safe self-administration and handling of the medications an Asthma Policy Statement for Self-Administration of Asthma Medications has been developed in accordance with recommendations from the Illinois State Board of Education in compliance with the Illinois School Code Public Act 92-0402. To obtain a copy of the school's medication and/or asthma policy contact your child's school nurse.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year the nurse will dispose of the medication in the presence of a witness.

A student medication authorization form can be picked up and completed at the high school office. If you have any questions or concerns please contact the high school nurse.

6.7 Vision Screening

The Illinois Department of Public Health mandates vision screening in Illinois at the following grades or populations: preschool, kindergarten, second, eighth, special education, teacher referrals, and transfer students. If your child falls within the mandated grades or populations, he/she will be screened sometime during the school year. If you have questions or concerns regarding vision screening, please contact your child's school nurse.

6.8 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:

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- 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 school nurse.

6.9 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 school nurse at (618) 393-2191.

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 support 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 may be able to appropriately meet a student's needs through other means.

Illinois School Code 105 ILSC 5/22-30 authorizes students with severe allergies to possess and self-administer prescribed epinephrine.

6.10 Head Lice

The school will observe the following procedures regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.
- 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 and the child is determined to be cleared for school. Infested children are prohibited from riding the bus to school to be checked for head lice.

6.11 Communicable Disease

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

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

6.12 Required Health Examinations & Immunizations

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

- Entering the ninth grades; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in 12th grade. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by the time the student registers for the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination

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

Dental Examination

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

Exemptions
Parents/guardians who object for religious reasons to their child being immunized must submit a certificate of Religious Exemption form. The form must be signed by a Health Care Provider.

SECTION 7 - STUDENT CONDUCT & DISCIPLINE

7.1 Discipline Philosophy

One of the most important lessons education should teach is self discipline. While it does not appear as a subject at Richland County High School, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and consideration for other people.

7.2 The School & Law

Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe, but also will result in the school taking any disciplinary steps deemed necessary and/or appropriate. The Illinois School Law Code and the RCHS Student Handbook policies, rules, regulations, etc., will be in effect 24 hours a day, 7 days a week, and 12 months a year.

Richland County High School jurisdiction for student conduct includes all of the following:

- On, or within sight of school grounds before, during, or after school hours or at any time a school group is using the school.
- Off school grounds at a school-sponsored activity, or event, or any activity that bears a reasonable relationship to school.
- Traveling to or from school or a school activity, function, or event.
- Anywhere, if the conduct may be reasonably considered a threat or an attempted intimidation of a school staff member, or an interference with school purposes or an educational function.

7.3 Classroom Discipline

Students are to conduct themselves in the classroom in a manner which is conducive to a good learning environment. Disruptive behavior is an encroachment on the rights of other students to realize maximum benefits from the class, and will not be accepted. Students have the responsibility of observing the rules set by the teacher. Problems of discipline which cannot be resolved by teacher and student will be referred to the Assistant Principal's office. The student will be disciplined depending upon the nature of the problem. Teachers will attempt to solve disciplinary problems within their own classrooms by assigning detention or other forms of disciplinary action which might be appropriate. If a student refuses to cooperate or does not comply, parental contact will be made prior to the student's referral to the high school administration for further action.

7.4 Disciplinary Procedures and Penalties

The administrator initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parent/guardian about the misconduct and subsequent disciplinary actions to be taken. The purpose of the described penalties in this section is to alter further undesirable behavior. Any student of Richland County High School, whether at school, on the way to/from school, or involved in a school activity shall conduct himself/herself in such a manner as not to to be detrimental to the welfare of the school or any of the students or district personnel. Students wishing to avoid the types of penalties described in this section should conduct themselves in such a manner as to assure they are not subject to disciplinary actions. Students who have disciplinary consequences still remaining at the end of the school year will be required to make up the allotted time before being allowed to register for the next school year. It is the student's responsibility to contact the administration to schedule the time to make up the disciplinary consequences.

- <u>DETENTION</u> (Lunch & After School)
  - Students assigned detention should be made aware of the procedure and consequences of failure to comply.
  - Student must arrive by 3:05 P.M. or will not be permitted to enter. The detention period is from 3:05 to 3:35 P.M. (2:05 - 2:35 P.M. during early release schedule). Lunch Detention will be in the Lunch Detention room from 12:30 to 1:00 P.M. Detention times may vary and will be communicated by the Assistant Principal.
  - A grace period of one day is provided for the student to inform the parent/guardian and make necessary arrangements for transportation. Work, transportation problems, extra-curricular practices, etc. are not legitimate reasons for missing assigned detentions.
  - Student must have materials for study.
  - Students are responsible for notifying their parent or guardian that this penalty has been assigned and the parent/guardian is responsible for the student's transportation after the detention. (*Board of Education Policy*)
  - If there are any circumstances preventing a student from serving detention as assigned, this must be approved by the high school office. This is the responsibility of the student or the student's parent/guardian.
  - Students who do not attend a scheduled detention will be considered unexcused. A student considered unexcused from detention will be placed on social probation.
  - When a student accumulates two unexcused detentions, that student will then be assigned a 4-hour Saturday School in place of the detentions.
  - If a student repeatedly fails to serve assigned detentions and/or Saturday School, the student may be assigned In-School Suspension (ISS).

