We reserve the right to adjust any scenario in the student handbook, as there may be situations that occur once the school year starts that could not be anticipated, such as new trends, changes to school code, new case law, or updated health department regulations (for example) that may necessitate changes that were not in place when the handbook was printed. For the most recent handbook that includes any updates after printing, or any documents such as our cell phone or JHS Honor Code protocols (for example), please refer to the Johnsburg High School Website - https://www.johnsburg12.org/o/jhs.

I. INTRODUCTION

Many things contribute to making Johnsburg High School a great place to be. A commitment to personal and academic excellence by the Johnsburg students, teachers, and administration is the first and most important ingredient in making this school what it is. The purpose of this handbook is to help you gain as much, both personally and academically, as you can from Johnsburg Senior High. Please read it thoroughly.

There are many opportunities for you to take advantage of at Johnsburg High School. Every student should be involved at school in order to develop the kind of self-discipline, courage, and skill that it takes to succeed in life. Each student should develop more than just an understanding of subject matter. Experiences that help you to understand and relate to others are, perhaps, even more important. Get involved in your school in a way that contributes to the proud record of those who have gone before you.

Best wishes during your 2026-2027 school year. May it be the best year of your life and the finest in the history of Johnsburg High School.

Ryan Anderson, Principal

PEOPLE WHO CAN HELP YOU WITH INFORMATION:

Students at Johnsburg High School may have a variety of questions to be answered or may need special services the school offers. The following list will hopefully assist you in getting the answers to your questions. Should a problem or concern arise, please first discuss the issue with the person directly involved; such as, a teacher or coach. If further assistance is needed, please contact the assistant principal or athletic director.

Mr. Anderson	Principal/Vocational Director
Mr. Rea	Assistant Principal/Discipline and Attendance
Mrs. O'Brien	Principal's Secretary/JHS Registrar Office Records, Transcripts, and Honor Roll
Mrs. Ault Last Name Starting A-K	School Counselor - Career Resource Center, Student Services, Counseling Services, Career Planning, and Special Needs
Mr. Haurum Last Name starting with L-Z	School Counselor - Career Resource Center, Student Services, Counseling Services, Career Planning, and Special Needs, AP Coordinator

Mr. Winn	Athletic /Activities Director
Ms. Eggers	Athletic Director's Secretary

This document is the condensed version of the Johnsburg District 12 Student and Parent Handbook, which can be found on the District 12 website at http://www.johnsburg12.org/document-and-forms-for-parents.

It is the obligation of school officials and teachers to maintain an orderly atmosphere in which all students can learn. This handbook is not intended to create a contractual relationship with the students; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations for Code of Conduct.

REQUIREMENTS FOR GRADUATION
A minimum of 23 credits is required to graduate from Johnsburg High School and each semester of a class is worth .5 credits. It is required that students take a minimum of six classes per semester.

The State of Illinois requires seniors to complete the FAFSA (Free Application for Federal Student Aid) in order to graduate with a diploma. Illinois also requires taking the ACT at JHS during their junior year.

The faculty and administration believe strongly in the concept of basic education. Therefore, all students should extend their skills, understanding, and knowledge in selected areas called "required courses." Of the 23 credits required, a total of 17 credits must come from the areas listed in the graduation chart below.

Course	Credits	Year(s) Taken
English	4	9, 10, 11, 12
Mathematics (see below) 1 credit must be Algebra I & 1 must be Geometry	3	9, 10, 11,12
Science	2	9, 10, 11,12
Social Studies 1 credit must be US History and .5 credit must be American Government/Civics	2.5	9, 10, 11, 12
Physical Education/ Weight Training	3.5	9, 10, 11, 12
Health	.5	9 or 10

Consumer Education	.5	12
**International Languages, Fine/Applied Arts	1	9, 10, 11, 12

***Includes Art, Music, Vocational Education (includes all elective departments), and International Languages.*

All students must take two years of writing intensive courses. Writing intensive courses are met by taking two years worth of classes denoted with a (**+**) in the Program of Studies guide. Example: **English II+.** One year must be an English course and one year may be provided as a part of any course offered.

All students must pass one year of a course that includes intensive instruction in computer literacy. This requirement is met in English I and English III.

NOTE: All students must pass Algebra I and Geometry to fulfill two out of the three required mathematics credits. Algebra I or Honors Algebra I can fulfill the Algebra I requirement. Geometry or Honors Geometry can fulfill the Geometry requirement. If you take Algebra I prior to high school, you have the option to take the course as a pass/no credit, however, if you pass you still MUST take three years of math while in high school beginning with Geometry. The other option is to take the Honors Algebra I course with a grade (4.5 grade weight) and then it would be counted into the student's GPA, and it WILL be counted as one of the three years of math required for graduation. If you take Honors Geometry prior to high school, you also have the option to take the course as a pass/no credit, however, if you pass you still MUST take three years of math while in high school beginning with Algebra II. The other option is to take the Honors Geometry course with a grade (4.5 grade weight) and then it would be counted in the student's GPA and it WILL be counted as one of your three years of math required to graduate.

For more info on JHS courses, please see the current JHS Program of Studies at https://www.johnsburg12.org/o/jhs/page/counselingccrc

GRADUATION INFORMATION

No student will be allowed to participate in commencement exercises unless all requirements for graduation have been completed by the student's last day of attendance at JHS. No diploma will be issued until all requirements are met and any necessary transcripts have been received from transfer schools. Walking in the graduation ceremony is a privilege that can be revoked by the administration due to excessive or severe disciplinary scenarios or poor attendance.

EARLY GRADUATION POLICY

Johnsburg High School highly recommends that students attend high school for a minimum of 8 semesters before graduation. In cases where the student and the family feel that there are extenuating circumstances that would override this recommendation, the student may graduate early if all graduation requirements are met by the deadlines provided by Johnsburg High School in the Early Graduation Entry application. Seniors may choose to graduate one semester early over the traditional eight semesters of high school attendance. Early graduation requires seven semesters of attendance. To be eligible, students must meet the following requirements:

- Student must indicate their intention by the last school day in October of the student's senior year by completing an early graduation entry application. Any inquiries or requests for early graduation after this date will not be considered.
- Seniors, who may have enough credits to graduate after first semester, but who choose to attend JHS during second semester, have until the 10th day of the second semester to withdraw without any penalty. However, if this decision occurs after the 10th day of the second semester, the senior will receive an F in all scheduled second semester courses.
- Student must complete an Early Graduation Entry Application, due by the last school day in October.
- Student must have a minimum of 19 credits earned going into the first semester of their senior year.Seniors who do not have enough credits on their schedule in the first semester of their senior year must register for online courses by the last day of first quarter. All online courses needed to reach the 23 credits must be completed by the last day of first semester.
    - No more than 4 credits earned through a community college, IVS, or correspondence school may count toward graduation. It takes 3 McHenry County College (MCC) credits to equal a .5 credit at JHS.
    - Student must have a minimum of 23 credits at the conclusion of first semester of their senior year, which includes the following required credits plus electives:
        - English: 4 credits
        - United States History: 1 credit
        - Social Studies: 1 credit
        - Mathematics: 3 credits including Algebra I and Geometry
        - PE: 3.5 credits
        - Health: .5 credits
        - Science: 2 credits
        - Government/Civics: .5 credit
        - Consumer Education: .5 credit
        - Fine/Applied Arts: 1 credit
        - 6 credits of electives
- Seniors attending the Lake County Technology Campus (LCTC) cannot graduate early because LCTC classes are year-long classes paid for by the district.
- Student must complete and turn in an Early Graduation Exit Application by their last day of attendance.

Students who do not meet the requirements must re-enroll second semester of their senior year or will lose their rights and privileges associated with graduation and the graduation ceremonies. Students and parents are required to complete the Early Graduation Entry application provided by their high school counselor and have their application approved/signed off by both their counselor AND a JHS administrator.

Any student who would be graduating early:

- Would no longer be eligible for participation in extracurricular activities (sports, clubs, competitions, etc.) during second semester.

- May participate in prom and the graduation ceremony if all responsibilities are met by the student to graduate early.
- Are **not** eligible to be chosen as valedictorian or salutatorian.
- Must stay until the last day of the semester and are not allowed to leave after finals. The last day of semester one is typically one week following Winter Break.
- May not be eligible for some locally awarded scholarships.

Johnsburg High School does not provide any online remote learning options to fulfill graduation requirements. Additional credits required for graduation would need to be from MCC Running Start courses, Edmentum, Edgenuity or Subject.com (such courses would be covered by the expense of the family). These courses would need to be approved by your school counselor and enrollment fees paid by the family prior to enrollment.

Juniors considering graduating one year early must also fill out the early graduation application and need to submit this by the last school day in October during their junior year. These students must have at least 12 credits already completed at JHS.

- Juniors, who choose to graduate early must take final exams as normally scheduled, and normal attendance days for juniors are still required to ensure credits are actually earned for graduation.
- Juniors who choose to graduate early are not considered "seniors" until final grades are submitted for second semester and all credits earned from those grades are official.
    - This includes, but is not limited to, juniors not being eligible for senior superlatives in the yearbook, senior prom court and other senior specific awards.

VALEDICTORIAN AND SALUTATORIAN

Johnsburg High School will honor as valedictorian and salutatorian the students who earn the top two grade point averages respectively in their high school work. A student must be a Johnsburg High School student for at least four semesters in order to be eligible for these honors. Note that because of weighted grades – the number of "A's" or "B's" as such is not a factor. The final weighted GPA after eight semesters will determine the valedictorian and salutatorian. PE, Weight Training, Drivers Education, Community Service and Pass/No Credit classes are not included in rank in class and GPA calculations. Early grads **are not** eligible.

II. ATTENDANCE POLICIES

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session, unless the child has already graduated from high school. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. The educational resources and services your son or daughter receives in the District are a result of your child's attendance at school. Students are expected to be in attendance at school throughout the entire duration of the academic year as defined by the Board of Education through the adoption of a school calendar.

Johnsburg School District 12 considers attendance in class to be a crucial component of a student's education in high school. As such, attendance

constitutes as part of the academic program in the district and is an important part of a student's academic performance.

STUDENT ABSENCES
The two types of absences are excused and unexcused.
Excused absences include: **illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or any other reason as approved by the principal.** All other absences are considered unexcused, including those beyond the 9 day limit unless administrator approval is given. **Oversleeping and car problems are never accepted as excuses to be late to school and will be marked as unexcused**. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. If the nurse sends a student home sick, it will still count toward their attendance.

ATTENDANCE/REPORTING ABSENCES
In the event of any absence, the student's parent or guardian, regardless of if the student is 18 or not, is required to call the school at **815-385-9233** before 10:00 am to explain the reason for the absence. If a call has not been made to the school by 10:00 am on the day of the student's absence, a school official may call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the parent will be required to call within 24 hours of the student's absence. Failure to do so shall result in an unexcused absence and discipline referral will be issued. Upon request of the parent or guardian, the reason for an absence will be kept confidential. Parents may receive an automated phone call at the end of the day if a student has been marked absent and the school has not received a call.

Parents may call their student in **absent 9 times within the school year** for any of the above mentioned reasons without question. The school may require documentation explaining the reason for the student's absence.

After 15 **CONSECUTIVE** days of absences, the student will be withdrawn from school unless there is prior permission from a school administrator.

Students are required to sign in and out of the main office when leaving early or arriving late to school.

Please note that all absences, including those excused by a parent, count towards the excessive absence policy. **(Over 9 days per year**)

The following are EXCEPTIONS with appropriate documentation:

- Court Appearance **with documentation** (for that portion of the day)
- Medical appointments **with a doctor's note** (for the portion of the day)
    - If a student is medically absent for three days or more, a doctor's note is required upon return to school.
- School-sponsored field trips
- Funeral (Bereavement)
- Religious Holidays (written notice from the parent/guardian to the building principal at least 5 calendar days before the student's anticipated absence)
- Mental Health days (maximum 5 per year)

Unexcused absences have no makeup privileges, except for major tests or projects. Any work due or done during this time will receive no credit.

- Failure to sign in/out in the attendance office will result in an unexcused absence.
- Excessive unexcused absences may result in loss of credit in all classes.
- If a student cuts a semester exam, that student will fail the exam and potentially the class for the semester.

MAKE–UP POLICY FOR EXCUSED ABSENCES

Students, who are absent from class, will have an opportunity to make up work missed if it is possible to do so. When a student is absent from school (including pre-arranged absences), it is the student's responsibility to contact their teacher(s) to make arrangements for make-up work. If a student is absent, the student will be given the number of days absent plus one, to make up any work or tests missed during the absence. As a general rule, no more than ten days will be allowed for such make-up work. Work not completed within the allotted time will be graded as a zero (0).

Please note that the intent of this makeup policy is to give students a reasonable amount of time to complete work assigned during their absence; it does not apply to assignments given prior to the absence. Students who are present when a test or project is assigned are expected to meet the original expectations and timelines; absence on the test day or due date does not automatically grant additional preparation time or an extension, and students should be prepared to complete the work upon returning to school.

