



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 Johnsbury High School Website.

I. INTRODUCTION

Many things contribute to making Johnsbury High School a great place to be. A commitment to personal and academic excellence by the Johnsbury 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 Johnsbury Senior High. Please read it thoroughly.

There are many opportunities for you to take advantage of here at Johnsbury. Some are curricular; others are co-curricular. Each student should be involved in both in order to develop the kind of self-discipline, courage, and skill that it takes to succeed in life. Each of you 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 2023-2024 school year. May it be the best year of your life and the finest in the history of Johnsbury High School.

Kevin Shelton, Principal

PEOPLE WHO CAN HELP YOU WITH INFORMATION:

Students at Johnsbury 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 an assistant principal or athletic director.

Mr. Shelton	Principal/Vocational Director
Mrs. Master	Assistant Principal

Mrs. O'Brien	Principal's Secretary/Office Records and 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
Mr. Knar	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.

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 SAT 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) 1credit 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
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+**.

NOTE: All students must pass Algebra I and Geometry to fulfill two out of the three required mathematics credits. Geometry, Honors Geometry can fulfill the Geometry requirement. If you take Algebra I and/or Geometry in Junior High, your Algebra I and Geometry requirement is fulfilled, but you still must take three years of math while in high school beginning with Geometry or Algebra II.

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

The School Board 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. Students who leave school before completing graduation requirements may earn a diploma by completing coursework using any combination of Johnsburg High School, community college, correspondence courses, or Illinois Virtual School (IVS) courses. No more than 4 credits earned through a community college, IVS, or correspondence school may count toward graduation. It takes 3 McHenry Country College (MCC) credits to equal a ½ credit at JHS. Seniors attending the Lake County Technology Campus (LCTC) cannot graduate early because LCTC classes are year-long classes paid for by the district.

Seniors, who choose to attend JHS during second semester, but then decide to leave JHS to graduate early will receive all "F's" in their classes UNLESS they withdraw by the 10th day of the second semester.

Students who graduate early may not be eligible for some locally awarded scholarships. Early Grad Seniors who wish to participate in the next regularly scheduled prom, honors night, and graduation ceremony must have completed all graduation requirements and turned in a completed “Early Graduation Application” on the last day of attendance as a full time student at Johnsburg High School. Students must complete the “Early Graduation Application” and return it to the high school registrar in the main office. Early grads are **not** eligible to be chosen as valedictorian or salutatorian. Also early grads must stay until the last day of the semester and are not allowed to leave after finals.

Juniors, who choose to graduate early must take final exams as normally scheduled.

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 her 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

There are two types of absences: excused and unexcused.

Excused absences include: **illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the principal.** All other absences are considered unexcused, 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.

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 hour of 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 we have 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. School may require documentation explaining the reason for student absence.

After 10 **CONSECUTIVE** days absent students will be withdrawn from school unless prior permission from administrators.

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 absent for three days or more, a doctor's note is required upon return to school.

****School-sponsored field trips**

****Funeral**

****Religious Holidays (written notice from the parent/guardian to the building principal at least 5 calendar days before the student's anticipated absence)**

- **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

Academic work: tests, assignments, papers, etc., must be made up in a timely manner upon return to school from an excused absence. Any previously assigned work is due upon return to school. The student will be permitted the same number of days as he or she was absent to turn in the make-up work.

If a student is absent (excused) during semester exams, it is the responsibility of the students to arrange a make-up of that exam within 24 hours of this absence.

If student is O.S.S.(Out of School Suspension) they are responsible in getting their own homework.

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 will not be included in this policy of 9 absences per year. If a student is absent more than 9 days, phone calls will not be made home, 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.

NO MAKE-UP PRIVILEGES ARE 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.

In case of 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 Assistance 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 an “F” 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: I.S.I., 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 there for 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

If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

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:

- 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 I.S.I. & 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, that will damage property, or that will 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 a 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 privileges, 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 are not permitted at school.
- Water guns, play guns, and/or real guns, fake or real weapons are not permitted at school.