- <u>SOCIAL PROBATION</u>
  - Students may be placed on social probation for unserved disciplinary consequences, poor attendance, unpaid fees, or other misconduct as identified by administration. Students on social probation are not allowed on school property outside of the school day. This includes:

- Attending all school sponsored extracurricular activities including both athletic and non-athletic events (examples include: IHSA sports, dances, plays, concerts, etc.)
- Participation/competing in all school sponsored extra-curricular activities including both athletic and non-athletic events (examples include: dances, clubs, organizational events, class officer meetings, IHSA sports, graduation ceremony, etc.)

➢ SATURDAY SCHOOL
- Saturday School is an in-school suspension period from 8:00 AM until 12:00 PM (noon). Students may be assigned anywhere from one (1) to four (4) hours of Saturday school depending on the nature of the discipline incident.
- The amount of time assigned shall be at the discretion of the administrator. The following procedures will be in place for Saturday School:
  - The doors are open at 7:50 AM and the students must be in their proper location before 8:00 AM.
  - The student must bring books, school supplies, homework, and educational materials. Students will not be permitted to go to their locker.
  - Failure to attend assigned Saturday school the first time will result in the amount of time being doubled. Failure to attend Saturday school a second time will result in being placed on Social Probation and/or In-School Suspension. Absences from Saturday school will be for emergency reasons only such as a death in the family or a serious illness in the immediate family with parent/guardian verification required upon returning to school.

➢ IN SCHOOL SUSPENSION ROOM (ISS)
- The In-School Suspension Room (ISS) is designed to keep students in their instructional setting as opposed to out-of-school suspension, and yet impose a negative consequence to violations of school policy. Students may be assigned from one block to a full day or days because of inappropriate behavior and/or lack of academic progress.

➢ SUSPENSION
- Suspension is temporary removal from classes and school activities and can be for a period of time up to ten days. All suspensions are reviewed before the Board of Education. While suspended, a student may not participate in or attend any school activity or be present on school property. "Act of God" days count toward days of assigned suspension. Full credit will be given for work missed as long as it is completed and returned to the appropriate teacher on the first school day upon return from suspension. Work turned in late will be given less than full credit based on the teacher's late work policy. It is the responsibility of the student to gather work missed due to suspension. An administrator or designee shall meet with a student returning to school from 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 and include an opportunity for students who have been suspended to complete or make-up missed work for academic credit.
  - **Short Term Suspension (1-3 days)**
    - May be used if there is a threat to school safety or a disruption to other students' learning opportunities. School officials shall determine the meaning of the threat to school safety and disruption to other students' learning opportunities on a case by case basis. School officials will document in the suspension decision whether other interventions were attempted or whether it was determined that there were no appropriate and available interventions.
  - **Long Term Suspension (4-10 days)**
    - May be used if other behavioral and disciplinary interventions have been exhausted and/or if the student's continuing presence in school would either:
      - Pose a threat to the safety of other students, staff of the school community, or
      - Substantially disrupts, impedes, or interferes with the operation of the school
    - On a case by case basis, school officials should determine: (1) the availability and use of interventions; and (2) the meaning of threat or disruption. School officials will document whether interventions were attempted or whether there were no appropriate and available interventions. Students suspended (out of school) longer than 4 school days will be provided with appropriate and available support services, as determined by school officials.

➢ EXPULSION
- Expulsion is an exclusion from school attendance and school functions for up to two (2) years with loss of school credit. Expulsion also prohibits any personal appearance on a Richland County school campus except by an approved appointment for reasons of business.

7.5 General Student Conduct

Students are not to enter the building before 7:35 A.M. Students who find it absolutely necessary to arrive earlier due to riding to school with a parent/guardian must clear this early arrival with the high school office. They are required to stay in the commons when they arrive at school and remain there until the 7:40 A.M. bell rings. At 7:50 A.M. students will be admitted to the second floor. While moving throughout the building, students should speak in a conversational tone to maintain a minimum noise level. This will contribute to an environment which will permit both students and staff to work without being distracted. All students are expected to behave appropriately in the hall before school, during passing periods, and at lunch. Groups of students congregating in the halls at these times must not impede the flow of traffic. Students not willing to abide by proper hallway conduct may be restricted from certain areas of the building and subject to disciplinary action.

7.6 Student Identification

The failure of a student to give his/her name upon request of a staff member or substitute teacher is guilty of a Level II Act of Misconduct.

7.7 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students

who disrupt the educational process or compromise standards of health and safety must modify their appearance. Such items include:

- Clothing, jewelry, or other wearing apparel which is embellished with, suggests or promotes gang affiliation
- Sunglasses, hats, hoods, or unusual headgear of any kind during school hours
- Clothing, jewelry, and other wearing apparel that is embellished with, suggests, promotes or depicts alcohol, tobacco, drugs or profanity. This includes clothing that administration, faculty, or staff deems as having a "double meaning"
- Clothing or other wearing apparel which is sexually explicit, including but not limited to: tube tops/halter tops, spaghetti straps, clothing that shows the bare back and/or midriff, low cut shirts, shirts that have excessive rips/sleeves removed, and/or shorts and skirts that are revealing, and transparent/mesh clothing without adequate undergarments. Undergarments should not be visible.
- Coats, jackets, backpacks, and hats are not to be worn inside the school during the school day and shall be kept in students' lockers or not to be brought to school.
- Excessively ripped pants, trousers, shorts or jeans, and chains are prohibited due to safety concern; and no pants, trousers, shorts or jeans should be worn below the waistline for safety concerns.