EXCESSIVE ABSENCES PER SEMESTER-PARENT NOTIFICATION (EXCUSED OR UNEXCUSED)

Religious holidays, out-of school suspensions, college visits (letter is required after visit), school sponsored field trips and doctor verified illness will be considered excused and <u>will not</u> be included in this policy of 9 <u>absences per year.</u> If a student is absent more than 9 days, phone calls will not be made home by the attendance office, and will be documented as an unexcused absence. **Excessive absences will result in a referral to the McHenry County Truancy Office.**

5 days of absence – Parents will be notified by letter or electronic message
7 days of absence – Parents will be notified by letter or electronic message
9 days of absence – Parents will be notified by letter or electronic message that each absence from this point on will be classified as unexcused unless properly verified.

Student attendance is essential to earn credit for any class. If a student has missed 20% (approximately 18 days) of a class, the Johnsburg High School Student Assistance Team will perform a review to determine possible alternatives, which could include, but is not limited to, online credit recovery.

MAKE-UP PRIVILEGES ARE NOT AVAILABLE FOR UNEXCUSED ABSENCES

NOTE: Student absences which are a result of a family vacation will be counted as part of the nine day attendance policy. **Family vacations will not be approved during final exams**. Planned absence forms will only be issued for students going on a vacation with their parents or guardians. It is

the students' responsibility to contact their teacher in order to make-up homework and tests.

Chronic Absences: JHS will work closely with the McHenry County Regional Office of Education, McHenry County Truant Officers and the McHenry County Youth Outreach Worker. The student will be referred to support services, which may include the following:

- Student conferences
- Student Support Team
- Parent/Teacher Conferences
- Counseling services by school (counselor, social worker, or psychologist)
- Psychological testing
- Alternative education programs
- Alternative school placement
- Community agency services referral

CLASS CUTS
A class cut is defined as an absence from class without authorization and will be considered unexcused.
Any time a class is cut the student will receive a zero for the day's work, and will not be able to complete any test or assignment given that day.

- 1st Offense: 1.5 hour after school detention, parent notification
- 2nd Offense: 3 hour after school detention, parent notification
- 3rd Offense: ISI, parent notification, possible drop from class with F grade, possible loss of social privileges

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

If a student is absent for part or all of a school day without an excuse by parent/guardian or if the student leaves school without permission of an administrator, the student may be considered truant.

- 1st Incident – (Full or Partial Truancy) - a 1.5 hour after school detention and notification sent to parent which will include the future consequences of this act.
- 2nd Incident – (Full or Partial Truancy) – a 3 hour after school detention, and written notification.
- 3rd Incident/subsequent incidences – (Full or Partial Truancy) – multiple 3 hour after school detentions, possible I.S.I. and written notification to parents, referral to student assistance team and possible loss of credit from class, possible loss of social and extra-curricular privileges including walking in the graduation ceremony (seniors).

MAKE-UP WORK
See Make-up policy listed above

PLANNED ABSENCES (NOT ALLOWED DURING FINAL EXAMS)
Planned absence can only be approved by the Administration. In order to assure time for proper planning and completion of advance make-up work, a minimum of 24 hours' notice must be allowed for a one-day planned absence, 48 hours for two days absences, etc. A form must be picked up from the office or printed off on-line, completed by each teacher, signed by the parent/guardian and returned to the office before the student is absent.

COLLEGE/CAREER VISITS
It is the goal of Johnsburg High School to encourage juniors and seniors to gain as much knowledge as possible regarding their college or job choice. However, student attendance is vital to their success at JHS. It is strongly recommended that parents and students schedule college visits with this in mind, and limit any absences from school for college visits. 4 college visits per year are allowed, please bring required documentation after each visit.

ATTENDANCE AND SCHOOL EVENTS
If students are absent from school after 10:30 am they are ineligible for any sport or activity on that day. This includes Prom, Homecoming and other social events. An administrator can waive this requirement if unusual circumstances are reported in advance.

TARDIES TO SCHOOL/CLASS
Promptness is one of the most important things we teach at Johnsburg High School. The first warning bell rings at 7:25 am each morning. Students are expected to be in their seats ready to learn by 7:30 am. **All tardy students to school should sign in at the office immediately upon arrival. Oversleeping and car problems are never accepted as excuses to be late to school and will be marked as unexcused.**

The following policy will apply for tardies (per semester):

- 1st through 3rd tardies – Whatever teacher policy that exists, warning to student, and parent contact should be made.
- 4th and 5th tardy – Referral to Assistant Principal and a 45 minute detention, potential loss of honor code rewards.
- 6th and 7th tardy – Referral to Assistant Principal and a 1.5 hour after school detention, potential loss of honor code rewards.
- 8th and subsequent tardies – Referral to Assistant Principal and a 3 hour after school detention, possible ISI & possible loss of credit and possible loss of social privileges.
- Tardies of 5 minutes or unexcused tardies will be regarded as a class cut. Please refer to the Class Cut policy.

III. DISCIPLINE AND CONSEQUENCES

Public School students are prohibited from engaging in behavior that will endanger or threaten the safety of others, damage property, or impede the orderly conduct of the school program.

This following information on discipline and consequences is condensed from the Johnsburg District 12 Student and Parent Handbook, which can be found on the District 12 website at http://www.johnsburg12.org under documents-and-forms-for-parents.

It is impossible for the Student-Parent Handbook to list all possible incidents and infractions. Therefore, school officials reserve the right to apply reasonable consequences for behavior, **whether or not such behavior and/or consequence is contained in our JHS Student-Parent Handbook.** These consequences could include, but are not limited to, a loss of social privilege(s), loss of parking, loss of honor code rewards, before or after school detention, in-school intervention, and out-of-school

suspension for any student who engages in behavior that is disruptive to the educational process or potentially harmful to persons or property.

GENERAL BUILDING CONDUCT

Classes begin at 7:30 am and students are dismissed at 2:20 pm each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Skateboards and scooters are not permitted at school.
- Any real or fake weapons, including water guns, play guns, play swords/daggers, etc are not allowed at school, even for Halloween.

PROHIBITED STUDENT CONDUCT

students may be disciplined for personal misconduct, as well as being the willful companion of someone who is violating school rules with their misconduct, that includes but is not limited to the following:

- Displaying racially divisive, hostile, violent or intimidating symbols and/or words,
- Displaying images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group,
- Displaying images or language that promotes hate speech, profanity, or pornography

In any of the above scenarios, school officials reserve the right to determine if a reasonable forecast exists regarding a symbol/saying/phrase and if it will cause a material and substantial disruption to the school setting, regardless of the wearer's/displayer's intent.

- Using, possessing, distributing, purchasing, or selling tobacco materials (including, but not limited to e-cigarettes, electronic cigarettes, all vaping materials, cigars, pipes, tobacco, and smokeless chewing tobacco).
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
    - Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, THC, THC Vapes, and hashish).
    - Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
    - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed, or not on file with the school nurse. This also includes any over the counter supplements, sleep aids, vitamins, performance enhancing supplements, etc, that may have a negative effect on a student while at school.
    - Any inhalant regardless of whether it contains an illegal drug or controlled substance:
        - That a student believes is, or represents to be capable of causing intoxication, hallucination,

excitement, or dulling of the brain or nervous system.
        - 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.
    - "Look-alike" or counterfeit drugs including 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.
        - About which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
    - Drug or alcohol paraphernalia, including devices or containers that are or can be used to:
        - Ingest, inhale, or inject cannabis or controlled substances (such as THC in any form) into the body. This includes certain models/types of e-cigarettes, or vaping materials.
        - Grow, process, store, or conceal cannabis or controlled substances.
    - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
        - Students suspected to be under the influence of these substances will be sent home immediately
    - Any container that is used for consumption of alcohol or drugs (this includes empty containers).
- Using, possessing, controlling or transferring a firearm or "look-alike", knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- Using or possessing an electronic paging device (such as a pager).
- Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. <u>Upon immediately entering the classroom all phones and similar electronic devices should be powered-off and put in the phone tree during class periods unless:</u>
    - The supervising teacher grants permission.
    - Use of the device is provided in a student's individualized education program (IEP)
    - It is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives includes refusing a district staff member's request to stop, present school identification, or submit to a search. (school board policy pg. 46, #7)
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using Artificial Intelligence (AI) to create answers (except when instructed by the teacher), wrongfully giving or

receiving help during an academic examination, and wrongfully obtaining test copies or scores.

- Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to
    - Be a threat or an attempted intimidation of a student or staff member.
    - Endanger the health or safety of students, staff, or school property.
    - Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent or pornographic visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Posting inappropriate messages or images to social media during school hours, or off school grounds that has a negative effect on school climate, culture, or school operations.
    - Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including "mooning") and sexual assault.
    - Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- On the student's person.
- "Being held for a friend"
- Any substance or object found in unattended items belonging to a student.
- Contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, or automobile.
- In the student's school locker, desk, or other school property.

- At any location on school property or at a school-sponsored event.
- In the case of drugs or alcohol, substances ingested by the person.

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

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

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

DISCIPLINARY MEASURES

Disciplinary measures for student behaviors/referrals may include:

- Disciplinary conference between student and administrator or other staff member.
- Notifying parents/guardians.
- Temporary removal from the classroom.
- Restorative conference (if both parties agree) with other students and/or staff.
- Lunch Detention/removal from the lunchroom
- Before or after school detention or Saturday detention, provided the student's parent/guardian has been notified.
- Withholding of social privileges and/or honor code rewards (see honor code).
- Driving/parking privileges suspended or revoked.
- Suspension of bus riding privileges.
- Seizure of contraband.
- In-school Intervention for a period not to exceed 5 consecutive school days.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds during the suspension.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, e-cigarettes, vaping materials, or weapons. Vaping materials will be handed over to the Johnsburg Police Department.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds during this time.

Johnsburg High School has a responsibility to ensure the safety of all students and staff. Students receiving high level discipline for scenarios that could cause a safety concern to themselves or others if they were to be behind the wheel of a vehicle (ex: possession, use or under the influence of alcohol or drugs at JHS, physical or verbal altercations with others) could include the delay or loss of behind the wheel drivers ed instruction and/or participation in the heavy diesel program.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

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

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

- Firearms: For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, blackjack, or any other object if used or attempted to be used to cause bodily harm.
- Any “look-alike” weapon or firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.
- Any other objects attempted to be used to cause harm.

GANG & GANG ACTIVITY & MOB ACTION:

“Gang or mob” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts, especially one that is disorderly and intent on causing trouble or violence. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang.
- Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs.
- Request any person to pay protection or otherwise intimidate, harass or threaten any person.
- Commit any other illegal act or other violation of district policies.
- Incite other students to act with verbal or physical violence upon any other person.

1st Offense of Gang Involvement/Gang Activity/Mob Action:

- Student Conference
- Parent Contact
- Police Involvement
- 3-10 Days OSS
- Possible loss of social privileges
- Potential cease & desist directive by JHS Administration (signed by students involved)
- Possible Social Work Contact

2nd Offense of Gang Involvement/Gang Activity/Mob Action:

- Same as 1st offense, with the suspension being 5-10 days

Any Subsequent Offense:

- Same as 2nd offense, with a Review by Board of Education for possible expulsion consideration

BULLYING, INTIMIDATION, TEEN DATING VIOLENCE & HARASSMENT PREVENTION

Bullying, intimidation, teen dating violence, and harassment interfere with students' ability to learn and limit schools' capacity to educate effectively, making the prevention of these behaviors a central school priority.

Bullying, intimidation, or harassment 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, 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.
- Any scenario off campus that has a direct connection to student safety at JHS.

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.

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

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

REPORTING PROCEDURES (WITNESSES)
Any faculty and staff member or student at Johnsburg High School, who has witnessed or has reliable information that a student or staff member has been subjected to "bullying" as defined above shall report such incident to the principal, assistant principal or his/her designee. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further, retaliation against those who seek remedies under this policy is prohibited. Students, faculty, and staff are encouraged to fill out an incident report form, held only with administration.

REPORTING PROCEDURES (VICTIMS)
Any student or staff member who believes they are victims of any aggressive behavior and/or "bullying" as defined above are strongly encouraged to report the matter to the principal, assistant principal, counselor, social worker, or any classroom teacher. Complaints will be kept confidential to the extent possible given the need to investigate. An allegation that one student was bullied by another student, or group of students shall be referred to the principal or assistant principal for appropriate action.
Students, parents and/or community members who have reliable information regarding bullying may also use the JHS safety tip hotline (Safe2Help Illinois) by calling 844-4-SAFEIL or via email (www.Safe2Helpil.com).

SCHOOL CONSEQUENCES FOR BULLYING/HARASSMENT
First Offense will carry the following potential consequences:

- Level I offense consequences range from 1.5 hour after school detention to 4 day OSS and possible loss of social privileges including parking.
- Discussion with administration regarding consequences and consequences of any future bullying behavior.
- Referral of bully or harasser to guidance counselor and/or social worker.
- Referral of victim to guidance counselor and/or school social worker.
- Parental notification through normal office channels.
- Potential "cease and desist" form used.