PROHIBITED STUDENT CONDUCT

STUDENTS MAY BE DISCIPLINED FOR THEIR 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 is prohibited at JHS.
- Displaying Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group is prohibited at JHS.
- Image or language that promotes hate speech, profanity, or pornography is prohibited at JHS. (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 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.
 - 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.
 - 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. 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:

- 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, 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 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 a school's student 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 or at any time.
- 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 may include:

- Disciplinary conference.
- Withholding of social privileges and/or honor code rewards.
- Restorative conference (if both parties agree)
- Driving privileges suspended or revoked.
- Seizure of contraband.

- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges.
- 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.
- 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.
- Notifying parents/guardians.
- Temporary removal from the classroom.
- In-school Intervention for a period not to exceed 5 consecutive school days.
- After-school detention or Saturday detention, provided the student’s parent/guardian has been notified.

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:

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

- Student Conference
- Parent Conference
- Police Involvement
- 5-10 Days OSS
- Possible loss of social privileges
- Potential cease & desist directive by JHS Administration (signed by students involved)
- Possible Social Work Contact

Any Subsequent Offense:

- Student Conference
- Parent Conference
- 3-10 Days OSS
- Possible loss of social privileges
- Potential cease & desist directive by JHS Administration (signed by students involved)
- Possible Social Work Contact
- Review by Board of Education for Possible Expulsion Considered

BULLYING, INTIMIDATION, TEEN DATING VIOLENCE & HARASSMENT PREVENTION

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

Bullying, 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 have 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 will not be disciplined.

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

making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

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.

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, their counselor, the 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 assistant principal for appropriate action.

****Students, parents and/or community members who have reliable information regarding bullying may also use the J.H.S. safety tip hotline (Safe2Help Illinois) by calling 844-4-SAFEIL or via email (www.Safe2Helpil.com).**

SCHOOL CONSEQUENCES FOR BULLYING/HARASSMENT

- Referral is made to assistant principal **First Offense** with the following potential consequences:
 - Level I offense consequences range from 1.5 hour after school detention to 4 day O.S.S. + possible loss of social privileges and loss of parking privileges.
 - Discussion with assistant principal 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****

- Referral is made to assistant principal for **Second Offense** with 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*).
 - Suspension may be reduced and social privileges earned back upon completion of Johnsburg High School/District 12 Bullying Intervention Program through Family Services.

- Option to reduce suspension and earn back social privileges given to student and parents.
- Information regarding Family Services referral given to family.
- Cease and desist form used.
- Student and/or parent must make appointment for assessment within time frame of reduced suspension.
- Student must attend assessment: Family Services will contact assistant principal regarding attendance.
- Student's suspension will be reduced upon attendance confirmation from Family Services.
- Student must follow recommended treatment until completion.
- Upon completion social privileges will be earned back.
- If at any time student stops attending counseling the rest of the suspension takes effect and social privileges will be indefinitely revoked.

MINOR OFFENSES

- Rudeness to staff member.
- Public display of affection.
- Failure to act responsibly in class, halls, etc.
- Minor violations of classroom or school discipline policies.
- Tardies.
- Minor Misconduct.
- Students in restricted areas without a pass.
- Students who do not have hall/washroom passes.

LEVEL I OFFENSES

These offenses could result in, but are not limited to, after school detentions (45 min., 1.5 or 3 hours), ISI, up to 4 days O.S.S., 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.
 - 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)
- Possession/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, after school detentions (1.5 or 3 hours), ISI, up to 9 days O.S.S., and/or an Administrative Behavioral Contract.

- **Repeated Level I offenses – this is considered the 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 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
- Possession or use of tobacco materials including lighters – **2nd offense**
- 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
- 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 and Computer Lab Rules)
- Violation of Administrative Behavioral Contract – **1st & 2nd Offense**
- Drawings, pictures, or writings of alcohol, drugs, gangs, or violence
- Unauthorized or inappropriate use of cell 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 O.S.S., and/or an Administrative Behavioral Contract, with a potential review by the Board of Education for possible expulsion considered.

