



Student and Parent Handbook
2020-2021 School Year

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I. A MESSAGE TO ALL STUDENTS

Welcome to Zeigler-Royalton High School. The faculty, staff, and administration look forward to working with you during the 2020-2021 school year.

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

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

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

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

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

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

Sincerely,

The Administration and School Board Zeigler-Royalton School District 188

II. Z-R HS MISSION STATEMENT

Zeigler-Royalton High School will strive to prepare all students to become lifelong learners and responsible citizens that are prepared to meet the challenges of the future. In partnership with families and the community, our goal is to create relevant learning opportunities for our students -- in all aspects of life – that help them develop the skill set, knowledge, character, and critical problem-solving skills to be successful in a technology advanced world. We honor quality and encourage students to perform at their maximum ability level.

III. Z-R HS VISION STATEMENT

The vision of Zeigler-Royalton High School is to be an exemplary leader in the community and empower our learners with the knowledge, skill-set, and resources necessary to be successful in life. Zeigler-Royalton High School's vision also forges strong, positive connections with students that build confidence and trust among students and educators.

IV. STUDENT HANDBOOK ACKNOWLEDGEMENT

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

V. INFORMATION AND NOTICES

➤ GENERAL SCHOOL INFORMATION

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

Zeigler-Royalton CUSD 188

4989 State Highway 148 North

Mulkeytown, IL, 62865

The School Board Governs the school district and is elected by the community. Current School Board members are as follows:

Randy Domineck – Board President
Jeff Olkoski – Vice President
Jamie Kirkpatrick – Secretary
Randall Bush - Member

Jim Chamness – Member
Gary Vaughn – Member
Justin McElroy – Member
Sharon Vaughn - Treasurer

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

Quent Hamilton – Superintendent
Matt Morgan – High School Principal
Jeremy May – Athletic Director
Andy Odle – Technology Director
Janet Leposky – Secretary
Sharon Vaughn – Bookkeeper

Zeigler-Royalton High School is located at the following address:

Zeigler-Royalton High School

4989 State Highway 148 North

Mulkeytown, IL, 62865

The Zeigler-Royalton High School Faculty and Staff list is as follows:

Stefanie Pasquino – English Dept.
Lori Eberhart – English Dept.
Megan Eastwood – Business
Jeremy May – Health/PE
John Gaddis – Health/PE
Mike Monti – Science
Carissa Stagner – Science
Page Kirkpatrick – Special Education
Karee Church – Special Education
Amy Smith – Special Education

John Galik – Spanish/English Dept.
Daniel Schall – Mathematics Dept.
Samantha Gregory – Mathematics Dept.
Jaime Moyers – Social Science
Michael Berry – Art/Graphic Design
Lance Newman – Career Tech Education
Lorri Martin – Paraprofessional
Sandra Bate – Paraprofessional
Dee Wallace – Paraprofessional
Jimmy Stevens – Student Services Coord.

➤ **ADMISSION OF STUDENTS**

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

1. Be a legal resident of the district as defined in the Illinois School code Section 14-1.11 and 14-1.11a or Section 10-20.12b or
2. Pay a non-resident pupil tuition charges upon enrollment.

All students must be a legal resident of the district and meet IHSA Standards to be eligible for participation in any and all extra-curricular activities.

Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Zeigler-Royalton Community Unit School District #188 without the payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1,500 and not more than thirty (30) days in jail.

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

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

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

➤ **VISITORS**

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.

- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied Illinois’ Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee’s directive.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:

PRESS 8:30, Visitors to and Conduct on School Property

➤ **EQUAL OPPORTUNITY AND SEX EQUITY**

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Quent Hamilton, Superintendent.

➤ **ANIMALS ON SCHOOL PROPERTY**

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

➤ **SCHOOL VOLUNTEERS**

All school volunteers must complete the “Volunteer Information Form” and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

➤ **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station, and/or district social media pages to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

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

If we dismiss early for an emergency, all after-school functions are automatically canceled.

➤ **VIDEO AND AUDIO MONITORING SYSTEMS**

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

➤ **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

➤ **STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at the following: **Matt Morgan, High School Principal – 618-596-5841**

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

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

➤ **CARE OF STUDENTS WITH DIABETES**

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

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal at the following: **Matt Morgan, High School Principal – 618-596-5841**

➤ **SUICIDE & DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

➤ **ACCOMMODATING BREASTFEEDING STUDENTS**

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

Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.

Permission to bring onto school campus a breast pump or other equipment used to express breast milk.

Access to a power source for a breast pump or any other equipment used to express breast milk.

Access to a place to store expressed breast milk safely.

Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.

The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

VI. HEALTH AND SAFETY

➤ **IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMS**

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

Entering kindergarten or the first grade;

Entering the sixth and ninth grades; and

Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

- **Eye Examination**

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

- **Dental Examination**

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

- **Exemptions**

- A student will be exempted from the above requirements for:
- Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

➤ **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the

parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

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

- Self-Administration of Medication
 - A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.
 - Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student’s diabetes care plan, which must be on file with the school.
 - Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student’s seizure action plan, which must be on file with the school.
 - Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.
 - The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student’s parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.
- Administration of Medical Cannabis
 - In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. **Please contact the building principal for additional information.** Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.
- Undesignated Medications
 - The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).
- Emergency Aid to Students
 - Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

➤ **GUIDANCE AND COUNSELING**

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

➤ **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

➤ **COMMUNICABLE DISEASE**

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

Parents are required to notify the school nurse if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

➤ **HEAD LICE**

The school will observe the following procedures regarding head lice.