The information below is in regards to the Family Services Bullying Intervention Program

Second (or subsequent) Offense will carry the following potential consequences:

- 5-9 day out-of-school suspension (*Level II offense consequence range depending on severity & loss of social privileges for the remainder of the school year).*
    - Student meeting with Family Services and Administration
    - Suspension may be reduced and social privileges earned back upon completion of Johnsburg High School/District 12 Bullying Intervention Program through Family Services.
    - Information regarding Family Services referral given to family.
    - Potential "cease and desist" form used.
    - The student must follow the behavior plan until completion. If at any time the student stops attending counseling, the rest of the suspension takes effect and social privileges will be revoked.

SCHOOL DISCIPLINARY ACTIONS

Minor Offenses

- Failure to act responsibly in class, halls, and other areas of the school
- Minor violations of classroom or school discipline policies.
- Minor Misconduct.
- Public display of affection.
- Students in restricted areas without a pass.
- Students who do not have a hall/washroom pass, or the pass may be expired
- Class Tardies

LEVEL I OFFENSES

These offenses could result in, but are not limited to, student conference, lunch detention, after school detentions (45 min., 1.5 or 3 hours), ISI, OSS, and/or an Administrative Behavioral Contract.

- Repeated Minor Offenses
- Bullying, making threats, harassment: 1st offense
- Insubordination
- Refusal to identify self
- Verbal abuse to staff members (profanity, obscenities)
- Failure to follow a directive.
- Falsifying information (passes, grades, etc.).
- Disrespect or rudeness to a staff member
- Failure to serve detentions.
- Misconduct – any action that affects the orderly operation of the school.
- Class cuts, truancies, and unexcused absences.
- Dress Code Violations.
- Hazing
- Persecuting or harassing with meaningless, difficult or humiliating tasks.
- Playing rough, potentially harmful practical jokes upon.
- Minor theft (plus restitution)
- Minor vandalism (plus restitution and clean up)
- Unauthorized use of cellular communication devices: 1st offense (See cell phone policy)

- Violation of Internet Use Policy: 1st offense - See AUP@JHS website: https://www.johnsburg12.org/o/jsd/page/technology
- Possession or use of non-prescription/over the counter drugs (Tylenol, Ibuprofen, Advil, Acetaminophen, etc.)
- Profanity, Inappropriate language, Writings, Vulgar actions, Speech

LEVEL II OFFENSES
These offenses could result in, but are not limited to, parent conference, lunch detention(s), after school detentions (45 min., 1.5 or 3 hours), ISI, OSS, and/or an Administrative Behavioral Contract.

- Repeated Level I offenses – repetition of any offenses listed in Level I and is not limited to any repeated offense of the same type.
- Possession or use of tobacco materials including lighters, chewing tobacco, electronic cigarettes, and vaping materials. (See Tobacco/Vape policy)
- Any UNAUTHORIZED acquisition, possession, transmission of pictures, videos or facsimiles of persons or school materials are forbidden
- Possession or distribution of pornography
- Assault/Battery/Fighting: including provoking students to fight
- Bullying, making threats, harassment – 2nd Offense
- Extortion
- Initiating or involvement in a food fight to include throwing food, bottles, garbage, etc.
- Involvement in gangs or gang/mob action related activities including display of gang symbols or paraphernalia (see gang & gang activity policy & mob activity)
- Major vandalism (plus restitution & clean up)
- Major theft (plus restitution)
- Misconduct (repeated or severe)
- Physical or sexual abuse/Harassment
- Possession of fireworks
- Profanity and/or extreme rudeness directed at staff
- Racial slurs and racial incidents
- Reckless driving/parking lot violation (see general information) section of the Student Handbook (Parking Lot). Driving that may endanger the lives of others may be Level II or Level III offense. Consequences may include the loss of driving privileges
- Violation of the District E-Bike policy
- Tampering with fire extinguishers or other safety and health equipment
- Threatening a staff member
- Violation of Internet Use Policy – **2nd offense** (see AUP @ JHS website)
- Violation of Administrative Behavioral Contract – **1st & 2nd Offense**
- Drawings, pictures, or writings of alcohol, drugs, gangs, sexual depictions, or violence
- Unauthorized or inappropriate use of cell phone or other technology devices, including social media and any unauthorized video recording in any classroom, hallway, cafeteria, bathrooms or locker rooms at JHS (sexting, bullying, online threats, inappropriate posts made during school hours or off school grounds that has a negative effect on school climate, culture, or school operations , etc.)

LEVEL III OFFENSES
These offenses could result in, but are not limited to, after school detentions (1.5 or 3 hours), ISI, up to 10 days OSS, and/or an

Administrative Behavioral Contract, and consideration of a potential review by the Board of Education for expulsion.

- Repeated Level II offenses – for gross disobedience/misconduct
- Any UNAUTHORIZED acquisition, possession, transmission of pictures, videos or facsimiles of persons or school material if forbidden
- Bomb threat
- Dangerous act(s) which may affect the health and safety of self or others
- False fire alarm
- Felonious acts
- Fighting, especially with injury -**2nd offense** or fighting and resisting intervention
- Other gross disobedience or misconduct
- Hazing – **2nd offense or severe 1st incident**
- Participation in a transaction/transfer or attempted transaction/transfer of any drug related substance. There is no suspension reduction option available for this offense. This includes, but is not limited to:
    - Marijuana
    - Amphetamines
    - Barbiturates
    - Alcohol
    - Caffeine pills
    - Look-alike & prescription drugs (refer also to "Health Office Procedures" in the General Information section of handbook)
- Physical attack
- Attempted attack or threatening of a staff member
- Possession and/or use of a dangerous or illegal weapon, to include pepper-spray, gaseous weapons and look-alikes and homemade devices
- Possession/use of drugs/alcohol/prescription drugs (including paraphernalia, which could include certain types of e-cigarettes or vape devices).
- Violation of Internet Use Policy – **3rd offense** (see AUP @ JHS website for complete policy)
- Administration Violation of Behavior Contract – **3rd offense**

PROCEDURE FOR BREATHALYZER and DRUG SCREENING ADMINISTRATION

Students who are suspected to have consumed alcohol before or during any school event may be asked to take a breathalyzer test.

- Device will be used if reasonable suspicion of alcohol or drug use is reported (smell, behavior, speech, physical coordination is abnormal).
- Device will be used to confirm (or refute) suspicion of alcohol consumption or drug use.
  Breathalyzer test will be administered by principal or assistant principal behind closed doors, with one person administering the test, and another person acting as a witness.
- The results of the breath test or drug screen will determine the consequences: **A zero "0.0" blood alcohol or drug presence reading will result in no consequences with regards to the Johnsburg High School alcohol policy.**
- A positive reading (0.01 or more blood alcohol or drug positive) will result in up to a 10 day suspension for the **first offense**, and

possible expulsion for the **second offense** (according to discipline procedures).
- Refusal to take a breathalyzer test will result in a student being subjected to standard Johnsburg High School substance abuse procedures. Original suspicion will be the determining factor in deciding the consequences for the student.
- Parents of students will be called into the situation upon suspicion of drug/alcohol abuse and administration of the breathalyzer/drug test. Parents will be notified prior to administration of breathalyzer/drug test, if possible.

Explanation of Consequences - Administrative Disciplinary Warning:
Students who accumulate multiple referrals/discipline actions or who commits a Level II or Level III offense may be put on a Disciplinary Warning Contract.
1st Violation:
Violation of the Disciplinary Warning Contract may result in out-of-school suspension of **between 1-4 days.** (Level II Offense)
2nd Violation:
Violation of the Disciplinary Warning Contract may result in **5-9 days of O.S.S.** (Level II Offense)
3rd Violation:
Violation of the Disciplinary Warning Contract may result in **10 days of O.S.S.** and possible recommendation to the Board of Education for Expulsion. (Level III Offense)
Students under a behavior contract will have individualized consequences stated in the contract

SCHOOL CONSEQUENCES

CLASSROOM DETENTIONS
Detentions issued by a classroom teacher must be served with that teacher at their discretion. Failure to serve a classroom detention may result in a discipline referral. Detentions issued by a certified or non-certified staff member supervising a study hall, extra-curricular, lunch room, and other school related activity must serve the detention on the date agreed upon by the student. The student will serve these detentions after school in an area designated by the assistant principal.

OFFICE-ISSUED DETENTIONS
An office-issued school detentions are assigned by the Administration and may be assigned before or after school, or during lunch. Before and after school detentions are 45 minutes to 3 hours in length (depending on the infraction). A lunch detention will be served during the student's lunch period in a room away from the cafeteria. At the beginning of lunch, the student will get a lunch from the cafeteria (or bring their lunch) and report to the detention room.

Detention times:
- Lunch detention - during the students lunch period
- Before school - 7:15 AM to 8:00 AM on late start Wednesdays (45 min only Before School)
- After school detentions are held weekly and begin at 2:30 pm and end when the number of hours assigned in the detention have been served. Examples of ending times would be at 4:00 pm (1.5 hour) or 5:30 pm (3 hour). Transportation will not be provided by the school district.

Failure to serve an assigned After School detention will result in In-School Intervention (I.S.I.) and a possible suspension of social and extra-curricular privileges for a period of time to be determined by administration. Parking privileges may also be taken away. A student who commits an infraction while serving an After School detention will be issued an In-School Intervention (I.S.I.)

- 1.5 hours of an After School detention will be a 1 day of I.S.I. if not served.
- 3 hours of an After School detention will be 2 days of I.S.I. if not served.

Saturday detentions may be utilized with administration approval and student agreement.
After School detentions will be supervised. All school rules apply. Students are encouraged to bring homework or educational reading. Any student who commits an infraction during an After School detention can be sent home immediately and will forfeit all time served that day.

Refusing to serve a scheduled detention or other disciplinary action may result in students not being eligible for JHS Honor Code (see Honor Code policy) and/or other privileges removed for a short time. If a second offense occurs, the student may have Honor Code privileges revoked for a set amount of time. This includes freshmen and sophomores, who would then have this applied when they are juniors.

IN-SCHOOL INTERVENTION (I.S.I.)
In-School Intervention is a consequence assigned to a student at the discretion of the administration. A student in ISI will not attend regular classes that day. The student will report to the ISI room and complete classwork there for the entire day. The expectation is that all work, make-up work, and studying is completed while in ISI. When the student returns to class, the student should be caught up with classwork, including any assessments and participation in that days' activities.

In-School Intervention may be assigned for tardies, truancy, and other discipline situations at the administrative discretion, as well as a missed after-school detention.

If a student violates an ISI rule or is removed from ISI for discipline reasons they may be suspended out of school for the remainder of the day and may be assigned another day of ISI or OSS. **Seniors who receive an ISI anytime during the year, or refuse to serve a detention or other disciplinary action, will be required to take finals at the end of the year (see senior final policy)**.

LOSS OF SOCIAL PRIVILEGES/HONOR CODE REWARDS
Student privileges may be revoked as a disciplinary consequence. Privileges that could be revoked include but are not limited to: honor code program (see honor code policy), parking, attendance at extra-curricular events (dances, games, etc.), extra-curricular clubs and/or athletics, or any other school event that is not part of the regular school day program.

OUT-OF-SCHOOL SUSPENSION (OSS)
Out of School Suspension is when a student is temporarily suspended from all Johnsburg High School academic, extra-curricular and co-curricular programs for a period of one to ten days. Suspended students are not allowed on school property or at any extra-curricular events either home or away. This includes any activity that occurs over a weekend or holiday break. Students placed on OSS will be allowed to make up any

work missed, and are encouraged to complete work during the length suspension. Homework will be due on the day of the student's return to school. The student is responsible for getting homework from teachers. **Seniors who receive an OSS anytime during the year, or refuse to serve a detention or other disciplinary action, will be required to take finals at the end of the year.**

RETURN TO LEARN POLICY
After the duration of a 3-10 day Out of School Suspension, the student will have a 1-day In-School Intervention on the day of the student's return. The student will check in with administration, support staff, and teachers on this day to ensure a smooth transition back to JHS. Students also have one more opportunity to complete all work assigned during the OSS.

DUE PROCESS PROCEDURES
Students and their parents have the right to request a hearing related to suspension or bus suspension. If the student and his/her parent or guardian desires a hearing, they must contact the Principal within 48 hours of the suspension. The Principal will inform them of the procedural guidelines to request a hearing. A hearing must be requested for one or any combination of the following reasons. **One of these reasons must be declared at the time of the request to the building Principal:**

- The student and his/her parent or guardian wishes to contest the facts which led to the disciplinary action.
- The student and his/her parent or guardian wishes to contest the appropriateness of the sanction imposed by the disciplinary authority.
- The student and his/her parent or guardian alleges prejudice or unfairness on the part of the school district officials responsible for the discipline.

IV. GENERAL INFORMATION

ACCEPTABLE USE POLICY - (Internet and Network @ JHS)
All students and parents/guardians must sign and agree to the JHS "acceptable use policy" (AUP) before any student will be allowed to utilize any of the JHS computers and network connections (internet included). Violations of the policy will result in consequences found in the policy and in the discipline section of this handbook.