- **Repeated Level II offenses – 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 -**2nd offense** or fighting and resisting intervention
- 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-alikes & 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). Possible suspension reduction available for 1st time offenders.
- 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

Johnsburg High School takes a very strong stand against use of alcohol with students. 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.
- Test (breathalyzer) 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 blood alcohol or drug positive and up) will result in a 10 day suspension (according to the discipline procedures) 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.

CONSEQUENCES (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)

DETENTIONS

Detentions are given for minor infractions. Detentions issued by classroom teachers must be served with the classroom teacher. Failure to serve a classroom detention will result in a discipline referral. (After School detention)

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.

AFTER SCHOOL DETENTIONS

After School detentions are assigned by the Administration. After School detentions are 45 minutes to 3 hours in length (depending on the infraction). The 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 = 1 day of I.S.I. if not served.
- 3 hours of an After School detention = 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 will result in students not being eligible for JHS Honor Code for one calendar month (25 school days). If a second offense occurs, the student will not be eligible for JHS Honor Code for one calendar semester (90 days). If a third offense occurs, then the student will not be eligible for a calendar year (180 school days). 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 assigned to a student who misses an After School detention. In-School Intervention may also be assigned for tardiness, truancy, and other discipline situations at the administrative discretion. Students who are assigned I.S.I. will be required to work on school related assignments. The expectation is that all work/make up work/studying is completed while in ISI. When you return to class, the expectation is that you are all caught up and you are expected to take any assessments and participate in that days activities.

If a student violates an I.S.I. rule or is removed from I.S.I. for discipline reasons they may be suspended out of school for the remainder of the day and will be assigned another day of I.S.I. **Seniors who receive an I.S.I. 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.**

LOSS OF SOCIAL PRIVILEGES/HONOR CODE REWARDS

Student privileges maybe revoked as a disciplinary consequence. Privileges that could be revoked include but are not limited to: honor code program, parking,

attendance at extra-curricular events (dances, games, etc.), lunch (in the form of lunch detention), extra-curricular clubs and/or athletics, or any other event that is not part of the regular school day program.

OUT-OF-SCHOOL SUSPENSION (O.S.S.)

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 O.S.S. will be allowed to make up any work missed. Homework will be due on the day the student returns to school. Student is responsible for getting homework from teachers. **Seniors who receive an O.S.S. 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.**

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 agree to, and sign an “acceptable use policy” 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.
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 Johnsbury 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.
- Laser pointers
- Lighters, matches or any flame inducing items

The following practices are banned at Johnsbury 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 be allowed to use a cell phone under the following circumstances:

- Before school, until the 1st bell
- After school, after the 9th period bell
- During the four-minute passing periods (hallways and commons areas only)
- In the cafeteria during lunch periods by students who have lunch
- 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 class.**

Phones are to be set to off/silent AND to be kept in the classroom phone tree:

- All academic classes, except as noted above
- Main Office
- Nurse's office
- PE/locker rooms
- Washrooms
- Learning Center
- CCRC
- Academic Period/Zero Hour
- Quiet 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 and may result in the following consequences:

1st Offense:

- 3 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 I.S.I., Saturday detention, OSS and/or loss of privileges, loss of parking.
- Confiscation of phone; parent must pick up the phone from the dean.

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.
- **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, 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 paper and mark it with an "F" for the work. The highest percentage failing grade would be the best possible score the paper would earn. The teacher will then notify the parent and the office of the action taken. The parent shall be notified that a second offense will bring possible permanent removal from that class for the remainder of the semester with a failing grade.

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 <http://www.Johnsburg12.org> under document-and-forms-for-parents.

CHROMEBOOK RULES

- No e-mail – Exception: ONLY with specific direction from a teacher
- Playing games of any kind on school computers is prohibited
- 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 devices is not allowed
- Absolutely NO Chat rooms, Instant Messaging, FACEBOOK or like sites
- See Acceptable Use Policy

Violation of these or any other rules stipulated in the signed A.U.P. agreement will result in disciplinary action up to possible loss of computer privileges for the remainder of the school year.