Students should take into consideration classes where additional safety measures are required, such as industrial education, shops, laboratories, physical education, and art classes, and in general those classes where appropriate dress and grooming present an actual danger to the health or safety of the students or others present.

Students wearing apparel prohibited by this policy shall be asked to turn the garment inside out, take the garment off and exchange it for a permissible item, or shall be required to go home to change into something that is permissible pursuant to the terms of this policy. Students may also be subject to discipline for wearing items prohibited herein.

7.8 Acts of Misconduct Summary

The following is a very brief and certainly not inclusive listing of some of the offenses which are prohibited by the Richland County High School's code of conduct and the disciplinary actions and procedures used in dealing with those acts.

Level I Acts of Misconduct

- Littering
- Cheating
- Dishonesty
- Failure to carry out directions
- Tardiness
- Name Calling
- Running
- Pushing
- Yelling
- Other incidents of classroom disruption

Level II Acts of Misconduct

- Continuation of Level 1 Acts
- Use &/or possession of tobacco/nicotine products on campus
- Forgery
- Disrespect
- Insubordination
- Verbal/physical abuse
- Damage to school property
- Possession of pornography
- Refusal to provide identification
- Failure to dress properly
- Failure to carry out corrective measures
- Harassment or intimidation of another student
- Obscene/profane language
- Fighting
- Truancy
- Gambling
- Racist remarks
- Name calling
- Theft
- Violation of closed campus
- Unacceptable use of equipment/internet
- Other acts that disrupt the learning environment

Level III Acts of Misconduct

- Continuation of Level 2 Acts
- Use &/or possession of tobacco/nicotine products on campus (repeated offense)
- Possession or under the influence of alcohol
- Possession, use, and/or distribution of controlled substances and/or paraphernalia
- Vandalism
- Extortion
- Gang Activity
- Possession and/or sale of stolen property
- Repeated truancy
- Possession or use of weapons
- Threats to persons or property
- Setting false fire alarms, reporting false bomb threats, or making a false 911 call.
- Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.

Disciplinary Options for Teachers

- Verbal reprimands
- Behavior contracts
- Counseling
- Withdrawal of privilege
- Conference with guardian
- Conference with administration
- Formal apology

Disciplinary Options

- Conference with student &/or guardian
- Loss of privileges
- Detention
- ISS
- Saturday School
- Referral to additional support services
- Financial Restitution
- Adjudication with State's Attorney
- Community Service work at RCHS
- Out of School Suspension
- Formal apology

Disciplinary Options

- Formal Apology (In writing)
- Temporary removal from class
- Financial restitution
- ISS
- Saturday School
- Out of School Suspension
- Referral to alternative education programs
- Referral to law enforcement
- Board action with results in appropriate placement
- Expulsion

7.9 Lunch Period

All Richland County High School Freshmen must eat at school unless a parent or guardian comes into the office and signs the student out. All freshmen will be assigned to the cafeteria/commons and attendance will be taken daily. Lunchroom expectations include:

- Students are responsible for making sure their trash and any leftover food is disposed of properly.
- Students should speak in a conversational tone while in the cafeteria.
- Students are expected to comply with cafeteria supervisors/staff.
- Freshmen who do not eat a cafeteria-provided lunch will be required to enter their ID number before dismissal from the cafeteria.

Failure to follow the above guidelines can result in disciplinary action being taken. Violation of Closed Campus is a Level II Act of Misconduct and subject to disciplinary action.

Sophomores, Juniors, and Seniors have open campus lunch. When leaving the school and traveling to lunch, students should drive and act in a safe manner.

At 1:00 PM a bell will ring signaling the beginning of the passing period for 4th block class. Students may re-enter the building at this time and students who are on closed campus may move out of the cafeteria/commons. Students are not allowed to bring outside food or drink into the building before or during the school day.

7.10 One Tiger Academy & One Tiger Extension

One Tiger Academy (OTA) and One Tiger Extension (OTE) are 2 periods built into the schedule to allow students to build their academics (OTA) and time for students to experience high school through enrichment of clubs and other extra-curricular and intra-curricular activities (OTE). OTA is between 1st and 2nd block and OTE is at the end of the day after 4th block. Every Monday of OTA, teachers will do grade checks with students. Tuesday, Wednesday, and Thursday will be IXL work and guided study. Friday is strictly guided study. Minimal hallway traffic should occur during OTA. Club meetings will occur during OTE on Tuesdays and Thursdays. Students may sign up for a different OTE each term. In the event a student needs to visit student services, attend a meeting, see a teacher, or another visit, students will always report to their assigned OTA & OTE class first then sign out with the teacher to be accounted for attendance purposes.

7.11 Cell Phones/Electronic Devices

Richland County High School realizes its responsibility to lead the way in the technological world we live in today. We also feel the responsibility to teach and promote the proper use of this technology in the school setting. As a result, devices such as cell phones/electronic devices may be carried and used in the building before school, during passing periods, at lunch, and after school. These devices should not be used and preferably out of sight in the classroom and during class time. Violation of this policy will result in the following consequences:

- 1st Offense - Cell phone/electronic device will be confiscated and turned into the office and the student is subject to disciplinary action.
- 2nd Offense and Any Subsequent Offenses - Cell phone/electronic device will be confiscated and turned into the office and student will be subject to disciplinary action in an increasing manner.