ACCIDENTS
Students suffering an injury of any kind should report the accident to the teacher/coach/supervisor immediately.

ATHLETIC ELIGIBILITY/EXTRA CURRICULAR ACTIVITIES

- You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- A student must be passing five (5) academic classes. (A 2-period class counts for 2)
- You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

BANNED ITEMS AND PRACTICES
The following are banned at Johnsburg High School:

- Any item which may be disruptive to student learning is not allowed to be used in classrooms or the school as a whole.
- Skateboards, in-line skates, bicycles, scooters, etc.

- Motor bikes, dirt bikes, and electronic bicycles and scooters not acceptable in the Dist 12 E-Bike policy (see E-bike and parking policies)
- Laser pointers
- Lighters, matches or any flame inducing items

The following practices are banned at Johnsburg High School:

- Use of cell phones, text messaging devices, or any other communication devices during any class period and in any bathroom or locker room.
- Video, computer, or arcade style games played during class time.
- Any use of a video and/or audio recording device, or camera without permission of school administration.
- Use of the phone or video on a cell phone without permission of school administration.

CELLULAR COMMUNICATION DEVICES (CELL PHONES, ETC.)
Students will not be allowed to access personal cell phones during instructional class time. Phones are to be placed in the phone sleeves immediately when students enter a classroom, and should be picked up after the bell rings for students to proceed to their next class.

Students will be allowed to use a cell phone under the following circumstances:

- Before school, until the 1st bell
- After school, after the 9th period dismissal bell
- During the four-minute passing periods (hallways and commons areas only)
- In the cafeteria during the student's lunch period
- Per teacher approval during class time, if for a specified academic purpose.

Phones are to be set to off/silent and kept in the classroom phone trees during the entire class period.

In addition to instructional classrooms, phones should also be placed in phone holders in the following areas:

- Main Office
- Nurse's office, except for medical use such as monitoring blood sugar
- PE/locker rooms (phone should be locked in PE locker)
- Washrooms
- Learning Center/Library
- CCRC - counseling area
- Academic Period/Zero Hour
- Study halls
- Assemblies and performances
- Any other designated quiet areas
- Per the request of faculty, staff or administration

Any phone disrupting the educational process or in violation of any of the above circumstances will be confiscated any may result in the following consequences:
1st Offense:

- 1.5 hour After School detention
- Confiscation of phone; student must pick up the phone from the Assistant Principal in the main office after school.

2nd Offense:

- 3 hour After School detention
- Confiscation of phone; parent must pick up the phone from the Assistant Principal in the main office after school.

3rd Offense:

- Additional consequences to be determined by administration may include ISI, OSS and/or loss of privileges, loss of parking.
- Confiscation of phone; parent must pick up the phone from the Assistant Principal.
- Possible plan for student to turn in phone to the office daily

Any phone used for inappropriate behavior such as, but not limited to, use for cheating in any way, may be subject to search and confiscation

- Failure to give up the phone (including all parts) may result in more severe consequences.
- Parents may be contacted.
- Other consequences may be applied.

The school is not responsible for lost or stolen phones.

CHEATING/FORGERY/LYING/PLAGIARISM

· **Cheating** is defined as a student using dishonest means to violate rules or regulations, or to practice fraud in school-related activities. Using Artificial Intelligence (AI) to create an assignment or look up answers is cheating.

· **Forgery** is defined as falsely labeling another's work as one's own; reproducing something for a fraudulent purpose.

· **Lying** is the act of a student misrepresenting information or intentionally being dishonest to another student or school staff member.

· **Plagiarism** is defined as an act or instance of using or closely imitating the language and thoughts of another without permission, this includes a writing service and/or generative artificial intelligence technology, without permission or when not appropriate.

Whenever a student is guilty of cheating, forgery, lying, and plagiarism whether on daily assignments, major papers, projects, tests, or exams, the teacher shall collect the student's assignment and mark it with an "F". The highest percentage failing grade would be the best possible score the assignment could earn.

First Offense:

- 1.5 hour after school detention.
- Grade of Zero (0) or other failing grade
- Parent notification and possible conference

Second Offense:

- 3 hour after school detention
- Parent notification
- Possible <u>permanent</u> removal from that class for the remainder of the semester with a failing grade.

With any cheating assignment where Artificial Intelligence is used, the teacher may (at their discretion) offer an alternative assignment for partial credit recovery for this particular assignment. This will be the teacher's choice and may not be appropriate in all cases.

CIVIL RIGHTS DISCRIMINATION AND SEX EQUITY

It is the policy of Johnsburg Community Unit School District No. 12 not to discriminate on the basis of sex, age, religion, race color, national origin, handicap or marital status in its educational programs, activities, and policies. If you have questions, please see the Johnsburg District 12 Student and Parent Handbook, which can be found on the District 12 website at www.johnsburg12.org under forms/documents.

CHROMEBOOKS - RULES FOR USE

Chromebook use (as well as all District 12 devices) is constantly monitored by District IT both on and off of District 12 property.

- Email should be for appropriate use only (ie, student to teacher, or with teacher permission
- Playing games of any kind on school computers is prohibited, and will be considered a technology violation (referral) - see disciplinary actions for technology violations
- Food and Drinks may not be consumed while students are using district issued technology devices.
- No downloading OR installing programs of any kind
- The use of headphones and/or music device is not allowed in class (unless otherwise approved by a classroom teacher or administrator)
- Absolutely NO chat rooms, instant messaging, social media or similar sites
- Students cannot use personal devices in lieu of a chromebook at school
- See District 12 Acceptable Use Policy

Violation of these or any other rules stipulated in the signed AUP agreement will result in disciplinary actions up to possible loss of computer privileges.

DRESS CODE

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Students who wear clothing which detracts from the learning environment, is offensive, advertises any illegal activities for students or which is inappropriately revealing will be asked to change into something appropriate for school. Shirts are to be worn at all times in the school building and on school property. Coats may be worn to and from school but are not to be worn in the school building or in classrooms. All pants, jeans, skirts and shorts should be of the appropriate size and length and able to stay up without a belt.

Examples of inappropriate clothing are as follows (non-exhaustive):

- Any clothing that reveals underwear
- Clothing or accessories that advertise alcoholic beverages, drugs, violence, satanic or gang symbols, tobacco products, inappropriate language, profanity, sexual connotations, or anything deemed offensive by any staff member.
- Pocket chains, studded bracelets, studded earrings or studded necklaces.
- Sunglasses should not be worn indoors (unless determined by a doctor it is necessary for medical reasons (such as concussions).
- Hooded sweatshirts must be worn appropriately with hood down at all times. Hoods should not be on the head inside the building
- No wheels on shoes.
- Halloween costumes - on any school day or any theme dress up days: no blood, no masks, no face paint, no fake or real weapons, no hoodies – costume must be school appropriate.
- Any gang-related symbols, clothing or paraphernalia.

- Clothing or footwear that causes damage or rapid wear of floors or furniture.
- Any clothing that reveals skin deemed not appropriate for the workplace.

This list is not all-inclusive. Administrative discretion will be used to determine appropriateness of student appearance based on District 12 Board Policy. Students wearing inappropriate clothing may be required to wear a PE uniform or other school-provided clothing, or parents may be called to bring a change of clothing that is acceptable. If a student refuses or if inappropriate dress becomes chronic (repeated) the student will be referred to the office for insubordination.

EXTRA-CURRICULAR EVENTS (dress)
Any dress up theme choices, costumes, or any banners or signs worn or displayed at a JHS extracurricular activity/sporting event MUST be approved by the JHS athletic director's office or JHS administration (outside of normal Skyhawk spirit wear).

FIRE/TORNADO DRILLS
In order to insure student safety, and under State of Illinois and local guidelines, a number of fire and tornado drills will be conducted during the school year. Standard Response Protocol for emergency procedures and directions for the appropriate response in these drills are posted near the exit of each classroom. Students are encouraged to be aware of the specific instructions for each classroom they attend during the school day.

HALLWAY AND LOCKER INFORMATION
Hallway lockers will be issued to a student at the student request. Students must use school assigned locks for hallway, PE, and Sports Lockers. Any other lock will be removed, unless previously approved by JHS administration. Students cannot share their locker with another student. Students are responsible for their assigned lockers. Any cost from damage to a locker will be at the student's expense. Lockers are provided by the school for your convenience to store your school-related materials. For the protection of your books and property, DO NOT give your combination to anyone. Close your locker door and make sure you spin the dial a full turn past the last number in your combination. Check that your locker is locked before leaving the area. Use your school issued PE lock to lock your valuables in your PE locker.

School locker(s) may be shared with a co-tenant, and the school has the right to check or search your locker(s) at any time. Inspections will be periodic. Report any problem with your locker or locker break-ins to the office at the time the problem or break-in occurs. You are responsible for the contents of your locker. Please refrain from writing or placing articles on the outside or inside of your locker. Violations may be considered vandalism. Students are responsible for the contents of their locker and for locking up their belongings. The school assumes no responsibility for belongings that are stolen from student lockers, or that are left unattended (not locked in lockers). Students are also responsible for the contents of their belongings (clothes, backpacks, etc…) that are left unattended (such as in locker room during PE). Students may not change lockers without the permission of an administrator.

I.D. BADGES
Students are required to have their school ID and are encouraged to take a picture of their ID on their phone. ID badges are required to scan for attendance when students enter JHS, as well as for lunchroom use and

entrance to various extracurricular activities. Any replacement ID Badge will cost $6.00.

LEARNING CENTER (LIBRARY)
The Learning Center is to be used for legitimate research purposes or leisure reading. Students may forfeit their opportunity to use the Learning Center based upon failure to comply with the Learning Center guidelines. Final determination will be made by the Learning Center Director. Possession of Learning Center materials that have not been properly checked out whether on your person or in your locker will be considered theft.

LUNCH AND CAFETERIA RULES
A hot lunch and ala carte food entrees are available to students during their assigned lunch period in the cafeteria. Food and/or beverages cannot be taken from the cafeteria area, unless given permission from a teacher or administrator (such as students who attend Tech Campus)

LUNCH RULES
During lunch, students must proceed directly to the cafeteria or designated lunch area, and after getting their lunch, shall immediately sit in a chair at a table. Backpacks are NOT allowed in the lunch lines. Students shall remain seated until the lunch bell rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch. Students are prohibited from ordering food and having it delivered from an outside business (such as DoorDash). Only Juniors and Seniors may leave campus during lunch, no underclassmen will be allowed to leave (see Honor Code policy).

CAFETERIA RULES
- Students shall not “save” seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks in the lunch room. Students in violation will be required clean the area (and are subject to further disciplinary action)
- Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- All students’ bags and backpacks must remain out of the cafeteria lunch lines while purchasing food.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

LUNCH RULES FOR <u>JUNIORS &</u> <u>SENIORS</u>:
Junior or senior students who have honor code for the current semester may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch**.**
For Junior & Senior students who have honor code:

- Must sign the Honor Code Agreement each school year (see Honor Code policy).
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students must scan out at the front entrance. Students can only enter and leave through the front (main) entrance at lunch time.
- If a student signs out for lunch, the student must immediately leave the school premises. Students cannot sit in their car during the lunch hour.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students must scan in upon arrival and must return to the school building on-time for class.

Students not adhering to these rules may be subject to disciplinary actions

NON-ATHLETIC ELIGIBILITY
Johnsburg High School offers a variety of clubs and organizations. To be eligible to join and participate in any non-athletic extra-curricular activity, students cannot be failing more than one class. Eligibility is posted seven times a year – at the end of each quarter and in the middle of each quarter at progress report time.

Students who are failing two or more classes at progress report time are not allowed to participate in any non-athletic curricular activity for the next five weeks.

Cast members of plays and musicals who become ineligible during the rehearsal period may be allowed to finish participation in the production at the discretion of the sponsor but the student will then not be allowed to participate in the next theatrical production.

All students participating in sponsored, non-academic, clubs or organizations will be required to sign the athletic and non-athletic code of conduct agreement.

Exception: SkillsUSA will use the same eligibility criteria as the JHS Athletic Eligibility

OFF-CAMPUS ACTIVITY
“Off-Campus” Activity is defined as student activity which occurs not on the school property or a school sponsored activity. Any act, committed by a student off campus, which disrupts the general welfare and safety of the student body or staff and the orderly operation of school or school event may be subjected to disciplinary action.

PARKING AND DRIVING PRIVILEGES
Parking stickers may be purchased in the Johnsburg High School office. Parking fees are **$75.00** for the first vehicle for the year or $37.50 per semester. **You will be assigned a designated parking spot number.** That is the **only spot** you will be allowed to park in. There will be a $10.00 fee for any additional cars registered for the same student. (A sibling **cannot** drive the **second car** unless they have their own parking sticker). The sticker(s) is/are **NOT** transferable. If you give your sticker to someone else your **sticker will be revoked** and you will lose all driving privileges. Daily parking stickers will be issued at $1.00 per day for those students

who already have a parking sticker but need to drive a vehicle other than the one registered for that day.