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. 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:

- 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.
- Jackets, coats, and hats should not be brought to class.
- Hooded sweatshirts must be worn appropriately with hood down at all times.
- 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 or hats – 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.

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 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 which is a suspendable offense.

EXTRA-CURRICULAR EVENTS

Any dress up theme choices, costumes, or any banners/signs worn/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. 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 are available by student request. Students must use school assigned locks for regular, PE and Sports Lockers. Any other lock will be removed, unless previously approved by JHS administration. Students cannot share their locker with another student. This will result in a possible After School detention. 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. Students, please realize that you are sharing your locker(s) with the school as a co-tenant, and that the school has the right to check 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. Students may not change lockers without the permission of an administrator.

I.D. BADGES AND AGENDAS

Students are required to have their school ID and are encouraged to take a picture of their ID on their phone, in order to scan for attendance when they enter JHS, as well as for lunchroom use and entrance to various extracurricular activities. Any replacement ID Badge or agenda will cost \$6.00.

LEARNING CENTER

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.

NOTE: 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.

LUNCH RULES

Only Juniors and Seniors may leave campus during lunch, no underclassmen will be allowed to leave. During lunch, students must proceed directly to the cafeteria or designated lunch area, and after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch 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.

CAFETERIA RULES

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Student's 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.
- 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 JUNIORS & SENIORS:

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. **Junior & Senior students who have honor code:**

- Students need to sign in and out at the main office, and must exit through the front entrance.

- Shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
- If leaving campus must do so immediately upon dismissal from class, after signing out.
- Students cannot sit in their car during the lunch hour.
- Shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Those who are utilizing a vehicle to go to their chosen destination must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. **Violations of school rules that occur during lunch may result in discipline.**
- If walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- 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.
- Shall return to the school building on-time.

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.

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 face one of the following consequences:

- Detention(s)
- Out-of-School suspension
- Recommendation for Expulsion

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 \$25 per quarter. **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 a parking sticker themselves). 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. 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:

- 1.) Student must be in good standing to get a parking sticker.
- 2.) Unauthorized parking (in non-parking areas, faculty parking spots & non-numbered spots).
- 3.) Transferring a sticker to another student's vehicle or selling/giving a parking sticker to another student.
- 4.) Reckless driving and/or speeding.
- 5.) Failure to have vehicle registered.
- 6.) Failure to properly (permanently) **affix sticker to *PASSENGER side front window.***
- 7.) Leaving campus without permission.
- 8.) Falsifying a sticker. (Using someone else's sticker)
- 9.) Excessive tardies to school.
- 10.) Loitering in parking lot or going to car during school day without permission.
- 11.) Students may only go to his/her car once during the week – student must have a pass from the teacher.
- 12.) 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.
- 13.) Excessive or high level discipline scenarios could result in loss of parking or inability to receive parking sticker for current or future years.
- 14.) Owners of cars parking on JHS property are responsible for any and all contents (including those left in the car by passengers).

15.) 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, will be charged a \$5.00 fee (on Skyward account) and a referral will be processed for each offense. Multiple offenses could take away further opportunities to receive a parking pass, as well as take away other social privileges.

During second semester finals week, sophomores with a valid drivers license, may be allowed to purchase a temporary parking pass for those three specific days for \$5.00. (subject to availability).

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, a \$5.00 fee for each offense, and a 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) WYSE, Math Team, or Skills USA.

For underclassman 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 Johnsborg 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.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. 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, including, but not limited to, expulsion from school.

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

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

THESE VEHICLES ARE NOT ALLOWED TO BE DRIVEN TO SCHOOL: GOLF CARTS, SNOWMOBILES, FARM IMPLEMENTS, CLASS D VEHICLES OR WORK TRUCKS. CLASS M VEHICLE MUST BE APPROVED BY ADMINISTRATION AND YOU MUST HAVE "M" LICENSE TO DRIVE IT.

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

PASSES

The following regulations govern student passing in corridors during class time:

- All students must, at the start of each class period, report to the room or area designated on their schedule.
- All students in the corridors during class time must carry an Agenda signed by a staff member or a class lanyard. The altering of information on a pass (student name, date, period, etc.) is prohibited and will result in disciplinary consequences.