Teachers may require students to place cell phones and other electronic devices in an assigned location during class time.

Refusal of a student to give his/her cell phone/electronic device to a staff member will be considered a Level II Act of Misconduct and will result in the following:

- 1st Offense – Student will be required, during class time, to leave the phone in the high school office for a set number of days.
- 2nd Offense – Parent/Guardian may be required to pick up cell phone or electronic device. Other Level II consequences will apply.

Use of the cell phone to take/send inappropriate messages, pictures, or video before, during, or after school on school property or at school functions will be considered a Level II Act of Misconduct. In addition, sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting" is prohibited. This conduct specifically includes, without limitation, creating, 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 phone.

7.12 Possession and/or Use of Tobacco/Nicotine Products on Campus

The *Board of Education* and the Administration would like to discourage students from the use of tobacco products because of the apparent hazardous effect upon the health of the individual. To eliminate the element of danger, **student use, possession, distribution, purchase, or selling of tobacco products or nicotine materials is prohibited on the high school campus which includes the entire blacktop area (student parking) or private property adjacent to school premises**. This includes possession or use of electronic cigarettes or e-cigarettes/vapor pens. Students violating the use or possession of tobacco products regulation will be subject to the following:

- 1st Offense - Level II Act of Misconduct
- 2nd Offense - Level III Act of Misconduct with Possible Alternative Placement
- 3rd Offense - Level III Act of Misconduct with Possible Referral to the Board of Education

Richland County High School will also enforce the City of Olney *Ordinance No. 97-12* and Richland County Ordinance 2019-01-10 regarding use and/or possession of tobacco products (This includes e-cigarettes/vapor pens). The section states: *Section 132.05 Use or Possession by Minors of Cigarettes or Tobacco Products*

No minor under the age of eighteen (18) years shall use or knowingly possess cigarettes or other tobacco products in any form at any time within the city limits of the City of Olney. *Section 132.06 Penalty* Any person who violates this Ordinance shall, upon conviction, be fined not less than $ 50.00 or more than $ 500.00. Students in violation of the City or County Ordinance will be turned over to the Olney Police Department or Richland County Sheriff's Department for prosecution. Students in violation of our school rules will be subject to the high school discipline policy.

7.13 Drugs and Alcohol

The use of prohibited drugs or alcoholic beverages will not be permitted. Any student apprehended using, selling, distributing, or having in possession any prohibited drugs or alcoholic beverages will be suspended from school and **will be referred to the *Board of Education* for possible expulsion.** Students using drugs or alcoholic beverages at any school activity or prior to that activity, and then coming to that activity, are subject to dismissal from school.

- 1st Offense - Level III Act of Misconduct

Students using or possessing drugs or alcohol will be subject to the following:

- **1st Offense** – A ten (10) day suspension with recommendation to the Board of Education for expulsion. The recommendation will be for a full year expulsion and any days remaining in the semester in which the student would return to school.

Disciplinary action taken for a Drug/Alcohol offense will be for the student's entire four years or as long as they are enrolled at Richland County High School. The sale and/or distribution of drugs will result in a ten (10) day suspension and recommendation to the *Board of Education* for expulsion. Students are not exempt from Federal, State or Local Laws. Therefore, consistent with existing laws governing the sale or delivery, possession or use of prohibited drugs (alcohol, marijuana, etc.), "look-alikes", prescription drugs, inhalants, anabolic steroids, or drug paraphernalia, any student suspected of being in violation of these laws will be immediately reported to the appropriate law enforcement official for possible investigation and action. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, and hashish) unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- "Look alike drugs" are a substance not containing an illegal drug or controlled substance, but one that a student believes to be, or represents to be, an illegal drug or controlled substance.
- Any prescription drug or over-the-counter medication when not prescribed for the student by a licensed prescriber or when used in a manner inconsistent with the prescription, the licensed prescriber's instructions, or the printed directions on the medication. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- 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.
- Any anabolic steroid not administered under a physician's care and supervision.
- Any substance inhaled/smoked (e-cigarettes, vapes, vape pens, or other vaping related products), 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.

A student may be asked to submit to a Breathalyzer, Alco Screen, or Passive Alcohol Sensor when school officials have a reasonable suspicion the student is under the influence of alcohol and/or other drugs. The administration of any tests/screens will be done in the presence of a minimum of one (1) certified staff member and one (1) other adult.

7.14 Aggressive Behavior & Fighting

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted. Aggressive behavior is defined as:

- Any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behaviors are:

- Physical (hitting, kicking, grabbing, spitting, etc.)
- Verbal (name calling, racist remarks, etc.)
- Indirect (spreading rumors, wearing or possessing items depicting or implying hatred of prejudice, etc.)

Students who are victims of aggressive behavior, as stated in this policy, at any time by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building Administrator. When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted. In addition, if administration deems that an imminent threat has been made by a student, an assessment at parent/guardian's expense by an agency outside of the school may be required before the student returns to school.