Parents are required to notify the school nurse if they suspect their child has head lice.

Infested students will be sent home following notification of the parent or guardian.

The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

VII. STUDENT FEES AND OTHER COSTS

➤ **REGISTRATION AND LUNCH FEES**

The school establishes fees and charges to fund certain school activities. **The current Registration Fee that is in place for Z-R HS is \$25.** The school district also offers a free breakfast and lunch every day to our students.

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

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

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
- The building principal will give additional consideration where one or more of the following factors are present:²
 - An illness in the family;
 - Unusual expenses such as fire, flood, storm damage, etc.;
 - Unemployment;
 - Emergency situations; or
 - When one or more of the parents/guardians are involved in a work stoppage.

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

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

➤ **PARKING FEES**

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

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

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

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

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

Students have no reasonable expectation of privacy in cars parked on school grounds. Contraband dogs, administration, and police officers regularly search school lots. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

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

➤ **CAP AND GOWN FEES FOR HIGH SCHOOL GRADUATES**

The district may also collect cap and gown fees for those students that are on track to graduate and participate in the High School Graduation Ceremony. The District Office will update students on Cap and Gown Fees as the year progresses.

VIII. TRANSPORTATION AND PARKING

➤ **BUS TRANSPORTATION**

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

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

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

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

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

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

- Arrive on time at the bus stop and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely, and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Phil Hicks, Transportation Director

➤ **BUS CONDUCT**

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.

Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

➤ **PARKING [HS]**

Students may park their vehicles in the lot designated for student parking on the west end of the high school and between the hours of 7:30 am and 5:00 pm. Vehicles 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 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 may be subject to disciplinary action and lose driving privileges to school.

The lots on the north and south ends of the high school are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots 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. School lots are regularly searched by contraband dogs, administration, 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.

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.

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

IX. SCHOOL DAY, ATTENDANCE, ABSENCES, PROMOTION, REQUIREMENTS AND GRADUATION

➤ SCHOOL DAY

The school day at Z-R HS begins at 8:14 am. Students should arrive just a few minutes early, unless they have made prior arrangements to meet with teachers and/or to eat breakfast. The school has designated areas for grade level students to report to once they arrive prior to the start of the school day.

➤ SCHOOL ATTENDANCE

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

➤ ZEIGLER-ROYALTON HIGH SCHOOL ATTENDANCE POLICY AND MAKE-UP WORK POLICY

Students shall be allowed up to ten (10) excused absences each school year based upon parental confirmation for the reason of the absence. After the student has accumulated ten (10) absences in one or more of his/her

classes during the school year, additional excused absences for illness may only be verified through a written medical statement from a physician. If a student absence is verified by a doctor's excuse before the student has reached the limit of ten days (or classes) of excused absences, the absence will not count toward the ten days permitted by this section.

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

➤ **MAKE-UP WORK**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. See below for Z-R HS Policy.

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

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

➤ **ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, 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 mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS [\[1\]](#), or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 596-5841 before 8:00 a.m. to explain the reason for the absence. **If a call or note from the parent/guardian has not been reported**

to the school office by 10:00 a.m. on the day after a student's absence, the absence will be marked Unexcused. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

➤ **ZEIGLER-ROYALTON HIGH SCHOOL SEMESTER EXAM INCENTIVE PROGRAM**

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

Zeigler-Royalton High School attendance incentive program is as follows:

- Students will be excused from semester exams if they meet the following criteria:
 - "A" average with four absences or less from the class per semester.
 - "B" average with three absences or less from the class per semester.
 - "C" average with two absences or less from the class per semester.
- Other Considerations:
 - Student may take semester exams in an attempt to improve his/her grade.
 - Any absence would count in figuring total absence.
 - Teachers will keep an accurate daily record of all student attendance.
 - If Z-R HS causes the student to be absent, this absence would not count in reference to the incentive program.
 - Teachers have the option of requiring all students to take semester exams (Dual-Credit classes) and will notify all students of this at the beginning of the year.
 - Any student with an unexcused absence, supervised study session, suspension, 3 detentions or more (per semester) and 3 or more tardies during the semester in that class is required to take semester exam.

➤ **RELEASE TIME FOR RELIGIOUS OBSERVATION**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

➤ **TRUANCY**

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

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Enrollment in our TAOEP Grant Program
- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

➤ **TARDINESS**

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

Consequences for accumulated tardies per semester are as follows:

- 1st tardy - Warning
- 2nd tardy - Warning
- 3rd tardy – Detention and written notice to parents
- 4th tardy – Detention and written notice to parents
- 5th tardy - Supervised Study Session and Conference with parents
- Any tardy after 5 during a semester will result in a supervised study assignment or suspension from school.