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 "look like" in different areas of everyday JHS life for a student.

PROM ATTENDANCE

If you are attending Prom you must be in attendance from 1st-9th periods 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/drugs, excessive tardies or unexcused absences and/or 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.

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 Principal or Assistant Principal.

PUPIL 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.

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. "School authorities" include school liaison police officers.

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

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as: purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is 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 permanent loss of social privileges, loss of JHS Honor Code, and required searches of belongings when reporting to JHS.

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. The "no finals option" for seniors may be earned back by working with administration to complete an agreed upon number of community service hours. Any students who receive an ISI or OSS during the year could lose potential parking privileges for the current and future years.

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 PBIS 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.

- Solid attendance is a requirement to qualify for JHS Honor Code.
 - 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 the Honor Code Committee. This could result in pausing eligibility for JHS Honor Code Rewards until attendance improves. This could include, but is not limited to, the start 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.
- JHS Honor Code runs on a two week cycle. Once the cycle starts, students will either remain on JHS Honor Code or off JHS Honor Code until the next cycle begins, unless a discipline scenario requires a student to be removed immediately.

JHS does not have an open campus for lunch. Students who have not qualified for JHS Honor Code, or who are freshman-sophomores need to 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 Johnsborg District 12 Student and Parent Handbook, which can be found on the District 12 website at <http://www.Johnsborg12.org> under document-and-forms-for-parents.

THEFT

Committing theft is a serious offence leading to disciplinary consequences, such as suspension, and possibly expulsion. All students are encouraged to protect themselves from theft by the use of common sense:

- 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 calculators or backpacks unattended in classrooms, hallways, cafeteria, or foyer.
- Clearly mark all your belongings.

The school cannot and will not be held responsible for your personal possessions. This includes: cell phones, iPods, MP3 players, or other items not required for successful completion of the educational process. 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. An investigation will follow, if possible, but no guarantee can be made for their recovery.

VISITORS

Johnsburg High School does not allow visitors during the school day without permission from an administrator.

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 (ex. 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.)

Visitors must provide appropriate identification to the main office, where it will be scanned by our security system. Approved visitors will then be provided a nametag identifying themselves as a guest, and must wear the tag visibly while in the building. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct 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

All students are required to place their cell phones in the phone tree upon entering the nurse's office.

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

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. Failure to be seen in the health office before leaving will result in truancy.

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 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.

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 is NOT 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 SIXTEENTH 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.

- **Pertaining to 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. **For those considering this option:** 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. **Regarding a religious exemption:** there is a form that can be obtained 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 is NOT accepted.** This must be obtained within in 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 a 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 RE-ADMISSION to school.**

- **COVID-19:** Incubation period for Covid-19 is 5 days. 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. Exclude child from school according to **current** Covid-19 exclusion recommendations provided by McHenry County Health Department and CDC. Contact the school to find out what protocols need to be followed.
- **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. **EXCLUDE child from school until 24 hours after treatment begins. Child should return with a note from physician for RE-ADMISSION to school. Teach importance of good hand washing.**
- **Influenza: 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 mucous. This virus may be airborne and spread in crowded, enclosed places. **EXCLUDE CHILD 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 RE-ADMISSION 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. **EXCLUDE child from school. RE-ADMISSION – 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 and Poison Oak:** Condition can be contagious. Period of communicability is before rash appears. **Do not send to 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, KEEP OUT OF 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. **RE-ADMISSION 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. The 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 kittens, as they may be carriers.
- **Scabies: Incubation period** for 1st infection may be 2-6 weeks. Repeat infections may be 1-4 days. **Symptoms** include slightly discolored lines (the burrows), small raised red bumps or blisters on the skin. Itching may be intense especially at night. Caused by small “mite-like organisms that burrow under the skin. Eggs are deposited in the burrows. Areas of the body most commonly affected are between the fingers, wrists, and in the armpits. **Restrictions: CHILDREN ARE 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. **EXCLUDE CHILD from school** until 24 hours after treatment begins. **RE-ADMISSION 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 transferred in students, special education students, and teacher referrals.