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

- On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students involved in physical abuse and/or fighting in the building or on school property will be subject to disciplinary action. School administrators will consider the seriousness of the act before determining proper punishment for each offense. If the cause of the conflict cannot be determined, nor the one(s) responsible identified, then all concerned will be subject to the following procedure:

- **First Offense**
  - Students will be removed from the classroom and may be suspended at the school administration's discretion. If parents/guardian cannot be notified, the student(s) will remain isolated from the student body for the remainder of the school day.
  - Student(s) will not be allowed back in school until the parent/guardian has contacted school authorities to discuss this situation.
- **Second Offense**
  - Student(s) will be suspended at the school administration's discretion. Depending on the nature of the incident, the student may also be referred to an alternative placement.
  - Student(s) will not return to school until parent/guardian attend a conference involving the school counselor, teachers, and school administration.
  - Parent/guardian, student, and school administrator may be required to attend an unofficial adjudication hearing arranged by the state's attorney's office.
- **Third Offense**
  - Parent/guardian, student, and school administrator may be required to attend an unofficial adjudication hearing arranged by the state's attorney's office. Student will be suspended up to ten (10) days with possible recommendation to the Board of Education that the student be expelled for the

balance of the school year

7.15 Weapons

A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one (1) year, except that the expulsion period may be modified by the Board of Education on a case by case basis. The Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. For the purpose of this Section, the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, chains, or billy clubs, or (3) "look alikes" of any weapon as defined in this Section. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in a manner consistent with the *Federal Individual with Disabilities Education Act*. A student who is subject to suspension or expulsion as provided in this Section may be eligible for transfer to an alternative school program in accordance with *Article 13A* of the *School Code*. The provisions of the subsection (d) apply in all school districts, including special charter districts and districts organized under *Article 34*.

7.16 Gang Activities

Public school fraternities, sororities, secret societies and gangs are prohibited. For purposes of the policy, a public school fraternity, sorority, secret society or gang means any organization composed wholly or in part of public school pupils which seeks to advance itself by taking in additional members from the pupils enrolled on the basis of the decision of its membership, rather the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization. Any public school fraternity, sorority, secret society or gang is detrimental to the best interests of Richland County High School. It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school fraternity, sorority, secret society or gang. Gross disobedience or misconduct shall include wearing or displaying at school, or any school-related activity, clothing, badges, adornment, or other insignia (including physical gestures) intended to display membership or solicitation of membership in any public school fraternity, sorority, secret society or gang.

7.17 Preventing Bullying, Intimidation, Teen Dating Violence, & Sexual Harassment

Bullying, intimidation, teen dating violence, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, national origin, immigration status, military status, unfavorable discharge status from military service, 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:

- During any school sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 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 school.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or web blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator, or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator, or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, pinching,

patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event that the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

7.18 Student Relationships

Socializing in high school should not include intimate expressions of physical attraction. This is considered inappropriate conduct. Holding hands will be considered the allowable limit. Students involved in physical actions beyond this limit will be referred for counseling, and parent/guardian contact will be initiated.

7.19 Social Functions

All guests for social activities including dances, must be approved by the administration. Middle school students or any high school dropout will not be approved. RCHS students must be full time students taking a full schedule of courses on campus or OCC dual credit. All non-RCHS high school students coming as a guest of an RCHS student will be required to fill out a form and have their Principal/other designated school official sign it. Students bringing non-RCHS students must submit their guest form to the high school office at least one (1) week in advance. Guest forms for prom must be submitted at least two (2) weeks in advance. Guests who have already graduated from high school will be required to fill out a form with college/employer contact information. Failure to follow this process will result in non-admittance of the guest. Guests are subject to the same rules as students. Anyone bringing a guest is responsible for his/her behavior. If a student is absent from school the day of a social event or has *3 or more* missed periods the student will not be permitted to enter without prior Administration approval. Additionally, students who are considered "chronic or habitual truant" as defined by Section 2.8 of this handbook and students that are failing more than one course will not be permitted or approved to participate. Students who have more than 4 discipline referrals in the term for which the event is held or have any Level III Acts of Misconduct will not be permitted to participate. Additional behavioral expectations may be implemented by the Principal. Students may also be placed on social probation in accordance with Section 7.4 of this handbook.

7.20 Leaving the Building

Students leaving the building, except during their lunch hour, are required to sign out in the office. This includes doctor and dental appointments, going home because of illness, or needing something out of your car. Violations will result in disciplinary action. The high school campus is closed except during lunch period. Leaving campus for lunch is a privilege. Returning to class on time is *your* responsibility. Violation of the closed campus will result in disciplinary action. Students are not to leave the building or premises at any event. (Athletic contests, dances, etc.) Readmittance will not be allowed.

7.21 Use of Pass Slips

Students desiring to leave a classroom for a valid reason must secure a pass slip from the teacher. Students wishing to have a conference with a teacher must set up a conference with that teacher in advance. Students who have valid reasons to leave the building during school hours must obtain a pass slip from the high school office, present it to the teacher in charge when desiring to leave the classroom, and sign out in the office when leaving. To receive this pass slip, the student must present a written request from parents or guardian. A doctor's appointment card will suffice in lieu of a note from parents/guardian. Whenever possible, students are to return their pass slips to the teacher from whose area they departed.Misuse or forgery of pass slips will result in the student receiving disciplinary action.