➤ **GRADING AND PROMOTION**

School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, credit obtainment, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

➤ **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

➤ **EXEMPTION FROM PE REQUIREMENT [HS]**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

- Enrollment in a marching band program for credit;
- Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic athletic program;

- Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.¹

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

- The time of year when the student's participation ceases;
- The student's class schedule; and
- The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30

➤ **CREDIT FOR: PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS AND ACCELERATED PLACEMENT**

A student **MAY** receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

- Distance learning course, including a correspondence, virtual, or online course.
- Courses in an accredited foreign exchange program.
- Summer school or community college courses.
- College or high school courses offering dual credit at both the college and high school level.²
- Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
- Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
- Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

- **Proficiency Credit**
 - Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.
- **Substitutions for Required Courses**
 - *Vocational or technical education; registered apprenticeship program*

1. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:
 2. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
 3. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.
- *Volunteer service credit*
 1. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

➤ **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Matt Morgan, High School Principal.

➤ **HONOR ROLL AND LATIN HONORS**

Zeigler-Royalton High School will honor students for their academic standing on a Quarterly and Semester basis. The qualifications for Honor Roll will be as follows:

- GPA of 4.75 + = High Honor Recognition
- GPA of 4.0-4.74 = Honor Roll

Zeigler-Royalton High School will honor its graduating seniors that meet the requirement to receive Latin Honors. The qualifications for Latin Honors will be as follows:

- Cumulative GPA 4.50-4.69 = Cum Laude "Honors"
- Cumulative GPA 4.70-4.99 = Magna Cum Laude "Great Honors"
- Cumulative GPA 5.0+ = Summa Cum Laude "Highest Honors"

➤ **GRADUATION REQUIREMENTS [HS]**

To graduate from high school, unless otherwise exempted, each student is responsible for Completing all State mandated graduation requirements listed:

- Completing all District graduation requirements that are in addition to State graduation
 - 26 Credits

- Fulfilling Community Service Hours (2)
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance
- Participating in the State assessment required for Juniors
- State Mandated Graduation Requirements
 - Four years of language
 - Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
 - Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
 - Two years of science
 - Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American. Within the two years of social studies requirement, one semester of civics is required.
 - One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational
 - One semester of health
 - Physical education ³
 - A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American
 - Nine weeks of Consumer Education

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

➤ **HOME SCHOOL CREDIT(S)**

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

X. DISCIPLINE AND CONDUCT

➤ **GENERAL BUILDING CONDUCT**

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

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Students may not wear headphones or earbuds while in the hallway
- Students must keep hoods off their head at all times
- Water guns, play guns, and/or real guns are not permitted at school.

- No radios, tape players, CD players, cameras are permitted without permission from the principal.

➤ **SCHOOL DRESS CODE & STUDENT APPEARANCE**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, hoods, headphones, earbuds, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day unless given permission by a classroom teacher *Per classroom basis*
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Any item of clothing, or accessory, that covers a person's face or head may not be worn at school at any time. This includes but is not limited to hats, hoodies, sunglasses, masks, etc.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. No holes allowed 4 inches above the knees.
- The length of shorts or skirts (no shorter than 4 inches above the knee) must be appropriate for the school environment.
- Form fitting pants/ capris (i.e. yoga pants, leggings, spandex, etc.) may be worn as long as shirt/dress/skirt covers the bottom.
- Shirts without sleeves will not be allowed for male and female students.
- Appropriate footwear must always be worn .
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

➤ **STUDENT BEHAVIOR**

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

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, 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, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that 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 include refusing a staff member's request to stop, present school identification or submit to a search.

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 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, vandalism 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: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

- **When and Where Conduct Rules Apply**

- The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:
- 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; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

- **Disciplinary Measures**

- School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:
 1. Notifying parents/guardians.
 2. Disciplinary conference.
 3. Withholding of privileges.
 4. Temporary removal from the classroom.
 5. Return of property or restitution for lost, stolen or damaged property.
 6. In-school suspension.
 7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
 8. Community service.
 9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
 10. Suspension of bus riding privileges.
 11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
 12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
 13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
 14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
- The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be

appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

- **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.

- **Weapons Prohibition**

- A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:
- A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:
- A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.
- The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

- **Gang & Gang Activity Prohibited**

- "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

➤ **ZEIGLER-ROYALTON HIGH SCHOOL AFTER-SCHOOL DETENTION POLICY**

When student behavior warrants, the principal may mandate after-school detention as a disciplinary procedure. Disruptive behavior while in detention shall warrant a suspension or other alternative disciplinary action by the principal. Detention will be held on Thursday beginning (5) minutes after the end of the day and will last for a minimum of (2) hours. Students who do not have the required detention assignment completed will be cited for insubordination and will receive additional disciplinary action which may include supervised study session and/or out of school suspension. Failure to report to detention in time will result in one day assigned in Supervised Study Session and the detention will be made up the following week. Failure to serve detention on the day assigned without an excused absence will result in assignment to Supervised Study for skipping detention and the detention will be made up the following detention period. Two unexcused absences from

detention may result in further assignment to Supervised Study and/or suspension. Students will not be excused from detention period for work or personal obligations unless approved by administration.