**DAILY BELL SCHEDULE
MON/TUES/THUR/FRI**

PERIOD	BELLS
Academic Support	7:30 – 8:00 am
Period 1	8:05 – 8:50 am
Period 2	8:54 – 9:39 am
Period 3	9:43 – 10:28 am
Period 4 (LUNCH)	10:32 – 10:56 am
Period 5 (LUNCH)	11:00 – 11:24 am
Period 6 (LUNCH)	11:28 – 11:52 am
Period 7	11:56 – 12:41 pm
Period 8	12:45 – 1:30 pm
Period 9	1:34 – 2:20 pm

Johnsburg High School will again have a late start every WEDNESDAY (excluding finals week each semester). Buses will run on a normal schedule, but students are not required to report to their first hour classes until 8:00 am on these days. Students arriving to school before 8:00 am will report to designated, supervised common areas in the building such as the cafeteria.

WEDNESDAY BELL SCHEDULE (LATE START)

PERIOD	BELLS
Period 1	8:05 – 8:50 am
Period 2	8:54 – 9:39 am
Period 3	9:43 – 10:28 am
Period 4 (LUNCH)	10:32 – 10:56 am
Period 5 (LUNCH)	11:00 – 11:24am
Period 6 (LUNCH)	11:28 – 11:52 am
Period 7	11:56 – 12:41 pm
Period 8	12:45 – 1:30 pm
Period 9	1:34 – 2:20 pm

FINAL EXAM BELL SCHEDULE

DAY 1	BELLS
Period 1.....EXAM.....	7:30 – 9:00 am
Period 2.....EXAM.....	9:15 – 10:45 am
Flex*.....EXAM.....	11:00 – 12:30 pm
DAY 2	BELLS
Period 3	EXAM..... 7:30 – 9:00 am
Period 4-6.....	EXAM..... 9:15 – 10:45 am
Period 7.....	EXAM..... 11:00 – 12:30 pm
DAY 3	BELLS
Period 8.....	EXAM.....7:30 – 9:00 am
Period 9.....	EXAM.....9:15 – 10:45 am
Flex*.....	EXAM.....11:00 – 12:30 pm

2023-2024 JOHNSBURG HIGH SCHOOL CALENDAR

1ST SEMESTER

August 22.....First Day of School
August 23 Picture Day/Senior Pictures
September 4.....Labor Day – **No School**
September 12..... Last Day for Pass/No Credit Approval
September 28 Pep Rally/Fire Works
September 29 Homecoming Parade – 1:45 pm
September 29 Homecoming Game – 5:00 pm & 7:00 pm
September 30Homecoming Dance
October 9Columbus Day – **No School**
October 20 Last day of 1st Quarter
November 2 & 3Parent/Teacher Conferences – **No School**
November 22, 23, 24 Thanksgiving Break – **No School**
December 1 ½ day classes – Institute Day – **10:25 am Dismissal**
December 20, 21, 22 Semester Exam
(PLANNED FAMILY ABSENCES WILL NOT BE APPROVED DURING EXAM WEEK)
December 25 through January 5Christmas Vacation – **No School**
January 8 Return from Christmas Vacation
January 11 Last day of 1st Semester

2023-2024 JOHNSBURG HIGH SCHOOL CALENDAR

2ND SEMESTER

January 12Institute Day – No School
January 15 Martin Luther King Day – No School
January 16..... 2nd Semester Begins
February 5 Last day for Pass/No Credit Approval
February 15Parent/Teacher Conferences – **No School**
February 16**No School**
February 19 President’s Day – **No School**
March 22 Last day of 3rd Quarter
March 25 through March 29Spring Break
April 2 Return from Spring Break
May 3 ½ day classes – Institute Day – 10:25 Dismissal
(MUST BE AT SCHOOL ON MAY 3 FROM 1ST – 9TH HOURS TO ATTEND PROM)
May 3 Prom
May 20JESPYs – 7:00 pm
May 22 JHS Theater Awards – 7:00 pm
May 23 Academic Honors Night – 7:00 pm
May 27 Memorial Day – **No School**
May 28, 29, 30Semester Exams
(PLANNED FAMILY ABSENCES WILL NOT BE APPROVED DURING EXAM WEEK)
May 30 Last Day of School (If no snow days are used)
May 31 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.