7.22 Academic Dishonesty

Richland County High School students are expected to assure the originality of their academic work. Examples of academic dishonesty include but are not limited to cheating, fabrication, plagiarism, or bribing or threatening another student to do his/her work. Any student found guilty of academic dishonesty will receive a grade of zero (0) on that assignment, quiz, exam, paper, project, etc. The teacher will contact the parent/guardian and make them aware of the situation. Students may also be subject to disciplinary action, which may include, but is not limited to:

- ➢ Disciplinary consequences as outlined in the teacher's Classroom Management Plan.
- ➢ Referral to the high school administration for disciplinary action.
- ➢ Suspension from school/ISS.
- ➢ Student may receive a grade of **F** with an alternative placement.

7.23 Damage to Property

Students who damage school or student's personal property, unless by accident, will be required to pay for damage done, which includes replacement and/or repair if possible. Students should report any damage inflicted by themselves to the office immediately. Whenever possible, students will be required to assist in the repair of the property.

7.24 Use of Profane Language-Pornography-Obsenity

The use of profane or vulgar language in verbal or written form or in drawings including obscene pictures will not be tolerated. In general, these are considered to be Level II Acts of Misconduct. The administration will make a final determination of disciplinary action and depending on severity could be Level III Act of Misconduct.

7.25 Skateboards, Bicycles, Scooters, & Rollerblades

Bicycles and scooters may be brought to school. Students should make arrangements to have the bicycle or scooter locked up in the bicycle racks during the period of time they are being stored. The school is not responsible for any damaged or stolen bicycles or scooters.

Skateboards and rollerblades or similar devices are not to be brought to school. They are not to be used on school premises, namely sidewalks and parking areas at

any time. If students bring these to school, they will be stored in the office until the end of the school day. If they are brought by the same student a second time, they will be returned only to the student's parent/guardian.

SECTION 8 - TECHNOLOGY/PUBLICATIONS POLICY

Please read this document carefully before signing. The signatures at the end of this document are legally binding and indicate that you have read this *Technology Acceptable Use Policy (TAUP)* and understand its significance. The failure of any user to follow the terms of the TAUP may result in the loss of privileges, disciplinary action, and/or appropriate legal action. All faculty and staff, and each student and his or her parent(s)/guardian(s) must sign the TAUP before being allowed to utilize the school's technology resources. The TAUP need only be submitted once while enrolled at Richland County Community Unit District #1.

It's a Guide to Acceptable Technology Usage

The TAUP is intended to be a usable guide to the proper use of technology in the district. It is not intended, nor can it be, a comprehensive guide. However, some specific examples are provided to illustrate acceptable use. In summary, students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law.

All District, Personal, Current and Future Technology Services and Equipment in the School

The TAUP will apply to both school equipment and personal technology equipment used in or on school property. This will include computers, notebook computers, personal data assistants (PDA), USB devices such as flash drives or external hard drives, memory cards, digital cameras, cellular telephones, cell cameras, MP3 players, and any wireless access devices. Any new technologies not mentioned by name in this document will also be covered by these policies.

Purpose

Richland County Community Unit District #1 supports the acceptable and beneficial use of technology, the Internet and other computer networks in the district's instructional program in order to facilitate teaching and learning consistent with the curriculum adopted by the board. In these contexts, the board recognizes the pedagogical benefits associated with technology applications related to interpersonal communications, access to information, research, collaboration, and the need to address varied instructional methods, learning styles, abilities, and developmental levels of students.

General Concepts

1. Students and staff are to treat all equipment with care and are to report instances of abuse or misuse as soon as the user becomes aware of the issue.
2. The school's equipment, computer network and access to the Internet are the property of the School District, and utilization of these resources is a privilege, not a right.
3. In furtherance of the purposes outlined, the district reserves the right to implement appropriate action that includes, but is not limited to, the following:
    a. Limitation or cancellation of these privileges
    b. Disciplinary action and/or legal action
    c. Routine inspection of the contents of any transmissions that utilize these resources within current legal parameters
    d. Log network use and to monitor file server space utilization by district users.
    e. Other restrictions or sanctions as necessary
4. The Building Principal, and/or his/her designee will make all decisions regarding whether or not a student user has violated the TAUP and may deny, revoke, or suspend access at any time.
5. The Superintendent and/or his/her designee will make all decisions regarding whether or not a staff member has violated the TAUP and may deny, revoke, or suspend access at any time.
6. The district shall not be responsible for any information that may be lost, damaged or unavailable when using technology resources or for any information that is retrieved via the Internet.
7. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Privacy and Access Guidelines

1. Network accounts will be used only by the authorized owner of the account for its authorized purpose.
2. Unless otherwise noted, all communications and information that are accessible via technology resources should be assumed to be private property of the District and shall not be disclosed to anyone without the written permission of the District or in accordance with current state and federal law.
3. Network users shall respect the privacy of other users on the system.

No Expectation of Privacy with Respect to School email or Technology Resource Usage

1. Electronic mail (e-mail) that is processed via the school's technology resources is not private. The District technology staff has access to all email, and they are authorized to periodically monitor Internet and school email usage.
2. Teachers, students, and staff possess no expectation of privacy with respect to their email or internet usage processed through the school network.
3. In addition to previously mentioned access, the District reserves the right to search otherwise private electronic records in those instances when they have reasonable suspicion that a violation of the law or school rules has occurred or where the safety of the school community is in question consistent with current legal precedents.