If a student is absent for 2 consecutive detention days in which he/she is supposed to serve a detention the student may be placed in Supervised Study for a duration of one (1) day.

The following conditions for detention apply:

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

➤ **ZEIGLER-ROYALTON HIGH SCHOOL SUPERVISED STUDY POLICY**

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

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

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

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

- Report to the supervised study session at the beginning of the instructional day. Students complete all class assignments and tests and will receive appropriate class credit.
- Bring paper and pencil along with assignments for the day.
- Permission to go to the locker will not be granted unless the SS Supervisor deems it suitable.
- Students must remain in their seats with no talking.
- Students are responsible for keeping the area clean. Students who fail to keep the area clean will be required to clean walls, desks, and sweep/mop the floor before leaving.
- Lunch will be eaten in the supervised study classroom.
- Students may not sleep or lay heads on desk. Students are always to be kept busy with writing assignments .
- Any disruptions or violations of the above rules may result in immediate dismissal from the supervise study session. If that occurs, the student will be suspended and will be required to make up the day of supervised study when he/she returns to school.

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

➤ **ZEIGLER-ROYALTON HIGH SCHOOL SATURDAY DETENTION POLICY**

When student behavior warrants, the principal may mandate Saturday Detention as a disciplinary procedure. Saturday Detention may also be assigned when a total of 3 After-School Detentions have been accumulated by a student. Disruptive behavior while in detention shall warrant a suspension or other alternative disciplinary action by the principal. Detention will be held on Saturday morning beginning at 8:15 AM and will last for a duration of 3 hours 45 minutes until 12:00 PM that same day. Transportation will be provided by the district for any students that are serving a Saturday Detention. Failure to report for a Saturday Detention will result in an additional Saturday Detention being assigned the following week and/or possible suspension.

➤ **SUSPENSION**

In accordance with section 10-22.6 of the Illinois School Code, a student who exhibits behavior, which is detrimental to the learning environment (including multiple violations of any part of the school discipline code), may be suspended for a period of time up to (10) student attendance days per occurrence. A student who is suspended shall be counted as unexcused absence. Students who are suspended are not allowed to be on school grounds or in attendance at any school activity (either home or 40 away) during the period of the suspension. The consequence for any violation of this restriction will be additional disciplinary action and may include arrest for trespass. The student must check in with the office before returning to school.

Suspension Notification

This notice shall include but is not limited to:

1. The duration and dates of the suspension
2. A notification of the school rule(s) which have been violated or other reasons which warrant such action
3. A statement of the parent(s) or guardian(s) right to review the action taken with the school board or its representative.
4. A statement that a failure to request a review within (10) days after receipt of notice, shall be deemed a waiver of the right of review.

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

➤ **EXPULSION**

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

Expulsion Procedures

1. If the disciplinary action results in expulsion, the parent(s) or guardian(s) shall be advised immediately of the expulsion hearing by certified mail, return receipt requested.
2. The expulsion notice shall include:
 - The reason(s) for the proposed expulsion and the school rule(s), which were violated.
 - The possible maximum duration of the proposed expulsion.

- The place and time of the expulsion hearing.
- A notification of the right to be represented by an attorney at the expulsion hearing.
- The parent(s)' or guardian(s)' right to a copy of the procedures for expulsion hearings.

Expulsion Hearing Procedures

1. The hearing will be held in a Closed Session at the request of the parents or guardians or the school administrators.
2. The student will be afforded the following:
 - The right to be represented by counsel (at the expense of the student or parents).
 - The right to present evidence and call witnesses.
 - The right to cross-examine the opposing witnesses.

A written decision will be issued to the student and the parents or guardians within ten (10) school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.

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

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

➤ **DUE PROCESS - DISCIPLINE**

1. Students shall be notified of the rules as established by the Board of Education by being informed of the Parent/Student Handbook within (15) days after the beginning of \ school or within (15) days after enrolling during the school year.
2. The adopted School Board rules for Elementary, Junior High, and Senior High School are published annually in the Parent/Student Handbook for the appropriate level.
3. An authorized school administrator shall attempt to confer with a student being considered for major disciplinary action before action is taken.
4. A student shall be advised of the reason or reasons to support the considered action. The student shall be afforded the opportunity to respond to the administrator.
5. A written record of the conference shall be made and maintained by the administrator conducting the conference.
6. The administrator, after following items 3 through 5, may determine what action will be necessary.
7. Once the disciplinary action has been established for suspension or expulsion, the administrator will mail out a certified letter to the student's parents/guardians, identifying the violation, duration of disciplinary action and steps to follow upon return (If student is allowed to return)

➤ **DISCIPLINE OF STUDENTS WITH DISABILITIES**

- **Behavioral Interventions**
 - Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.
- **Discipline of Special Education Students**

- The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

➤ **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

➤ **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable

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

Complaint Managers:

Name: Lance Newman

Address: 4989 State Highway 148 North, Mulkeytown, IL, 62865

Email Address: lnewman@zr188.org

Name: Lori Eberhart

Address: 4989 State Highway 148 North, Mulkeytown, IL, 62865

Email Address: leberhart@zr188.org

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.³

➤ **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

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

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

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

Teen Dating Violence Prohibited

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

mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Name: Lance Newman

Address: 4989 State Highway 148 North, Mulkeytown, IL, 62865

Email Address: lnewman@zr188.org

Complaint Managers:

Name: Jimmy Stevens

Address: 4989 State Highway 148 North, Mulkeytown, IL, 62865

Email Address: jstevens@zr188.org

Name: Megan Eastwood

Address: 4989 State Highway 148 North, Mulkeytown, IL, 62865

Email Address: meastwood@zr188.org

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

➤ **CAFETERIA RULES [HS- CLOSED CAMPUS]**

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

- **Cafeteria Rules**

- Students shall not save seats for other students or move seats once their seat has been established at the beginning of lunch.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.

- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

➤ **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

➤ **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

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

Cross References:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7, *E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

➤ **STUDENT USE OF ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.¹

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing,

viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:²

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

XI. SEARCH AND SEIZURE

➤ SEARCH AND SEIZURE DETAILS

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

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

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

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

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably

related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

XII. SPECIAL EDUCATION

➤ **EDUCATION OF CHILDREN WITH DISABILITIES**

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental

impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Name: Matt Morgan – High School Principal

Address: 4989 State Highway 148 North, Mulkeytown, IL, 62865

Phone: 618.596.5841 Ext. 102

Email: mmorgan@zr188.org

➤ **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference:

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

➤ **EXEMPTION FROM PE REQUIREMENT**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

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

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

➤ **CERTIFICATE OF HIGH SCHOOL COMPLETION**

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

Cross Reference:

PRESS 6:300, *Graduation Requirements*

➤ **ACCESS TO CLASSROOM FOR SPECIAL EDUCATION OBSERVATION OR EVALUATION**

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

For further information, please contact the building principal.

Cross Reference:

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

PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

XIII. INTERNET, TECHNOLOGY, AND PUBLICATIONS

➤ **INTERNET ACCEPTABLE USE**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use – Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges – The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

➤ **INTERNET ACCEPTABLE USE SIGN-OFF**

Dear Parents/Guardians:

Our School District has the ability to enhance your child’s education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this Authorization for Electronic Network Access once while the student is enrolled in the School District.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family’s right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions. If you agree to allow your child to have an Internet account, sign the Authorization form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District’s electronic network, including the Internet.

Parent/Guardian Name: _____ **Date:** _____

Parent/Guardian Signature: _____

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District’s electronic network, including the Internet.

Student Name: _____ **Date:** _____

Student Signature: _____

By completing the digital signature page during online registration, you agree to the above terms and guidelines

XIV. STUDENT RECORDS & PRIVACY

➤ **STUDENT PRIVACY PROTECTIONS**

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

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

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

➤ **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole

possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

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

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

- **The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.¹**

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal

law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

- **The right to prohibit the release of directory information.**

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

1. Name
2. Address
3. Grade Level
4. Birth Place and Date of Birth
5. Parents and Guardians: Name, Address, Electronic Email, Phone Number
6. Photographs, videos, digital images used for informational or news-related purposes, whether by a media outlet or the school district
7. Academic Awards, Degrees, Honors
8. Major Field of Study
9. Period of Attendance in school
10. Information related to organizations, activities, and/or athletics

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

- **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

➤ **STUDENT BIOMETRIC INFORMATION**

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

➤ **MILITARY RECRUITERS & INSTITUTIONS OF HIGHER LEARNING**

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

➤ **STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS**

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities
 - Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - Is reasonably viewed as promoting illegal drug use; or
 - A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
7. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial

disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

➤ **SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, WEBSITES**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

XV. PARENTAL RIGHTS NOTIFICATION

➤ **STANDARDIZED TESTING**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: SAT (11th Grade Students, PSAT (9th and 10th Grade Students), PARCC Test (3rd-8th Grade Students), ISA (5th, 8th, 11th Grade Students)

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

➤ **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

- Educational Organizations/Schools
- Food Banks and Meal Programs
- Local Service Organizations
- Family Shelters
- Medical Services
- Other Supports -

➤ **FAMILY LIFE AND SEX EDUCATION CLASSES**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

➤ **ENGLISH LEARNERS**

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

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

For questions related to this program or to express input in the school's English Learners program, contact

Matt Morgan at mmorgan@zr188.org or 618.596.5841 (Ext: 102).

➤ **SCHOOL VISITATION RIGHTS**

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

➤ **PESTICIDE APPLICATION**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Quent Hamilton

618.596.5841

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

➤ **MANDATED REPORTER**

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

➤ **STUDENT PRIVACY**

In addition to the language in this paragraph, schools must notify parents/guardians at the beginning of each school year of any of the following: (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information; (2) The administration of surveys requesting personal information; and (3) The administration of any nonemergency, invasive physical examination. Notice should include the dates of administration and the ability of parents to opt out their student.

➤ **SEX OFFENDER NOTIFICATION LAW**

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

➤ **PARENT NOTICES REQUIRED BY "EVERY STUDENT SUCCEEDS ACT"**

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

The teacher is teaching under emergency or other provisional status.