Only seniors and juniors who hold **valid driver's licenses** from the State of Illinois **and** have **proof of insurance** can drive to school and use the parking facilities at JHS. Driver's license must match address of first family in Skyward. **NO** stickers will be issued to underclassmen until 2nd semester (see below). You must show your valid Driver's License and proof of insurance to receive a parking sticker.

Permission to park in any school parking lot is granted subject to all rules and regulations of the school. By entering these areas, the person driving any vehicle is deemed to consent to complete search of the automobile, with or without cause, by the school officials and/or police. If any person other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also.

The following are driving and parking offenses which could result in disciplinary action up to and including a permanent loss of driving privileges:

- The student must be in good standing to get a parking sticker.
    - Parking is a privilege and may be revoked or suspended if the student falls out of good standing
- Unauthorized parking (in non-parking areas, faculty parking spots & non-numbered spots).
- Transferring a sticker to another student's vehicle or selling/giving a parking sticker to another student.
- Allowing another student to park in an assigned parking spot without administrative permission
- Reckless driving and/or speeding, including the parking lot.
- Failure to have vehicle registered, or registration expired (expired licence plate sticker)
- Failure to properly (permanently) affix sticker to *PASSENGER side front window.*
- Leaving campus without permission.
- Falsifying a sticker or using someone else's sticker
- Excessive tardies to school.
- Loitering in parking lot or going to car during school day without permission.
- Students may go to their car for class (such as the Autos class) if they have permission from the teacher. Student must have a radio from the autos teacher and properly check out from the office
- If student is driving erratically, the first offense will result in 1 week loss of parking, second offense will result in loss of parking for semester.
- Excessive or high level discipline scenarios could result in loss of parking or inability to receive parking sticker for current or future years.
- Refusal to serve detentions or excessive absences/tardies can result in loss of parking or inability to receive parking sticker for current or future years.
- Owners of cars parking on JHS property are responsible for any and all contents (including those left in the car by passengers).
- Display of flags, banners, stickers, or other displays on vehicles that are not appropriate for a school setting should be taken down or covered before coming onto or parking on school grounds.

Any student who is parked in the JHS front or back parking lot without permission or with the wrong vehicle may receive a referral. Multiple offenses could take away further opportunities to receive a parking pass, as well as take away other social privileges.

If parking privileges (parking permit) are revoked any time during the school year, they will not be able to park in the JHS front or back parking lot and refunds will not be given. If a student chooses to park in the front or back parking lot after having their parking privileges revoked, they will receive a discipline referral and a possible loss of social privileges (which could include athletics/events, prom, any club involvement such as drama, autos, NHS, etc.), and/or any content related competitions including (but not limited to), Math Team, or SkillsUSA.

For underclassmen having major discipline consequences, parking privileges may be suspended for any amount of time during the remainder of their time at JHS.

Students may park their vehicles in the lot designated by the administrators and located at Johnsburg High School. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot will lose parking privileges for a period of time to be determined by administration, in addition to any further disciplinary action that is necessary.

Students are not allowed to park in the Visitors spots located in the front parking lot. These spots MAY NOT be used by students at any time. Student vehicles parked in these spots may be ticketed or towed at the discretion of administration.

Parking on school grounds without a parking sticker or prior approval from JHS administration could result in a student's vehicle being towed at the student's expense, and/or loss of future parking opportunities.

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.

Vehicles on school grounds may be searched at any time. This includes students driving for extracurricular activities or bringing their car for a class, such as autos. School lots are regularly searched by safety dogs, administration, JHS security and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, up to expulsion from school.

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

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

The following vehicles are not allowed at, nor to be driven to school:

- Golf Carts, ATVs, UTVs, 4-wheelers, Side-by-sides, or other off-road vehicles
- Dirt Bikes/mini-bikes, or other non-electric motorized bikes
- Snowmobiles
- Farm machinery or implements (tractors)
- Class “D” work trucks or other oversized vehicles

Class “M” vehicles (motorcycles) may be registered with JHS with the proper license and registration with previous administrative approval. The student will need to get a regular parking space for motorcycles.

Electric bicycles may be allowed if the student adheres to the District 12 E-bike policy (See E-bike policy). E-bikes will be parked in (or near) the bicycle rack.

Any motorized vehicles that are not registered with the JHS office for an official school parking spot are not allowed to be used on school grounds.

Sophomores with a valid drivers license may apply for parking, once parking is open to sophomores. Sophomore parking will be approved on a case by case basis. There are different rules and regulations that apply to sophomores who park on campus, and students and parents are encouraged to read the sophomore parking contract, which will detail those requirements.

Driving is a privilege not a right, and the student can lose driving privileges if school discipline is repetitive or extreme.

PASSES

Student passes to the bathroom, office, nurse, library (LC), CCRC, and other classrooms are managed by the Assistant Principal through the SmartPass system. Students will have a set number of bathroom passes for the week. Once a student is out of passes, they will not be allowed to leave a classroom unless there is an emergency. The following regulations govern students passing in corridors during class time:

- No passes are issued for the first and last 5 minutes of a class period
- Students must enter a pass in the SmartPass kiosk system to leave the classroom during class. Failure to enter a pass may result in a disciplinary referral
    - Students must enter their own information and not for another student
    - Students must go to the destination they entered into SmartPass. Students must go to the bathroom listed on the system and not another bathroom.
    - If a student cannot access a bathroom pass, the system is full and the student must try later.
- Students must return in the set amount of time and end the pass in the SmartPass system.

Any misuse of passes or the SmartPass system may result in a disciplinary referral.

PBIS – POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS
Johnsburg High School has a PBIS matrix displayed in each classroom that is based on four pillars of Responsibility, Respect, Safe, and Connected. These four pillars were decided on by students, teachers, and administrators and are consistent throughout Johnsburg District 12. Teachers and administration will provide additional information in classroom and grade level presentations regarding these pillars and how the expectations for what they will look like in different areas of everyday JHS life for a student. Students may receive a reward from administration for achievement in those areas.

PROGRESS REPORTS
Johnsburg High School utilizes the Skyward grading program which allows parents to view the Skyward Family Access program. Parents are encouraged to utilize this online program, as it allows parents to view their child's grades in any class at any time (this includes individual assignment grades and test grades, in addition to mid-term, quarter and semester grades.) Parents may still request a hard copy of mid-term and end of quarter report cards to be sent home in the mail.

However, because student progress can vary considerably between midterm and the end of the quarter, it is possible to fail a course without receiving a progress report. Parents who receive a report indicating that their son/daughter is failing a class are urged to contact the teacher who sent it to discuss the problem. Report cards are issued four times a year, approximately one to two weeks after each grading period.

PROM ATTENDANCE
If you are attending Prom you must be in a full day of attendance on the day of prom and you must be in good standing with your attendance, and not have absences or late/tardy to school equaling 10% or more of the total days attendance. Students who have committed any of the following offenses during the school year could be prohibited from attending the Prom:

- Truancy
- Bullying
- Vaping/drug,
- Excessive tardies or unexcused absences
- Any offense that results in an Out of School Suspension.

This is at the discretion of administration. Guests at prom must also be approved by administration, and meet the same level of disciplinary prerequisites as a JHS student including, but not limited to, social media posts involving drugs/alcohol. Early graduate students may attend prom at the discretion of the administration.

PUBLICATIONS
The official school newspaper is the Johnsburg Weekly News. No other publications or materials may be sold or distributed in the Johnsburg High School or on the campus without prior approval of the administration.

SCHOOL PROPERTY/SEARCH AND SEIZURE
In order to maintain 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, including automobiles on school property. "School authorities" include school liaison police officers.

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

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

Students
School authorities may search a student and/or the student's personal effects in the student's possession (such as: purses, wallets, backpacks, lunch boxes, etc.) when there is reasonable grounds 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. This search may include the use of a hand held metal detector, should the administrator have reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon.

Examples of disobeying staff directives includes refusing a district staff member's request to stop, present school identification, or submit to a search. This is considered to be Gross Misconduct per School Board Policy page 46, #7. An offense of this nature could result in other disciplinary actions. The penalty for a search refusal would be the same as if a banned object was found.

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.

SENIOR FINAL EXAMS
Seniors will be excused from taking their final exams in the spring of their senior year unless he/she has been truant, has **any** unexcused tardies or absences or has been suspended (ISI or OSS) during the current school year. Any seniors who had discipline regarding vaping, possession of drugs and/or alcohol during any part of their attendance here at Johnsburg High School, will be required to take final exams 2nd semester. If the student is over the 9 day absence policy for the year, they will also be required to take final exams for 2nd semester.

Final exams for designated courses must be taken by all students, regardless of exemption status. These courses include, but are not limited to, United States Government, Consumer Education, other one semester elective courses, and dual credit courses. Students enrolled in these courses are required to complete the final exam as scheduled by the classroom teacher, and this requirement will be clearly communicated to students in the course syllabus.

HONOR CODE REWARDS -

Johnsburg Honor Code Rewards are earned with a combination of academic performance and positive behavior. Academic performance indicators follow our JHS extra-curricular/athletic eligibility protocols. Positive behavior indicators are based on the common classroom Matrix used in each class, any minor infractions reported to our Student Support team, and any major discipline violations that require a formal referral. A student with multiple minor classroom infractions or lower level discipline referrals (tardies to class or school, not having a pass, general misconduct, attendance related issues, etc...), JHS Honor Code Rewards may be paused for a period of time. These rewards may be earned back by providing necessary academic or behavior improvement. These scenarios will follow the extra-curricular/athletic eligibility time frame. Any higher-level disciplinary offense (such as vaping, bullying, alcohol/drug related scenarios, etc.) could result in loss of a student's JHS Honor Code reward eligibility for up to a calendar year from the date of the referral. Restorative justice may be considered for disciplinary scenarios for JHS Honor Code eligibility to be reinstated for a student. Any student that does not scan into school or class daily may lose honor code for an extended period of time.

- Positive attendance (as determined by JHS administration)
    - Any junior or senior who has excessive absences during the school year (including the previous year as sophomores or juniors where they have missed 10% or more of school days in a year or semester), may have their honor code eligibility reviewed by administration. This could result in pausing eligibility for JHS Honor Code Rewards until attendance improves. This could include, but is not limited to, the start of the school year.
- All students will be required to follow a normal school schedule from 7:30 AM to 2:20 PM when JHS Honor Code Rewards program is not in effect for a school day. This includes, but is not limited to, the first few weeks of school, ½ days, testing days, class meeting days, or other scenarios communicated by JHS Administration. Any students who do not follow these attendance guidelines will lose JHS Honor Code Rewards for a period of time.
    - This could also include moving academic support/zero hour to a different time in the day, if necessary.
- JHS Honor Code runs on a two week cycle. Once the cycle starts, students will either remain <u>on</u> JHS Honor Code or <u>off</u> JHS Honor Code until the next cycle begins, unless a discipline scenario requires a student to be removed immediately.
- In order to participate in honor code rewards, students must turn in a signed Honor Code contract with both a student and parent signature. Honor Code contracts will be given out at the junior and senior meeting at the beginning of the school year and must be turned in before a student can start those privileges.

JHS does not have a fully open campus for lunch. Juniors and seniors who have not qualified for JHS Honor Code, in addition to all freshman and sophomores must remain on campus for lunch.

JHS Honor Code was developed in partnership with student advisory committees, parent advisory committees, college advisory committees, business/industry committees, and JHS teachers and administration. JHS Honor Code is NOT an open campus situation, but an **earned** opportunity

for junior and senior students who show high levels of success in their academics and behavior at JHS. The JHS Honor Code program is meant to recognize positive behaviors that are needed for life after JHS in whatever path a student may take, per the feedback provided by all advisory groups.

STUDENT RECORDS
Please see the Johnsburg District 12 Student and Parent Handbook, which can be found on the District 12 website at https://www.johnsburg12.org/page/documents-and-forms-for-parents

THEFT
Committing theft is a serious offense that can lead to disciplinary consequences up to suspension and possibly expulsion. Students can prevent theft by following these principles:

- Do not bring large sums of money or valuable items to school.
- Do not give out your locker combination to anyone.
- Lock your locker (regular and PE) at all times.
- Do not leave items such as cell phones, backpacks, calculators, ear buds and watches in unattended areas
- Clearly mark all your belongings.

The school is not responsible for your personal possessions. This includes cell phones, ear buds/headphones, watches, or other items not required for the school day. Please report thefts of school related items to an administrator immediately, and it is also recommended that a report is made with the Johnsburg Police. If possible, an investigation will follow but there is no guarantee for recovery of an item.

VISITORS
All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors will be required to produce a government-issued identification card (drivers license or state ID), and be processed through the Raptor V-soft visitor management system. Those visitors under the age of 18, or others who are unable to produce a government-issued identification card will need to speak to an administrator prior to entering student areas within the building. (More information regarding the Raptor V-soft visitor management system is available upon request.)

Approved visitors will be provided a name tag identifying themselves as a guest, and must wear the tag visibly while in the building. Visitors are required to proceed immediately to their location or have a school staff member escort them. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or her in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

V. HEALTH OFFICE PROCEDURES

If a student is ill and in the nurse's judgment needs to go home, the nurse will get permission from the parent or guardian for the student to leave school. The student must sign out before leaving. If the nurse sends a student home sick, it will count toward their attendance. Failure to be seen in the health office before leaving will result in disciplinary action.