ADDING AND DROPPING COURSES

The decision to take a course is an important one. The master schedule is built, teachers are assigned and materials are purchased based upon those decisions. Schedule changes after the master schedule has been completed and the students have been scheduled (approximately spring break) will be limited to the following:

- Those initiated by the counselors due to failing classes, not meeting prerequisites, students changing college plans, balancing classes, graduation requirements, IEP requirements, errors in a student's schedule, and conflicts between classes.
- Students may add a class to their schedule if they need the class for college admission purposes. Proof of needing the class for college must be provided to the counselor in the first 10 days of a semester.
- Those initiated for reasons of academic placement using the intra-departmental schedule change form. This form requires approval from the teachers affected, the department chair, counselor, the parents, and the student. This includes level changes (regular to honors or honors to regular, etc.).
- A student's schedule can be changed if a teacher recommends a student take one of their classes. This requires parent permission. A student can only be placed into a class in the first 10 days of the semester.
- We cannot take requests for certain teachers, class periods, or semesters.

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 1st.

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 both the parent and their counselor 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 much check course selections for each student and they will build a schedule for you if you do not provide information. Please keep in mind that you will not be able to change your schedule after the master schedule has been completed and the students have been scheduled.

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.

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 in their freshman year and make alterations to the plan as needed. A four year plan can provide direction and help in goal setting. 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. Students should also complete three or four years of sequences in English, Social Studies, Math, and Science. 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 nine 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
- No student will be allowed to drop LCTC without reimbursing JHS for the tuition once the district has paid. Final approval of LCTC attendance will be determined by 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, you cannot take a "core" curriculum course with the Pass/No Credit option.

PASS/NO CREDIT, A/B GRADE OPTION

As a Johnsbury 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 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 quarter GPAs:

	<u>HONOR ROLL</u>		
Freshman	3.2	3.7	4.2
Sophomore	3.4	3.9	4.4
Junior	3.5	4.0	4.5
Senior	3.5	4.0	4.5

GRADING SYSTEM

A	90-100
B	80-89
C	70-79
D	60-69

GPA POINTS

Courses are weighted by departments based on difficulty.

	<u>4.0</u>	<u>4.5</u>	<u>5.0</u>
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. 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.

CREDIT EARNED OUTSIDE OF JHS

No more than 4 total credits that are earned outside of JHS may be applied toward graduation. This includes summer school classes taken at a different high school, McHenry County College, Edgenuity, Edmentum, Illinois Virtual School, the American School (of Correspondence), A.S.B. Educational Institute and

Indiana University HS. To take MCC classes (3 credit MCC class 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. To take any of these classes, you must make an appointment with your counselor at JHS. You can take MCC classes for either dual credit or college credit only. All these courses will be calculated into the GPA and class rank at the 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, unless they are taken for college credit only. The only time the grade weight may be different is with Edgenuity, which is 4.0 grade weight for ALL classes.

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.

MCHEMRY 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 College in High School. Running Start is when high school students enroll in MCC college courses 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 they must 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. If an Official Transcript is not received, the student will have an "incomplete" on their report card and transcript.

College in High School is another opportunity for high school students to potentially earn college credits. This is when students take Johnsbury High School courses that have an agreement with MCC for dual or articulated credits, which means both high school and college credit can possibly be earned simultaneously. Dual credit means that students are earning high school and college credit at the same time. Articulated credit means students must enroll in MCC after high school graduation and attend MCC for a determined amount of time before those articulated credits become college credits. This includes courses such as Computer Tech I and Incubator. Please check the Program of Studies course descriptions for more information. Students who attend the Lake County Technology Campus also have potential to earn dual or articulated college credits at the College of Lake County. For more information, please go to www.mchenry.edu/runningstart/

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 proficiency in two different languages: one being English plus an additional language. Students who show progress towards biliteracy may obtain the Illinois State Commendation towards Biliteracy instead which also shows up 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 (SAT) or ELLs 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 (AAPPL 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 (SAT) 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 (AAPPL 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 a 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 one test is between \$20 and \$30, depending on the language being tested). Should you not pass with a high enough score on any part of the AAPPL Test, you are able to retake the portions to try to earn a higher score.