The teacher is teaching in the field of discipline of the certification of the teacher.

Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure “Standardized Testing”

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District’s website at www.zr188.org

IV. Parent & Family Engagement Compact

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure “Student Privacy”

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure “English Learners”

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure “Homeless Child’s Right to Education”

For further information on any of the above matters, please contact the building principal.

XVI. EXTRA-CURRICULAR, ATHLETICS INFORMATION AND CODE OF CONDUCT

Academic Eligibility Requirements for Participates in Extra-Curricular Activities Extra-curricular activities can valuably augment pupils' studies in the district's academic curriculum. Participation in school-sponsored extracurricular activities is a privilege not a right. Extra-curricular activities are those which are organized and sponsored by the school district, but do not include graded courses, or classes or activities for which academic credit is received, or such special events as may be enumerated in the administrative procedures which implement this policy. In order to participate in extracurricular activities, students must meet basic academic requirements. Administration shall promulgate administrative procedures, which include academic standards for

eligibility to participate in extra-curricular activities. Students who participate in Illinois High School Association-sponsored activities must additionally comply with IHSA rules regarding academic eligibility. Eligibility for extra-curricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Ch. 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team. Administration shall annually report to the Board of Education the number and length of suspensions of students from extra-curricular activities, which result from the application of this period for the period, covered by the report, and shall file a copy of each such report with the Illinois State Board of Education.

➤ **ADMINISTRATIVE PROCEDURES**

- Definitions:
 - “Extra-curricular activities” are those activities which are organized and sponsored by the school district, but do not include graded courses, classes or activities for which academic credit is received, and the following special events: Homecoming, Prom, and class trips.
 - “Participation” includes practicing and competing in athletics or attending regularly scheduled or special meeting or events of any extra-curricular activity.
- To be eligible to participate in extra-curricular activities, a student shall satisfy basic academic requirements by maintaining a passing grade in all required classes to graduate and passing a minimum of 5 classes per week and by satisfying the Illinois High School Association’s scholastic standing requirements. **To reiterate, Zeigler-Royalton High School requires that students wishing to participate in extra-curricular activities and/or athletics must be passing at least five (5) classes and must also be passing all classes that are required to graduate from Z-R HS as outlined earlier in this document.** Students who fail to maintain a passing grade in at least (5) classes per week or required graduating class/s shall be suspended from the activity until the next grade checks are completed. **Grade checks will be completed on Friday of each week at 3:00 PM. This check will cover eligibility from 3:01 PM of that day through 2:59 PM the following Friday.**
- Only those courses in which the student is enrolled for credit will be considered for purposes of determining eligibility to participate in extra-curricular activities.
- A student’s eligibility for extra-curricular participation under these standards shall be reviewed each week of the school year, with reference to the last available grade reports.
- It shall be the responsibility of the sponsor of each extra-curricular activity to determine the eligibility of students who wish to participate, or to continue their participation, in that activity. Each Friday at 3:00 PM the Athletic Director will conduct eligibility grade checks and any students not meeting the criteria will not be allowed to participate until the next grade check that they become eligible.
- Z-R HS students that receive a failing semester grade that is required for graduation will be ineligible for the following semester until that credit is made up or the following semester is complete. Eligible students may enroll in the EdMentum Credit Recovery Program to make-up credits that they failed.
- Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Ch. 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student’s education team.

➤ **JUNIOR PROM & HOMECOMING DANCE GUIDELINES AND EXPECTATIONS**

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

reached his/her 21st birthday may attend as a date companion of a Junior or Senior of the Zeigler-Royalton High School. Any student who falsifies a request for a guest ticket in order to attend the Junior-Senior Prom faculty member during the Prom activities he/she will be asked to leave and not appear at who is suspended for gross misconduct will be placed in the custody of local authorities. The parents will be notified immediately. In the event that excessive cases of gross misconduct are observed during the course of the Prom and its activities, attendance at the Prom for the following year will be restricted to Juniors and Seniors only attending Zeigler-Royalton High School. Authorization must be obtained from the High School Principal for permission to bring a date companion from another high school. A request form is available in the High School Office which attests to the fact that the companion is not currently serving a suspension and there is no known reason why this companion should not be permitted to attend. Any person who wishes to attend as a date companion and is not currently enrolled in a public high school must supply proof of age.

Students **MUST** meet the eligibility requirements that are set forth in the section(s) above.

➤ **FIELD TRIPS/DANCES**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework; • Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

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

- Must be passing all classes required to graduate and maintaining a passing grade in at least five classes per week.
- Excessive unexcused absences (four or more) per semester.
- Repeated violations of the school discipline code (Five or more discipline referrals of any kind or any out of school suspension longer than three days) per semester.

Students who demonstrate unacceptable behavior while on a field trip shall be banned from participating in any and all field trips for the remainder of the school year.

Students who have been assigned detention or other forms of disciplinary action must be able to fulfill that requirement on the day it is assigned. For example, if a class is going on a trip or has a game scheduled but a student has after-school detention and the class will not be back in time for the student to fulfill the disciplinary obligation, then the student will not be allowed to leave campus.

Disciplinary assignments take priority over participation in extra-curriculars and/or athletics.