Students who need to be excused from PE due to an injury or medical diagnosis, will submit a doctor's note to the school nurse and they will be assigned to a medical study hall for the time allotted by their health care provider. If a student is injured and there is no doctor's note provided, at the nurse's discretion, the student will be placed in a medical study hall for a maximum of three (3) days. Once that period has ended, a doctor's note is necessary to continue placement in a medical study hall.

Personal illness absences are excused up to 3 consecutive days. Beyond the 3rd day of consecutive absence, a doctor's note will be required for absences to be considered excused.

Parents/Guardians – please have contact and emergency information updated in Skyward for each student.

HEALTH REQUIREMENTS:

- All 9th grade students are required by the State of Illinois to turn in a State of Illinois Child Health Examination Form completed by his/her health care provider by the first day of school. These forms may be obtained on the Johnsburg High School website under the heading "Forms and Documents," from the school's nurse's office, and in most doctor's offices. A sports physical will NOT be accepted. If the state physical form is not turned in by the appropriate date, the child will be excluded from school per the State of Illinois's current health regulations. If your child's physician is unable to get him/her in for an appointment before the first day of the school year, proof of an appointment made within a reasonable amount of time signed by a healthcare provider will be accepted. The form will then be due upon returning to school from the appointment. All attempts should be made to have this physical done by the first day of school.
- All 9th grade students are required by the State of Illinois to turn in an Illinois Department of Public Health "Proof of School Dental Examination Form" completed by his/her dental care provider by May 15th.
- All SENIORS (or juniors 16 yrs. of age) must obtain a meningococcal vaccine ON or AFTER their 16th birthday. Proof of administration of this vaccine must be turned in by the first day of the school year. If you are unable to obtain the vaccine for your child before the first day of the school year, proof of an appointment made within a reasonable amount of time signed by a healthcare provider will be accepted. The form will then be due upon returning to school from the appointment. All attempts should be made to receive this vaccine by the first day of school.
    - **Religious and medical exemptions:** If your child has a religious or medical exemption on file in the nurse's office, he/she is exempt from the vaccine. A medical exemption is for students who are immunosuppressed or have another health condition in which their physician or healthcare provider feels the risk to the child obtaining the vaccine outweighs the benefits. This is an order submitted by a physician to the school nurse. For a religious exemption, obtain a form through the nurse's office that requires a statement of religious belief(s) for each vaccination requested, the signature of the healthcare provider responsible for performing the child's health examination, and a parent or guardian signature. The local school

authority is ultimately responsible for determining whether the information supplied constitutes a valid religious exemption.

- All new students transferring from out of state must obtain a health examination on a **State of Illinois Child Health Examination Form.** These forms may be obtained on the Johnsburg High School website under the heading "Forms and Documents," from the school's nurse's office, and in most doctor's offices. A sports physical will NOT be accepted. This must be obtained within the first month of entry into the school. If an appointment cannot be secured within that time frame, proof of an appointment made within a reasonable amount of time signed by a healthcare provider will be accepted. The form will then be due upon returning to school from the appointment.

MEDICATION AUTHORIZATION

ALL medication (over-the-counter and prescribed) that is to be administered at school requires a medication authorization form to be filled out and signed by the student's health care provider and parent or guardian and then submitted to the school nurse. This form is valid for one school year and will need to be filled out and resubmitted each consecutive year. It is highly recommended that you consider having this form filled out if there is any chance your child would want to take ibuprofen, Tylenol, or any other over the counter drug in school for headache, cramps, allergies, etc. If a student does not have this form on file, the only other option is for a parent or guardian to bring in the medication and give it to them. Students will not be allowed to go home to take medication and then return to school. All medication will be kept in the nurse's office and the parent or guardian is responsible for bringing medication in as well as picking it up at the end of the school year.

GUIDELINES FOR STAYING HOME

Fever: Any student with a fever will be sent home from school. Students must be fever free for 24 hours before returning to school. Do not send your child to school with a fever greater than 100 degrees.

Vomiting/Diarrhea: If your child has vomited more than once or has had persistent diarrhea during the previous evening or the current morning, he/she should stay home from school. He/she may return to school only after being symptom free for 24 hours. Students who are vomiting at school will be sent home unless the vomiting is determined to be due to a non-communicable condition and the student is not in danger of dehydration.

See the section labeled Communicable Diseases for guidelines regarding other specific ailments and illnesses.

COMMUNICABLE DISEASES

Chicken Pox - Incubation period: 10-21 days, commonly 13-17 days. Symptoms include sudden onset of mild fever, tiredness, and an itchy rash. Rash appears as successive crops of red raised dots that turn into fluid-filled blisters and then dry up to form crusts. Crops of blisters continue to erupt for 3-4 days. Highly communicable, from 1-2 days before onset of rash and through 4-5 days or until ALL blisters have formed crusts. May be transmitted person to person by direct contact with respiratory tract secretions and/or fluid from the blisters. Disinfect articles soiled by infected fluid from the patient's blisters or nose and throat secretions. **Child must**

be EXCLUDED from school for not less than 5 days after the appearance of the eruption and until all fluid filled blisters have formed crusts.

Conjunctivitis (Pink Eye) - Incubation period: 1-3 days. Symptoms include pink or redness of the eyes with white or yellow discharge. Eye pain or redness of the eyelids and surrounding skin may also occur. Transmission is by direct contact with discharge from the eye or respiratory tract of the infected person. Contaminated fingers and other articles need cleansing to prevent spread. **Child must be EXCLUDED from school** until 24 hours after treatment begins or child is examined by a physician and approved for readmission to school.

COVID-19 - Symptoms may include fever, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting and diarrhea. Contact the school to find out what protocols need to be followed, if any.

Impetigo - Incubation period: 4-10 days. Symptoms include blisters on skin that open and become covered with a yellowish crust. As long as the wound is draining, the child is considered contagious. This condition occurs mainly around the mouth and nose. It maybe suspected in any area of the skin that is draining pus. Transmission is by direct contact with nasal discharge or a person who has purulent lesions. Hands are the most important means of spread. **Child must be EXCLUDED from school** until 24 hours after treatment begins. Child should return with a note from physician for readmission to school. Teach importance of good hand washing.

Influenza (Flu) - Incubation period: is usually 2-7 days. Symptoms include rapid onset of fever, headache, sore muscles, and sore throat with cough. Nausea, vomiting, and diarrhea may occur. Transmission is by direct contact of respiratory secretions. The influenza virus can live for hours in dried mucus. This virus may be airborne and spread in crowded, enclosed places. **Child must be EXCLUDED from school** until symptoms have been gone for 2 days. Children are contagious for up to 10 days AFTER onset of symptoms.

Fifth Disease - A mild disease with low grade or no fever and a distinct facial rash (slapped cheek appearance). Can be associated with a lace-like rash on trunk and extremities. Rash can reoccur for 4-6 weeks. Rash must be verified by physician before readmission to school.

Lice - Eggs hatch in 7-10 days. They are small gray/black insects that lay gray/white eggs (nits) on the hair shaft. They are commonly found at the nape of the neck, about the ears, and top of the head. Symptoms include itching scalp and nits firmly attached to the hair. **Child must be EXCLUDED from school.** Readmission: after the first shampoo with pediculide or oil treatment is properly applied and all nits are removed. Follow up shampoo or oil treatment must be repeated 7-10 days after the first application. It is recommended that all family members be treated simultaneously. Parent must accompany child to school to have hair inspected by the school nurse for re-admission.

Poison Ivy/Oak - Condition can be contagious. Period of communicability is before rash appears. **Child must be EXCLUDED from school** if there is a rash, especially if it cannot be covered with clothing. If rash has any drainage and cannot be covered with a dressing and/or clothing, child must be excluded from school.

Rashes of unknown origin - May be on any area of the body – it may or may not itch. The rash may be neutral in color or "bumpy" red or blotch. Should be diagnosed and treated by a physician. Readmission to school: Doctor's note stating condition is not contagious or disappearance of rash.

Ringworm - Symptoms include red-ringed patch, which is itchy, red and scaly but may be moist and crusted. "Rings" may be found on the trunk, face, or in the scalp. The groin or thigh fold is another common place ringworm may be found. Ringworm of the scalp appears as round scaly patches with broken off hairs. Transmission is from direct contact with infected persons or contaminated articles. Ringworm is highly contagious. **Child must be EXCLUDED from school** for 24 hours after treatment begins and lesions begin to shrink unless lesions can be covered. Re-admission: by doctor's note stating condition is being treated, or disappearance of lesions. Check pets (especially cats), as they may be carriers.

Scabies - Incubation period for 1st infection may be 2-6 weeks. Repeat infections may be 1-4 days. Caused by small mite-like organisms that burrow under the skin. Symptoms include slightly discolored lines (burrows), small raised red bumps or blisters on the skin. Itching may be intense, especially at night. Eggs are deposited in the burrows. Areas of the body most commonly affected are between the fingers, wrists, and in the armpits. **Child must be EXCLUDED from school** until 24 hours after the first treatment with the scabies medication or a doctor's note stating the condition is not contagious.

Strep Throat/Scarlet Fever - The incubation period for Strep Throat is 1-3 days. Initial symptoms are fever, sore throat, enlarged tender lymph nodes in the neck. Scarlet fever – producing strains of bacteria cause a fine red rash that appears 1-3 days after onset of sore throat. **Child must be EXCLUDED from school** until 24 hours after treatment begins. Readmission provided the fever is absent. Untreated cases run the risk of Rheumatic Fever and/or inflammation of the kidneys.

The McHenry County Department of Health requires all schools to report certain communicable diseases**.** Please advise the School Secretary what your child's symptoms are when calling in to report an absence.

Annual hearing and vision screening is mandated by the State of Illinois for transfer students, special education students, and teacher referrals.

JHS - DAILY BELL SCHEDULE Regular Schedule Mondays, Tuesdays, Thursdays, and Fridays		
Period	**Start Time**	**End Time**
Period 0 (Academic Support)	7:30 AM	8:00 AM
Period 1	8:05 AM	8:50 AM
Period 2	8:54 AM	9:39 AM
Period 3	9:43 AM	10:28 AM
Period 4 (lunch)	10:32 AM	10:56 AM
Period 5 (lunch)	11:00 AM	11:24 AM
Period 6 (lunch)	11:28 AM	11:52 AM
Period 7	11:56 AM	12:41 PM
Period 8	12:45 PM	1:30 PM
Period 9	1:34 PM	2:20 PM

Johnsburg High School will have a late start every WEDNESDAY starting August 24th (excluding finals week each semester). Classes will begin at 8:35 AM and students will follow a modified schedule throughout the day. There will not be an Academic Support (Zero) Period on late start days.

JHS - BELL SCHEDULE Late In Schedule Wednesdays		
Period	**Start Time**	**End Time**
Period 1	8:30 AM	9:11 AM
Period 2	9:15 AM	9:56 AM
Period 3	10:00 AM	10:41 AM
Period 4 (lunch)	10:45 AM	11:09 AM
Period 5 (lunch)	11:13 AM	11:37 AM

Period 6 (lunch)	11:41 AM	12:05 PM
Period 7	12:09 PM	12:50 PM
Period 8	12:54 PM	1:35 PM
Period 9	1:36 PM	2:20 PM

JHS - FINALS BELL SCHEDULE			
	Day 1	**Day 2**	**Day 3**
7:30 AM - 9:00 AM	Period 1	Period 3	Period 8
9:00 AM - 9:15 AM	Break	Break	Break
9:15 AM - 10:45 AM	Period 2	Period 4/5/6	Period 9
10:45 AM - 11:00 AM	Break	Break	Break
11:00 AM - 12:30 PM	Flex*	Period 7	Flex*

Students can use the Flex period to move a final to that period. Students must get approval from the Main Office. There are no finals for study halls or PE classes.

2026-2027 JOHNSBURG HIGH SCHOOL CALENDAR
SEMESTER 1

August 17……First Day of School (this is a full day)
August 19……Picture Day/Senior Pictures
September 4……..……..……..Last Day for Pass/No Credit Approval
September 7…….…… Labor Day – **No School**
October 12 ……..……...Columbus Day **– No School**
October 15 ……..……Pep Rally/Fire Works
October 16 ……Homecoming Parade/Homecoming Game
October 16 ……..……End of Quarter 1
October 17 ……..…… Homecoming Dance
November 23 & 24 ……..…… Parent/Teacher Conferences – **No School**
November 25-27 ……..…… Thanksgiving Break – **No School**
December 16-18 (if no snow days).....Semester 1 Exams
December 21-January 1 ……..…..…… Winter Break – **No School**
January 4 ……..…..…… Teacher Institute Day – **No School**
January 5 ……..…… Return from Winter Break
January 8…… Last day of Semester 1

SEMESTER 2

January 11……..……Semester 2 Begins
January 18……Martin Luther King Day – No School
February 1……...Last day for Pass/No Credit Approval
February 15 ……President's Day – **No School**
March 12…….. Last day of 3rd Quarter
March 26 through April 2 ……Spring Break
April 5 …….. Return from Spring Break
May 7……½ day classes – Institute Day – 10:20 Dismissal
(MUST BE AT SCHOOL ON MAY 7 FROM 1ST – 9TH HOURS TO ATTEND PROM)
May 7……Prom
May 12 ……..JHS Theater Awards – 7:00 pm
May 13 …… Academic Honors Night – 7:00 pm
May 19-21 (if no snow days)....……..Semester 2 Exams
(PLANNED FAMILY ABSENCES WILL NOT BE APPROVED DURING EXAM WEEK)
May 21 ……Last Day of School (If no snow days are used)
May 21 …… High School Graduation – 7:00 pm

VI. COUNSELING

STUDENT COURSE LOAD
A minimum course load is six classes (up to a maximum of seven classes) for each semester that a student is enrolled. Students requesting more than six classes will have limited study time during the school day.