Expected Behaviors--Responsible Technology Use

1. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with District policy, accepted rules of technology etiquette, and Federal and State law.
2. The school community will help students to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
3. Any person who has knowledge of technology abuse or misuse has a responsibility to report it to the appropriate school personnel.
4. Any technology user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.
5. Technology users should never reveal personal addresses, telephone numbers or other identifying information to people they do not know.

Examples of Prohibited Behaviors

This TAUP prohibits the use of technology resources:

1. To facilitate activities that are illegal or contrary to school rules or policies.
2. For commercial or for-profit purposes.
3. For non-work or non-school related work.
4. For product advertisement or political lobbying.
5. For searching for, accessing, submitting, posting, publishing, downloading or displaying inappropriate materials by means of the Internet and/or e-mail, blogs, web pages and social sites. This would include discriminatory remarks, and offensive or inflammatory communication including inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. In addition, users may not search for, access, submit, post, publish download or display information by means of the Internet and/or email containing any of the following topics (unless the topic is an appropriate research assignment authorized by or conducted by a teacher):
    - Alcohol
    - Bomb making
    - Deviant social behavior
    - Gambling
    - Gangs
    - Human or animal mutilation
    - Illegal activity
    - Illegal drugs
    - Libelous or Slanderous material
    - Militants and/or Extremist Students or Groups
    - Pornography and/or Sexually Oriented material
    - Profanity
    - Racism
    - Satanic Themes and/or Cults
    - Violence or Weapons
6. To transmit material likely to be offensive or objectionable to recipients.
7. For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To intentionally obtain or modify files, passwords, and data belonging to other users.
9. To impersonate or represent another user. This includes the use of pseudonyms.
10. To load or use unauthorized games, programs, files, or other media.
11. To disrupt the work of other users.
12. To destroy, modify or abuse hardware and software.
13. To quote personal communications in a public forum without the original author's prior consent.
14. To waste resources, such as disk space or printer supplies.
15. To gain unauthorized access to resources or entities.
16. To use technology resources while access privileges are suspended or revoked.
17. To attempt to bypass technology resource security, filters, and firewalls including the use of a proxy server.
18. Failing to exit the Internet, shut down, or log off a computer after being instructed to do so by school personnel.
19. To harass or stalk another person by means of the Internet or email.
20. Transmitting personal information to an Internet "stranger."
21. Posting or transmitting anonymous messages.
22. To post or transmit material created by another person without authorization.
23. 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.

This is not all-inclusive. Any other misuse of the Internet or the district's electronic network system or other electronic mediums, deemed inappropriate by school personnel, may result in disciplinary action and/or appropriate legal action.

Password Security

The system's security is protected through the use of passwords and monitoring software. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. In addition, the district employs security and monitoring software to track network usage, troubleshoot problems, monitor appropriate use of technology, and restrict Internet access when needed. In addition to these efforts, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to technology resources.
4. Any user who identifies a security issue on the Internet or Network must notify the Building Principal or System Administrator immediately. Users may not demonstrate the problem to other users.
5. Attempts to log on to technology resources as a system administrator will result in cancellation of user privileges.

Possible Consequences for Inappropriate Use

1. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.
2. Illegal use of technology resources; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. General rules and policies for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
4. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other

networks. This includes but is not limited to the uploading or creation of computer viruses.

5. In the event that any user vandalizes any district computer hardware or software, he/she or the legal parent/guardian, if the user is a minor, will be responsible to pay all repair and/or replacement costs. By signing this agreement, the user and/or parent/guardian expressly agrees to be responsible for payment of costs incurred.
6. Any user, who damages, destroys, or copies another person's data will be referred for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student's data will be treated as cheating.
7. Any user who tampers with or attempts to gain access to computer data to which he/she has no security authorization is in violation of district policy. It will be considered equivalent to tampering with a teacher's written records or attempted to gain access to confidential student information.
8. Any student who loses his/her computer use privileges due to a violation of this policy will have their academic program modified in order to accommodate their restricted technology usage.
9. The user expressly 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 this TAUP.

Student Acknowledgement (*Required for Students in Grades 3-12)*

I have read, understand and agree to abide by the rules set forth in the above *Technology Acceptable Use Policy.* I further understand that should I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken. I understand that access to technology is for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to fully restrict access to all controversial and inappropriate materials and maintain a beneficial learning tool. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by technology resources.

Student Printed Name	Student Signature	Date

Parents

I have read, understand and agree to abide by the rules set forth in the above *Technology Acceptable Use Policy.* I have discussed the terms of the agreement with my son/daughter. I understand that access to technology is for educational purposes, and that the District has taken all reasonable precautions to block access to inappropriate materials from school websites. However, I also recognize it is impossible for the District to fully restrict access to all controversial and inappropriate materials and maintain a beneficial learning tool. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by technology resources. I further accept full responsibility for the supervision of my child's technology use outside the school setting. I have discussed the terms of this *Technology Acceptable Use Policy* with my child, and I hereby request that my child be allowed access to the district's technology resources.

Parent/Guardian Printed Name	Parent/Guardian Printed Name	
Parent/Guardian Signature		Date

Faculty and Staff

I understand and will abide by the above *Technology Acceptable Use Policy.* I further understand that should I commit a violation, my access privileges may be suspended, revoked, and/or school disciplinary action and/or appropriate legal action may be taken. In consideration for using the district's technology resources including access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of technology resources.