➤ **SENIOR TRIP INFORMATION**

Seniors who are planning to go on the senior trip at the end of the school year must realize there is a method of process for that to happen. Some of the relevant information regarding the Senior Trip is as follows:

1. Points will be needed to go – Being a senior does not automatically mean you go.
2. Points have been earned from your junior year and points can be gained by becoming involved during your senior year.
3. Points may be earned by working on homecoming, or other events that the class sponsor deems suitable.
4. Points needed will be determined by the number of activities the class has during the year and will be determined by the Class Sponsor(s). It is suggested to get involved and the point number will not be a problem.
5. Point records will be kept by the sponsor(s) and the class secretary.

➤ **STUDENT ATHLETES AND ATHLETIC PARTICIPATION POLICIES**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

A. IHSA

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

B. Eligibility

- a. To retain athletic eligibility, an athlete must have passed 5 credit classes of academic course work and any class required to graduate in the semester preceding his or her athletic eligibility and must have passed 5 credit classes of academic course work in the week preceding his or her athletic eligibility. Any class that can or will be used for graduation will fall under these requirements.

C. Requirements for Participation

- a. An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:
 - i. A current Physical Examination Report (Within 1 Calendar Year) completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
 - ii. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
 - iii. Proof the athlete is covered by medical insurance; and
 - iv. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
 - v. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes' list and an agreement to take part in random testing for these substances.
 - vi. A signed agreement by the student's parent or guardian authorizing random performance enhancing substance testing and recognizing the dangers of drug use

D. Behavior Conduct

- a. Behavioral misconduct by student-athletes will not be tolerated and may be subject to discipline. Behavioral misconduct shall include but shall not be limited to:

- i. Insubordination; or
 - ii. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
 - iii. Any behavior which disrupts the appropriate conduct of a school program or activity; or
 - iv. Hazing, bullying, or harassment of any kind; or
 - v. Use of profanity; or
 - vi. Exhibition of bad sportsmanship; or
 - vii. Violation of any school rules or regulations or law.
- b. Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

E. Drugs, Alcohol, and Tobacco

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

F. Penalties for Violation of Extra-Curricular/Athletic Policies and Guidelines

- a. Will follow procedures and guidelines as set for in the Zeigler-Royalton High School Athletic Policy

G. Absence from School on Activity/Practice/Game Day

- a. An athlete who is absent for more than 1/2 the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal.
- b. The Athletic Director and Administration may make exceptions for the following:
- i. Medical absence pre-arranged with the coach or
 - ii. Death in the athlete's family.
- c. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.
- d. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

H. Game Transportation

- a. Away Games
- i. Athletes must ride school transportation to all away games. The building Principal or Athletic Director can only make exceptions after receiving a written request by the parent involved. Violation results in an athlete suspension for that game. Athletes may return home from an away game with their parents, grandparents, or legal guardian only. A signed request provided by the school must be presented to the coach PRIOR to leaving the game. The building Principal or Athletic Director can only make exceptions after

receiving a written request by the parent involved. Violation results in a one game suspension

I. Student-Athlete Concussions and Head Injuries

- a. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.
- b. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

ZEIGLER-ROYALTON HIGH SCHOOL CREDIT RECOVERY

What is the ZRHS Credit Recovery Program

Zeigler-Royalton High School's Credit Recovery Program is designed for students who have not successfully earned credit in the traditional classroom setting due to a failing course. Credit Recovery does not replace an original grade and does not count towards the students GPA. The grade a student receives for passing a credit recovery course is seventy percent (70%).

The Credit Recovery Program

Delivers core classes and many electives through a web-based instructional program. The Credit Recovery Program affords students the opportunity to proceed at their own pace and offers high school students the opportunity to graduate on-time according to their four-year plan. Students requiring Credit Recovery must be enrolled in a Credit Recovery Course by the school administration or school's counseling office. The online Credit Recovery Courses must be monitored by a certified, licensed teacher, school administrator, or counselor and should be completed during the school day or extended school day. The Edmentum Credit Recovery Courses are web-based and are seven days a week; therefore, students may also work at home.

Overview

Edmentum's credit recovery courses allow students to stay on track for on-time graduation. Edmentum provides an online learning environment to support online and blended instruction. It engages students in multimedia content and relevant, real- world assignments. Every course can be customized at the district level to match district specifications. Educators can be confident that students have built a solid foundation for the next grade or course. Students have an account with the online program, Edmentum, is where instructional units are housed. Students are assigned course(s) and completion date(s) using the corresponding course that they are lacking. Edmentum is a web-based platform and the students can work on assignments via the internet. Students must take section exams and unit exams in the presence of a ZRHS staff member. Students are expected to complete the entire course during the semester and are continuously monitored ensuring they are progressing forward. Edmentum online courses reflect the best research-based practices in effective instruction. Explicit teaching guides students to develop key content area knowledge and skills by activating students' prior knowledge, establishing a clear purpose and goals for lessons, presenting information in small segments, providing clear instruction with examples and modeling, incorporating practice with scaffold support, conducting frequent checks for understanding with appropriate feedback, and incorporating reviews spread out over time. Instruction is designed to promote deep thinking that leads to the kind of knowledge that can be applied across a broad range of conditions and to help students develop cognitive skills for monitoring and regulating their thinking processes while learning.