ATTENDANCE
Student attendance is essential to earn credit for any class. If a student has missed 20% (approximately 18 days) of a class, the Johnsburg High School Student Support Team will perform a review to determine possible alternatives, which could include, but is not limited to, online credit recovery.

ADDING AND DROPPING COURSES
Schedule changes after the master schedule has been completed and the students have been scheduled (approximately spring break) will be limited to the following:

- The course is needed to meet graduation requirement
- The course is needed to fulfill an accommodation for the Individualized Education Plan (IEP) or 504 plan
- The course conflicts with Lake County Tech Campus availability
- The student does not meet a prerequisite for the course.

Beginning with the 2026-2027 school year, the student will have to submit a Schedule Change form and must have administrative approval for the change.

Schedules will NOT be changed for the following:

- Student changed their mind or changed a career path
- Failing or has a low grade in a year long class
- Student has preference for a particular teacher
- Student wants to be in class with a friend
- Student wants to change lunch periods
- Student has a job or athletic commitment

Students with seven classes may drop an elective class for a study hall anytime during the first 15 days of a semester without a penalty. Band/Marching Band is not included in this policy. Band must be dropped by July 1.

Freshman with seven classes may drop an elective class anytime during the first and third quarter for a study hall with no penalty. Band/Marching Band must be dropped by July 1st.

Students may drop a class with an "F" during the year. The student must receive permission from the parent, their counselor, and administration before they drop the class. See your counselor for a "Drop with an F" form.

COURSE SELECTION
Course selection materials are distributed to all students in November. At this time parents and students begin the educational planning for the following year and beyond.

COURSE SELECTION DEADLINES
It is very important that you meet all deadlines for course selection. Counselors must check course selections for each student and they will build a schedule for you if you do not provide information. Counselors may check in with students from time to time as course offerings change.

DRIVER EDUCATION
In order for a student to enroll in Driver Education, that student must have received a passing grade in at least 8 courses during the previous two semesters. Johnsburg High School has a responsibility to ensure the safety of all students and staff. Students receiving high level discipline for scenarios that could cause a safety concern to themselves or others if they were to be behind the wheel of a vehicle could include the delay or loss of behind the wheel drivers ed instruction and/or participation in the heavy diesel program.

There are strict time requirements from the State of Illinois regarding driver education classroom minutes and behind the wheel driving. Students may get their schedule changed due to these factors.

EDUCATIONAL PLANNING
Planning an academic program is a critical part of the high school experience and is the continuing responsibility for each student. Teachers and counselors are available at any time during the school year to assist in reaching these decisions.

FOUR YEAR PLANNING
Students should develop a four year plan beginning before their freshman year and make alterations to the plan as needed. A four year plan can provide direction and help in goal setting and course selection. This four year plan should include all course work needed to meet graduation requirements. For more information see the Programs of Studies book.

VOCATIONAL/TECHNICAL PROGRAMS
Vocational programs are designed to provide entry level job skills and possible job opportunities after high school. Students must also complete three or four years of sequences in English, Social Studies, Math, and

Science for their graduation requirement. Students planning to enter a community college or vocational school should research the admission requirements.

Students interested in vocational courses have the option of attending off-campus classes at Lake County Technology Campus. In order to register for any Lake County Technology Campus, a student must:

- Be on track to graduate.
- Have less than 9 absences the semester prior to registration.
- Have a good disciplinary record.
- Have parental signature on LCTC contract and complete the online application on www.techcampus.org (see the Main Office for a copy of the LCTC Contract)
- No student will be allowed to drop LCTC without reimbursing JHS for the tuition once the district has paid the tuition. Final approval of LCTC attendance will be determined by JHS counselors and administration.

UNIVERSITY/COLLEGE PROGRAMS
Students who plan to attend a college or university should follow the college preparatory sequence. It is best to make a four year plan at the beginning of your high school career and update it each year to ensure the proper courses will be completed. Colleges also look at rank in class, recommendations of teachers and counselors, college entrance scores (ACT or SAT), rigor of the student's curriculum, and possibly essays and interviews.

ACADEMIC POLICIES
See Graduation Requirements

COURSE CREDITS
Final credit for courses will be awarded on a semester basis.

CLASS RANK
Class rank is computed at the end of each semester. Official computation for transfer students is postponed until the end of the semester. "P" (Pass) and "NC" (No Credit) designations, P.E., Community Service and Driver Education grades are not considered in computing class rank. Class rank is based on cumulative grade point average (GPA).

PASS/NO CREDIT GRADE OPTION
Students may take a 4.5 or 5.0 elective (one per semester) on a P/NC basis. Required courses may not be taken on a P/NC basis. If you have 7 classes, you may take a 4.0 elective on a P/NC basis. Forms are available in the counseling office and must be **filed within the first fifteen days of each new semester.** *Student athletes planning on participating on the college level should not take core courses on a P/NC basis. These courses will not be recognized for eligibility.* If you intend to compete in interscholastic sports at a division I or II College (accredited as NCAA), you cannot take a "core" curriculum course with the Pass/No Credit option.

PASS/NO CREDIT, A/B GRADE OPTION
As a Johnsburg High School student, you have the option of having one course per semester reported on a Pass/No Credit, A/B basis rather than the normal grading system. The course you choose must be a 4.5 or 5.0 elective – *unless you are enrolled in seven courses.* In this case, you may select a 4.0 elective. If you intend to compete in interscholastic sports at a

division I or II College (NCAA) you cannot take a “core” curriculum course with the Pass/No Credit, A/B option.

If you elect to take a course Pass/No credit, A/B option and earn lower than a B, your grade will be “Pass” or “NC” at semester cumulative grade. A grade of “Pass” will earn credit towards graduation, but this grade will not be used to compute your GPA. If you earn an A or B, the grade will be included in computing your GPA. Students may only take one class on a P/NC or P/NC A/B option basis – not one of each.

GRADE POINT AVERAGE
GPA’s are computed at the end of each semester and include all grades except P.E., Driver Education, Community Service and courses taken on a P/NC basis. This GPA is cumulative and weighted. Honor Roll is based on the semester GPAs:

Honor Roll Tiers			
Freshman	3.20 - 3.69	3.70 - 4.19	4.20 and above
Sophomore	3.40 - 3.89	3.90 - 4.39	4.40 and above
Junior	3.50 - 3.99	4.00 - 4.49	4.50 and above
Senior	3.50 - 3.99	4.00 - 4.49	4.50 and above

Grading System	
A	**90 - 100**
B	**80 - 89**
C	**70 - 79**
D	**60 - 69**
F	**Below 59**

GPA Points Courses are weighted by departments based on difficulty			
	4.0 - Regular	4.5 - Honors	5.0 - AP or Dual Credit
A	4.0	4.5	5.0
B	3.0	3.5	4.0

C	2.0	2.5	3.0
D	1.0	1.5	2.0

HOW TO CALCULATE YOUR GRADE POINT AVERAGE
To calculate your cumulative GPA, you must add up all your semester grade points and divide by the number of classes. To figure out your grade points, an A in a 4.0 class is worth 4 points, an A in 4.5 class is worth 4.5 points and an A in a 5.0 class is worth 5 points. Remember that P.E., Weight Training, Driver Education, Community Service and classes taken on a Pass/No Credit basis do not count in the GPA. Also, if a class is a two-period class, you must add in the grade points twice. LCTC courses are at least 3 periods. The weighted cumulative GPA is the GPA colleges use to consider admission. The GPA Point Chart is listed above.

To calculate your quarter or semester GPA, you must add up all your grade points for only the classes you took in the quarter or semester and divide by the number of classes you counted.

FINAL EXAMS
Final exams must be taken in all classes. No final credit will be given until the final exam is taken. Seniors, please see the final exam exemption policy for seniors.

CREDIT EARNED OUTSIDE OF JHS
No more than 4 total credits that are earned outside JHS may be applied toward graduation. This includes summer school classes taken at a different high school, courses through McHenry County College, Edgenuity, Edmentum, Illinois Virtual School, Subject.com, the American School (of Correspondence), A.S.B. Educational Institute and Indiana University HS. (These classes can only be taken in certain situations when the class can't fit into a class student's schedule, to take something JHS doesn't offer, to take a class in the summer, or if a student needs a class for credit recovery). To take MCC classes (3 credit MCC course and at least 100 level or higher course); you have to sign up through the Running Start Program at MCC. Outside credits MUST BE APPROVED by administration and a student's school counselor BEFORE a student is enrolled in any class not offered at JHS. You can take MCC classes for either dual credit or college credit only. You must go through your JHS counselor for any of these options. If the course is approved as dual credit, the course will be calculated into the GPA and class rank at the 4.o-5.0 depending on the rigor of the course. If the course is approved as a college credit only, the course will not be calculated into the GPA or class rank. If JHS offers the same class, then it will be weighted the same as the class here. All Edgenuity courses have a 4.0 grade weight.

REPEATING COURSES
A student may repeat a course for enrichment or increased mastery of the subject area on an "audit" basis. Credit will not be given a second time, however the audit grade will be posted on the transcript. Students must receive prior approval to take a course on an audit basis. The first passing grade received will be the grade that is included in the GPA. Certain courses, such as band, choir, percussion, yearbook, and writing for media can be repeated for credit

MCHENRY COUNTY COLLEGE RUNNING START PROGRAM

High School students have opportunities to earn college credits while in high school through McHenry County College. MCC has two different types of paths including Running Start and Dual Credit. Running Start is when high school students enroll in MCC college courses AT MCC and can earn high school and college credit at the same time (dual credit) or just college credit. In order to enroll in Running Start, students must see their school counselor to complete a Running Start enrollment form and meet the MCC course prerequisites and show strong academic ability. **High school students and their families are responsible for paying the cost of these courses**. Students will need to request an Official Transcript from MCC and have it mailed to the JHS registrar once the class is completed. If an Official Transcript is not received, the student will have an "incomplete" on their report card and transcript. If a JHS student taking an MCC class has an IEP or 504, the student is responsible to contacting the MCC Access and Disability Services at (815) 455-8766 in order to apply for accommodations at MCC. Running Start courses are weighed at the same grade weight as the JHS course, if JHS teaches the same class. If JHS does not teach the same course, it will be weighed between the 4.0-5.0 level depending on rigor.

DUAL CREDIT

JHS offers several classes that are marked as DC, which stands for DUal Credit, Dual Credit means that a student is taking a course that gives them both high school credit and college credit at MCC. These courses are taught by JHS teachers who have met the requirements to teach dual credit courses. Credits earned are typically transferable to any future college as long as the student sends their official MCC transcript to their future college when applying for admission. Students are responsible for paying MCC fees associated with any of our dual credit courses and these courses are weighted at the 5.0 level if taught by a JHS teacher at JHS unless noted differently in the Program of Studies. JHS currently offers DC courses for English, Math, PE/Fitness, and US History. It is important to note that future colleges may include dual credit grades into the student's future college GPA, so getting the best grades possible in dual credit courses is important as you are beginning your future college GPA.

CLEP TESTING

College-Level Examination Program (CLEP) testing offers the opportunity to earn college credit for information you already know. You can visit http://clep.collegeboard.org for more information. McHenry County College is a test site for CLEP testing. Not all colleges accept CLEP testing for credit. Please consult colleges you are interested in for more information.

AUTOMATIC ENROLLMENT

Beginning in the 2025-26 school year, students will be automatically enrolled in the next most rigorous level of advanced coursework if the student exceeds state standards in English Language Arts (ELA), mathematics, and/or science on the most recent state assessment. Automatic enrollment is not limited to those who have been previously identified as gifted and talented. It is open to all students who demonstrate high ability and who may benefit from accelerated placement. After results are received by District 12, parents will be notified whether or not a student has qualified for automatic enrollment into an advanced course. Parent/guardians may refuse to have their student placed into the next most rigorous coursework at the time of initial placement or any time thereafter. For high school students, this will occur during course selection

in early November each year. Parents or guardians can decline to have students enrolled in accelerated courses by contacting their child's counselor or by signing the form to decline the placements. Districts will keep records. Please see the district's Academically Talented Handbook on the district's website for more information about accelerated placement and automatic enrollment.