Faculty/Staff Printed Name	Faculty/Staff Signature	Date

ADOPTED: April 16, 2009

SECTION 9 - SEARCH & SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include a School Resource Officer (SRO).

- ➢ <u>School Property and Equipment as well as Personal Effects Left There by Students</u>
  - 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 Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.
- School 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 content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- Questioning of students suspected of committing criminal activity before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Principal or designee will: (1) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (2) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (3) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.
- School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

➢ Lockers
- Each student is assigned an individual locker. Students must keep their lockers locked at all times. Lockers will be assigned to students alphabetically. This is the locker to be used during the school year. Any damages done to that locker will be assessed to the student. Students may not switch lockers. Any student who has switched lockers will be asked to move and may be subject to disciplinary action.
- Lockers may not be shared. Periodic checks will be done to insure compliance.
- ADHESIVE SIGNS, STICKERS, POSTERS, ETC., ARE NOT PERMITTED ON THE OUTSIDE OF LOCKER SURFACES. The Principal may grant permission for certain occasions.
- Lockers are school property and are provided to students for their convenience. However, students shall be informed in writing and/or orally from time to time that they may not expect privacy in student lockers. The administration may from time to time, as it deems necessary, open lockers in a general administrative search of all lockers in order to seek missing library books and other school materials, and also for the presence of other items not reasonable or prudent for storing in student lockers.
- In addition to the foregoing, when there is reasonable suspicion that a student locker contains illegal or improper items, and that a search will expose evidence that a student has violated or is violating either the law or school rules, the administration may open such locker and seize any such items found
- ADMINISTRATION HAS ACCESS TO LOCKERS AT ANY TIME.

SECTION 10 - EXTRA & CO-CURRICULAR, CLUBS, & ATHLETICS

10.1 Athletic Eligibility

An athlete shall be doing passing work in at least three (3) of the four (4) classes being taken per week.

10.2 Athletic Code of Conduct

At no time, including times of the year (including summer months) when a student is not participating in athletics, is a student allowed to use or be in possession of any form of alcoholic beverage, tobacco, e-cigarette/vapor pen, or drug not prescribed by a physician licensed by the State of Illinois for his or her own use. The school athletic year for all student athletes begins with the first day of practice for a fall sport as authorized by the IHSA, and continues for the entire four (4) years, or as long as a student athlete is a member of an athletic team. The following penalty(ies) will be enforced for violation of these rules:

- **First Offense** - The student athlete shall be suspended for one contest in the following sports: football, girls' and boys' track. All other sports (including cheerleading and dance team) will be suspended for two contests.
- **Second Offense** - A student athlete found guilty of a second offense will be suspended for a full calendar year. Suspension can be reduced to six (6) months if the student completes a school approved counseling program to be paid for by the students parents/guardians.
- **Third Offense** - A student found guilty of a third offense will be removed from participation in all sports permanently at Richland County High School.

No student athlete may practice or participate in any sport on the days suspended from school for disciplinary reasons. Student athletes and parents should review all guidelines and procedures set forth in the RCHS Athletic Handbook.

10.3 Student Athlete Concussion 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.

10.4 Extra-Curricular Activities

Fall Activities	Winter Activities	Spring Activities
Cheerleading	Basketball (Boys' & Girls')	Baseball
Cross Country (Boys' & Girls')	Cheerleading	Soccer (Girls')
Football	Swimming	Softball
Golf (Boys' & Girls')	Wrestling	Tennis (Boys')
Soccer (Boys')		Track & Field (Boys' & Girls')
Tennis (Girls')		Bass Fishing Team
Volleyball (Girls')		

10.5 Co-Curricular Activities & Clubs

Art Club	Book Club	Drama Club
FBLA	Interact Club	Student Council
VAT Club	Pep Club	Fellowship of Christian Athletes
FFA	JROTC	Trap Shooting
Marching Band	Musical	Travel Club
Scholastic Bowl	T-Shirt	Olnean
Best Buddies		WYSE

10.6 Qualifications for Student Recognition (Including Class/Club Officers, Student Council, King/Queen Candidates)

Representatives of the student body to school-wide offices and recognitions must satisfy the following:

- ➢ Be of good academic standing.
- ➢ Be of good personal disciplinary conduct. (No excessive absences/tardiness/truancies or other serious rules/infractions as defined in this handbook).
- ➢ No repeated Level II Acts of Misconduct and/or any Level III Acts of Misconduct.

SECTION 11 - SPECIAL EDUCATION

11.1 Education of Students with Disabilities

Richland County High School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

11.2 Service Logs

For a child with an Individualized Education Program (IEP), the school District must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

11.3 Discipline of Students with Disabilities

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

11.4 Certificate of High School Completion

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

SECTION 12- STUDENTS RECORDS & PRIVACY

12.1 Student Privacy Protections

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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

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

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

Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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. Unless otherwise prohibited by law, 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, such as the following:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Principal. A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

12.2 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:

- 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 Principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the 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 may charge $.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.
- 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.
- 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 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.
- 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district.
  - 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
- 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.
- 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.*

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

12.3 Student Biometric Information

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

12.4 Military Recruiters & Institutions of Higher Learning

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