Course Organization

Courses are organized into Units and Lessons.

Lessons: Lessons may contain instructional videos, and activities.

Units: All units are made up of several lessons and have a Unit Test at the end of the unit.

Quizzes/Mastery Test: Each lesson has a quiz/mastery test at the end.

Dual-Credit Eligibility

1. Course Failure
 - a. Student cannot fail the class with anything lower than a 50%. Students with failures below 50% will be required to retake the class through face-to-face format.
2. No more than 2 Unexcused Absences during the semester. Once a student accumulates more than 2 unexcused absences for the semester they will be removed from the Credit-Recovery Program.

Enrolling Students into a Credit Recovery Course

1. School officials will identify course(s) for which students need to recover credit.
2. School officials will conference with students and assign students to the appropriate course (1 Credit Max per semester)
3. Students will be able to work on coursework in an individual manner on their own time. Additionally, students will be placed into an RTI assignment that allows them to work on Credit Recovery on a regular basis during school days. This placement will also include a component that requires students to track assignments using a planner, which will be checked by staff members on a regular basis. (M,W,F / T,Th RTI Format and Alternating Supervised Lunch Schedule)

ZEIGLER-ROYALTON HIGH SCHOOL GRADING SCALE

Marks and Reports Grades are issued at the end of each quarter of the school year. However, Semester Grades will determine whether a student passes a course. The following marks are used:

Regular Grading Scale

- A 5 points
- B 4 points
- C 3 points
- D 2 points
- E 1 point

Weighted Grading Scale

- A 6 points
- B 5 points
- C 4 points
- D 2 points
- E 1 point

Letter Grade Percentages

- 90 – 100 A
- 80 – 89 B
- 70 – 79 C
- 60 – 69 D
- 0 – 59 E

Plus (+) and minus (-) grades are not components of the Zeigler-Royalton CUSD #188 grading system.

Z-R HIGH SCHOOL WEIGHTED / DUAL-CREDIT CLASSES

Weighted Classes Offered

1. Art Appreciation
2. Creative Writing
3. CNA Nursing
4. Medical Terminology
5. Calculus
6. Algebra II
7. Beginning Drafting
8. Biology II
9. Biology III
10. English IV College Bound
11. Advanced Mathematics
12. Music Appreciation
13. Physics

Dual Credit Courses Offered

1. Music Appreciation--- *MUSI 110 HZ*
2. Psychology--- *PSYCH 2101 HZ*
3. Advanced Mathematics--- *MATH 1108*
4. English IV College Bound--- *ENGLISH 1101 HZ*

Z-R HIGH SCHOOL SEMESTER EXAM INCENTIVE PROGRAM

Semester Exam Policy

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

Zeigler-Royalton High School Attendance Incentive Program (Juniors and Seniors):

- Students will be excused from semester exams if they meet the following criteria:
 - I. "A" average with four absences or less from the class per semester.
 - II. "B" average with three absences or less from the class per semester.
 - III. "C" average with two absences or less from the class per semester.
- Other Considerations:
 - I. Student may take semester exams in an attempt to improve his/her grade.
 - II. Any absence would count in figuring total absence.
 - III. Teachers will keep an accurate daily record of all student attendance.
 - IV. If ZRHS causes the student to be absent, this absence would not count in reference to the incentive program.
 - V. Teachers have the option of requiring all students to take semester exams (dual credit classes) and will notify all students of this at the beginning of the year.
 - VI. Any student with an unexcused absence, supervised study session, suspension, 3 detentions or more (per semester) and 3 or more tardies during the semester in that class is required to take semester exam.

ZEIGLER-ROYALTON HIGH SCHOOL BELL SCHEDULES

3:00 Dismissal

1st Period 8:11 - 9:00

2nd Period 9:03 - 9:49

3rd Period 9:52 - 10:38

4th Period 10:41 - 11:27

1st Lunch (A) 11:30 - 12:00

5th Period (A) 12:03 - 12:49

5th Period (B) 11:30 - 12:16

2nd lunch (B) 12:19 - 12:49

6th Period 12:52 - 1:38

7th Period 1:41 - 2:27

Rtl Period 2:30 - 3:00

Early Dismissal Schedule

2:12 Dismissal

11:30 Dismissal

1st Period	8:11 - 9:02	1st Period	8:11 - 8:39
2nd Period	9:05 - 9:48	2nd Period	8:42 - 9:12
3rd Period	9:51 - 10:34	3rd Period	9:15 - 9:40
4th Period	10:37 - 11:20	4th Period	9:43 - 10:09
1st Lunch (A)	11:23 - 11:53	5th Period	10:11 - 10:36
5th Period (A)	11:56 - 12:39	6th Period	10:39 - 11:04
5th Period (B)	11:23 - 12:06	7th Period	11:07 - 11:30
2nd Lunch (B)	12:09 - 12:39	Rtl Period	N/A
6th Period	12:42 - 1:26		
7th Period	1:29 - 2:12		
Rtl Period	N/A		