SEAL OF BILITERACY

Students attending JHS will have the opportunity to earn the Illinois State Seal of Biliteracy. The Illinois State Seal of Biliteracy is a special designation added to student diplomas and transcripts that indicates the student has demonstrated a proficiency in multiple languages: one being English plus any additional language(s). Students who show progress towards biliteracy may obtain the Illinois State Commendation towards Biliteracy instead which are also listed on diplomas and transcripts. Students who meet the requirements for the Seal of Biliteracy or the Commendation towards Biliteracy will be awarded those designations upon successful completion of JHS graduation requirements.

Students who wish to obtain a Seal of Biliteracy need to meet the requirements below:

- Demonstrate proficiency in English by receiving an ELA score at the "meets" or "exceeds" level on the state accountability test (ACT)
    - ELL students may demonstrate proficiency (a score of 4.8) or the high school ACCESS test.
- Achieve a composite score equivalent to Intermediate High or higher on a standardized assessment of language proficiency (STAMP Exam) for a secondary language (i.e., Spanish)

Students who wish to obtain the Commendation toward Biliteracy need to meet the requirements below:

- Demonstrate proficiency in English by receiving an ELA score at the "meets" or "exceeds" level on the state accountability test (ACT) or ELLs may attain a composite 3.5 score on the high school ACCESS test.
- Achieve a composite score equivalent to Intermediate Low or higher on a standardized assessment of language proficiency (STAMP Exam) for a secondary language (.i.e. Spanish).

Interested students will need to fill out an application before the scheduled testing dates. Standardized assessments of secondary language proficiency will be available for students to take throughout each school year so students have the opportunity to meet the language proficiency requirement for any language other than English at any time during their four years of high school. Students who choose to take these assessments of language proficiency are responsible for paying the cost of the exam. The cost for the full exam is between $20 and $25,, depending on the language being tested. Should you not pass with a high enough score on any part of the foreign language test, you may be able to retake the portions to try to earn a higher score (about $5 per section).

The English proficiency requirement can be met when students take the state-sponsored ACT test in the spring of their junior year by obtaining an Evidence-Based reading & Writing score which is 21 composite or 20 on ELA with writing. If students do not meet this requirement during their junior year, students can choose to pay to take the ACT again at another testing site during their senior year.

PHYSICAL EDUCATION

Student may be exempt from a PE class for the following reasons:

- Any student with a doctor's verification that they are unable to participate in any physical education activities for a semester or the entire school year will be required to take another academic class in place of physical education. However, if a student has seven classes, they may take a study hall for medical PE (medical study hall) The PE graduation requirement for that semester or year will be waived.
    - Students who will be out of PE for less than a semester will work with their PE teacher to arrange the credit needed.
    - If a student will be out of PE for more than half of the semester, but less than the full semester, a grade of "M" will be issued. An "M" grade will meet graduation requirements.
    - 1 semester of Health is required for graduation, only 1 semester of Health can be substituted for PE.
- Students in Driver Education will take three quarters of P.E. and one quarter of Classroom Driver Education, if the student opts to take Driver Education at JHS. Only one quarter of Driver Education can be substituted for PE
- Students may be excused from the PE requirement of class attendance if they are in one of the following situations and the use of this option would result in only one study hall in the seven period school day.
    - Students participating in any levels of interscholastic sport (for all ages per state guidelines including all IHSA sanctioned sports except Bass fishing, Scholastic Bowl and Marching Band) if the student does not already have a study hall.
    - Juniors and seniors who have failed classes and need an academic class that they cannot fit into their schedule without dropping PE (Proof of this need must be provided by your counselor).
    - Juniors and seniors who need a course for college entrance and cannot otherwise fit it into their schedule without dropping PE (Proof of this need must be provided by your counselor).

WITHDRAWAL PROCEDURE

When a student withdraws from school or transfers to another school, he/she must secure a withdrawal form from the office to present to the teachers. Teachers will accept the return of educational materials, determine a grade to date, and sign the release form for the student. Students are responsible for payment of any lost or damaged items.

TRANSFER OF CREDITS

JHS Students

JHS students may earn four credits toward the graduation requirements through McHenry County College, Illinois Virtual School (IVS) Edgenuity, Edmentum, Subject.com, The American School (of Correspondence), A.S.B. Educations Institute and/or Indiana University High School with prior approval of the counselor. These courses will be counted in the GPA and rank in class at a 4.0 level unless JHS offers the same class at a different grade weight, then it will be weighted the same as the class here. The only time the grade weight may be different is with Edgenuity, which is 4.0 grade weight for ALL classes. Outside credits MUST BE

APPROVED by administration and a student's school counselor **BEFORE** a student is enrolled in any class not offered at JHS.

Transfer Students
Students transferring from public or private schools may receive weighted grades for courses that are clearly labeled "honors" courses or "AP" courses only when the same courses are offered at JHS. Grade weights assigned to these courses will be determined by using the same formula as would be applicable to the same course offered at JHS. If JHS does not have a similar class, the classes will be weighted at the 4.0 level.

Home-Schooled (Transferring into JHS)
For home-schooled students transferring into JHS, home-schooled classes are not accepted unless they are from accredited programs such as Indiana University High School or American School. Home-schooled classes taken from high school textbooks that are not taken through an accredited program will not receive credit. These students and parents are required to make an appointment with their JHS counselor to discuss class options.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY
The ASVAB exam is offered to sophomores, juniors, and seniors each year in the fall. This test is given by the military during the school day and there is no charge.

COLLEGE ADMISSION TESTING
The College Admissions Tests are given by two testing agencies; the CollegeBoard (SAT) and the ACT. Most schools will accept either SAT or ACT for entrance, however, check with the specific college's requirement. Information may be obtained in the CCRC or online at www.act.org or www.collegeboard.org.

ACT
The ACT Test can be taken by any student at any grade level and is required by many colleges for admission. The test is given multiple times each year at a national testing site. Scores range from 1 to 36. The test measures English, Math, Reading, Writing and Science Reasoning Skills. Students can sign up at http://www.act.org. Currently, JHS juniors must take the ACT for no charge at JHS in April to fulfill the state testing and graduation requirement. Freshmen and Sophomores take a practice ACT exam, called the PreACT as part of Illinois's state testing program. This exam assesses student readiness in English, Math, Reading and Science.

SAT
The SAT Test is an online test measuring reading, mathematical and writing skills with scores ranging from 400 to 1600. The test is available multiple times during the year at various locations. Go to http://www.collegeboard.com for information. The SAT is currently not given to all JHS students. Student can sign up for the exam at the College Board website

PSAT/NMSQT
The PSAT Test is used as a qualifier for the National Merit Scholarship Program. If taken during the fall of the junior year, students may be eligible for various scholarship opportunities. This is not a required exam for JHS students. Students sign up and pay a testing fee in the CCRC if they are interested in taking the test.

VII. COLLEGE INFORMATION

VISITATION BY COLLEGE REPRESENTATIVES

Each year, JHS is visited by representatives from a variety of colleges and universities. Most visits occur in the fall and spring, and details are posted on the CCRC window, on the JHS website under "Counseling/CCRC", posted on Google classroom, Facebook, Twitter, SchooLinks and are announced during morning announcements at JHS. Students may obtain a pass and meet with the admission representative. Typically, the visit lasts about ½ hour, during which time the students are given college information and have an opportunity to ask questions.

COLLEGE AND CAREER VISITS

Students are permitted to make college and career visits with prior approval from the counseling office and the Assistant Principal's office. (This extends to military physicals.) *JHS encourages students to visit colleges on open house dates.* A planned absence form must be obtained from the office, signed by the student's parent & teachers and returned to the JHS office.

COLLEGE/CAREER FAIR

McHenry County College hosts a college fair during the spring and is open to all JHS students. Approximately 150 colleges and universities both in and out of state will be represented with admission representatives available to answer questions. In addition, there are several area businesses that attend the career fair to discuss career pathways and job openings. There is a list of other College Fairs on the JHS Counseling website as well.

COLLEGE APPLICATIONS AND TRANSCRIPTS

- Seniors must apply to colleges in the fall of their senior year, beginning August 1st.
- Seniors must complete applications online.
- Transcripts must be sent to each school that you have applied to.
    - Download the records request form from the JHS website and return to Mrs. O'Brien (principal's secretary) in the main office of the high school or log in to your SchooLinks account and request your transcript there.
- SAT/ACT scores may be sent to each school to which you have applied. To send score reports, please go to http://www.act.org or www.collegeboard.org. Students can also access account information through www.MyACT.org.
- It is the student's responsibility to secure recommendations, meet deadlines, and mail completed documents.

FINANCIAL AID

As a family, it is important to understand what your financial obligation will be in the next few years as it pertains to college, university, or other plans after high school. To develop a strategy, families need information on what is involved and what to expect. There are Financial Aid Information Nights at JHS offered by the Counseling/Career Resource Center (CCRC). Please call the CCRC or check the website for information. Parents and students must fill out the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa. Financial aid can be applied for on or after October 1st of senior year. Completing the FAFSA is a graduation requirement per the State of Illinois.

FINANCIAL AID AND FAFSA COMPLETION NIGHT
JHS will hold a Financial Aid Night in the fall. This night will overview what Financial Aid is and how to apply for it.

FAFSA Completion Night is held at JHS (date to be announced) and explains how to go online and complete the forms. JHS **must complete** a FAFSA form in order to graduate (JHS graduation requirement). Forms are distributed and questions are answered. Topics covered include:

- What forms to file
- How to file the forms
- Errors to avoid
- How financial aid works
- The best sources of aid
- Where to get all forms.

Junior and senior students and their parents are encouraged to attend.

FORMS AVAILABLE IN THE CCRC
Scholarships - Students have access to computer searches, printed materials, and updated local scholarships. Begin your search during your junior year and continue it into your senior year. See the JHS website, **under Counseling/CCRC** for a list of available scholarships.

College Applications - SchooLinks – college and career research website

<u>Other resources in the CCRC</u>
Computer Services:

- College and Financial Aid Searches
- Career Exploration and Information

COLLEGE PLANNING GUIDELINES
Guidelines change each year and are general in nature. Students must always consult the website for each of the colleges they plan to attend. Specific high school courses accepted vary with each university and the college catalog must be consulted. As a general guideline, the following pattern is **recommended for college-bound students:**

- English - 4 credits required (4 years)
- Mathematics - 3 or 4 credits required including Algebra I, Geometry, and Algebra II
- Science w/Lab - 3 or 4 credits recommended including Biology, Chemistry, and Physics
- Social Studies - 3 or 4 credits recommended including American Government and US History
- International Language - 2 credits minimum of the same language.
    - Colleges who require foreign language will usually only accept a “C” or better.
    - It is possible that a college may not require International Language for admission, but may require it for graduation.
    - Some colleges may accept music, art, or vocational education in the place of International Language.
    - Please consult the college websites or talk with your counselor for exact program requirements.

Other Notes:

- Taking more classes in certain areas can make students more competitive in the college admission process.
- The difficulty level of high school courses as well as GPA, class rank, school activities, community service, SAT and ACT are important in the college admission process.

- Departments within each college may have individual requirements that must be fulfilled. Again consult the websites.
- Not all universities recognize the same courses for entrance. For instance, some schools may not recognize Journalism, Physical Science, or American Issues as meeting specific course pattern requirements and other schools may accept these courses for entrance. Consult the catalog of the college you plan to attend.
- College information is located in the counseling office (CCRC), and on SchooLinks.
- Applications are available online at the college websites.

COLLEGE ATHLETICS
Each college has specific course requirements for athletic scholarships, GPA requirements and ACT or SAT requirements that must be met by a student before a scholarship can be awarded. See the following websites for information or phone your school counselor.

NCSA College Recruiting website:
https://www.ncsasports.org/ncaa-eligibility-center/eligibility-requirements

Play NAIA website: http://www.playnaia.org

NCAA website for athletic eligibility:
https://www.ncaa.org/sports/2014/10/6/athletics-eligibility.aspx

NATIONAL HONOR SOCIETY
Each fall students are selected and offered membership into the National Honor Society. Membership is limited to junior and senior students who excel in four areas; Scholarship, Leadership, Character, and Service. NHS members are selected through the following process:

- Students in the Junior and Senior classes who have a cumulative Non-weighted GPA of 3.5 and above are considered for selection.
- A ***Service/Activity*** form is distributed to the students to be completed and returned to the NHS adviser.
- Faculty input on ***Service, Character, and Leadership*** is gathered through a questionnaire.
- All of the information is gathered and an average is computed.
- The selection committee consisting of five anonymous faculty members is appointed by the principal. The NHS adviser supervises the process and is a sixth non-voting member.
- The information is given to the faculty committee and this committee is responsible for final selection of members. Members are selected by receiving 3 out of the 5 possible faculty votes.
    - Students not selected by the faculty council have the ability to appeal the decision, which will then be reviewed by an appeals committee made up of five different faculty members than the selection committee.
- Members are notified and induction takes place later in the fall, after dues have been paid.

ALL NHS policies can be found in the NHS by-Laws.