The English proficiency requirement can be met when students take the state-sponsored SAT test in the spring of their junior year by obtaining an Evidence-Based reading & Writing score that falls into the “meets” or “exceeds” category. If students do not meet this requirement during their junior year, students can choose to pay to take the SAT again at another testing site during their senior year.

PHYSICAL EDUCATION

Medical 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 P.E. The P.E. graduation requirement for that semester or year will be waived.
- Students who will be out of P.E. for less than a semester will work with their P.E. teacher to arrange credit.
- If a student will be out of P.E. 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 P.E.
- Students may be excused from the P.E. 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 P.E. (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 P.E. (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 CREDIT – JHS STUDENTS

JHS students may earn four credits toward the graduation requirements through McHenry County College, Illinois Virtual School (IVS) Edgenuity, Edmentum, 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 OF CREDITS – (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.

TRANSFER OF CREDIT – (HOME- SCHOOLED TRANSFER STUDENTS)

For home-schooled students transferring in to 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 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. The CollegeBoard offers two tests; the SAT and PSAT, while ACT offers the ACT Test.

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.actstudent.org>.

NOTES:

- 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.actstudent.org or www.collegeboard.org.

PSAT

The PSAT Test is used as a qualifier for the National Merit Scholarship Program and is given to sophomores and juniors in October each year. This is not a required test. Students sign up and pay a testing fee in the CCRC if they are interested in taking the test. The PSAT 8/9 is given to all freshmen in April and the PSAT 10 is given to all sophomores in April and is a required test for the state.

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. JHS juniors will take an SAT at JHS in April as part of Illinois graduation requirements.

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 FAIR

McHenry County College hosts a college fair during the fall and is open to all JHS students. Check with the JHS Counseling Office for the exact date and time. Approximately 150 colleges and universities both in state and out of state will be represented with admission representatives available to answer questions. There is a list of other College Fairs on the JHS Counseling website as well. JHS will host a college fair every April.

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 Sue O'Brien 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.actstudent.org> or www.collegeboard.org.
- It is the student's responsibility to secure recommendations, meet deadlines, and mail completed documents.

FINANCIAL AID

College costs continue to rise and financial need increases each year. Funding levels have been cut, and full financial need is not always met. As a family, it is important to understand what your financial obligation will be in the next few years. It is unwise to wait until spring of the senior year to plan a financial strategy. 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 <http://www.fafsa.ed.gov> 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

Financial Aid Night is held at JHS (date to be announced) and is an overview of 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. FAFSA forms must be completed starting with the class of 2021 in order to graduate. 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**
- SchoolLinks – college and career research website

RESOURCES IN THE CCRC

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**

- **Mathematics - 3 or 4 credits required including Algebra I & II and Geometry**
- **Science (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.
 - Please consult the college websites or talk with your counselor.
 - 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.
 - Taking more classes in these 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, and on SchoolLinks.
 - 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.

<http://www.eligibilitycenter.org>

<http://www.playnaia.org>

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:

- All 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.

- A 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 polices can be found in the NHS by-Laws.

JOHNSBURG HIGH SCHOOL PEP SONG

Stand and cheer for Johnsburg
 Fighting for our fame
 Skyhawks show your spirit
 Go!
 Fight!
 Win!
 Hey!
 Go!
 Rah! Rah! Rah!
 To our shining colors
 We are always true
 Through the years of memories - we pledge to you!
 Go!
 Fight!
 Win!
 Hey!
 Go!
 Rah! Rah! Rah!
 Go.....Skyhawks!