

Handbook Contents

Absences per Semester, 9	Displays of Affection, 15
Accident Insurance, 32	District Calendar, 44
Administration, Faculty and Staff, 7	Divorced Parents, 27
Alternate Classroom, 20	Dress and Conduct, 22
Arrive Late/Leave Early, 8	Dress Code Specifics, 22
Athletic/Extracurricular Info, 37	Drinks at School, 15
Attendance Policy, 8	Driver Education, 27
Bell Schedule, 8	Driving Vehicles to School, 27
Bell System, 26	Electronic Devices/Laser Devices, 15
Bereavement Days, 9	Enrolling Students from Home/Private Schools, 5
Board of Education, 3	Expectations, 6
Board Philosophy, 5	Expulsion Procedures, 21
Breathalyzer/Alcohol, 14	Extracurricular Activities, 15
Bullying, 14	Failure to Report, 15
Bus Rules, 41	False Alarm, 15
Calendar, 44	Family Rights/Privacy Act, 27
Cafeteria, 26	Fees and Fines, 27
Care of Books, 27	Field Trips, 10
Cell Phones and Similar Devices, 14	Fighting, 15
Cheating, 14	Fire/Disaster Drill, 28
Class Officers, 27	Forgery, 15
Closed Campus, 14	Gambling, 15
College Admission Requirements, 36	Gangs and Gang Activity, 16
College Days, 9	Grade Cards, 34
Computer Network Operating Procedures, 37	Grade Placement, 34
Computer Network Policies, 38	Grade Value, 34
Conduct at Assemblies, 27	Grades, 34
Conduct on School Bus, 42	Grading Scale, 34
Corporal Punishment, 20	Grading System, 34
Correspondence Courses, 34	Graduation Requirements, 35
Course Load, 34	Gross Disobedience, 16
Courses in Sequence, 37	Guidance/Counseling Services, 33
Criminal Code & Juvenile Court Act, 19	Hall Passes, 17
Daily Routine, 27	Harassment Policy, 28
Denial of Privileges, 20	Hazing and Initiation, 17
Detentions, 20	Homebound Instruction, 28
Disciplinary Actions and Procedures, 19	Homework Assignments, 10
Conduct/Discipline Code, 11	Honor Graduates, 35
Discipline Information, 11	Honor Roll, 35
Disciplining of Students, 19	ID Cards, 28
Disclaimer, 3	IL Parental Responsibility, 26
Dismissal from Class, 15	Inappropriate Language, 17

Handbook Contents

Incomplete Grades, 35	Security Camera/Video Policy, 3, 25
Independent Study Courses, 34	Semester Exam Policy, 37
INOW Home Portal, 32	Sex Offender Information, 32
Internet Safety, 40	Standardized Test Policy, 35
Job Shadowing, 10	Student Assessment, 36
Lack Academic Progress, 17	Student Health Information, 3
Levels of Discipline, 12	Student Jobs, 18
Lockers, 28	Student Language, 18
Make-up Work, 10	Student Recourse/Discipline, 22
Medical Policies, 29	Substance Abuse Policy, 23
Metal Detector Policy, 25	Substance Abuse, 18
Military Days, 9	Substitute Teachers, 18
Misconduct Point System, 11	Suspension Procedures, 20
Parent/Teacher Conferences, 31	Suspension, 20
Parking Regulations, 31	Tardy Policy, 10
Personal Habits, 17	Telephone (Office), 33
Personal Items, 32	Ten Minute Rule, 10
Physical Education, 32	Textbook/General Fees, 34
Plagiarism, 17	Theft, 18
Posters and Bulletins, 32	Tobacco, 19
Presence in Unauthorized Area, 17	Transfer Credits, 37
Projectiles, 17	Transportation Misconduct/Point System, 42
Proof of Insurance, 22	Trespassing, 19
Reciprocal Reporting System, 26	Valedictorian/Salutatorian, 37
Residency Requirements, 32	Vandalism, 19
Rules of Jurisdiction, 18	Visitors, 5
Response to Intervention, 3	SC Water Pass, 45
Schedule Changes, 35	Weapons, 19
School Disciplinary Probation, 20	Weather/School Dismissal, 33
School Violence Tip-Line, 8	Withdrawal and Transfer, 37
Search and Seizure, 24	

**SOUTH CENTRAL HANDBOOK
FOR
STUDENTS - PARENTS - FACULTY**

SOUTH CENTRAL HIGH SCHOOL

800 West Washington
Farina, Illinois 62838
Telephone: 618-245-2222

Visit our website at southcentralschools.org

BOARD OF EDUCATION

President – Mike Vandever
Vice-President – Ann Blomberg
Secretary – Dena Hoffmann
Chris Blomberg **Jason Markley**
Tom Turner **Daniel Hiestand**

Superintendent – Kerry Herdes
Principal – Stephen Phillips

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

VIDEO SURVEILLANCE

Please be aware that South Central High School is under 24 hour video surveillance for the safety and security of all South Central students and staff. Any and all visitors to South Central High School are subject to video recording.

RESPONSE TO INTERVENTION (RTI)

RTI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.

STUDENT HEALTH

Due to the outbreak of H1N1 Flu Virus, the local health departments have encouraged and advised all schools to abide by a strict exclusion policy. The strict exclusion policy is to help prevent the spread of the H1N1 virus to other staff and students at school.

When the H1N1 Flu is diagnosed in a student or staff member, the virus may spread quickly. Therefore, the school nurse, principal or school designee will require any student or staff member running a low grade fever of 99.2 or higher with any other flu-like symptoms to go home, especially if the fever is accompanied by a cough and/ or body aches. Other possible symptoms include: nausea, vomiting, diarrhea, sore throat, and runny nose. The student or staff member may not return to school until they are fever free for 24 hours, without use of any fever reducing medications such as Tylenol, Motrin, etc.

August 1, 2016

All Parents/Guardians:

As you may be aware, the U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty, and staff of the presence of asbestos-containing materials (ACBM) at our facility.

An inspection was performed in compliance with these regulations. Furthermore, a site specific asbestos management plan was developed, reviewed by the building principal and the superintendent, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty, and staff or others are invited to review this plan which is available at the South Central CUSD # 401 unit office. Should you have any questions or desire further information, please contact your child's building principal.

Sincerely,

Kerry Herdes, Superintendent

SOUTH CENTRAL HIGH SCHOOL

2016-2017 Handbook

- 1 We hope that you will carefully read the student handbook we have provided. If you familiarize yourself with the school policies in this handbook and act accordingly, you should have a successful year and a fine educational experience. **Carefully review the disciplinary policies as there are some changes and additions for this school year.**
- 2 At South Central High School students are expected to attend school regularly and to be on time for classes in order to fully benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

VISITORS

Except under special circumstances, no one is allowed to visit teachers or students during school hours. **For the safety of our students and staff, all visitors must report to the office immediately upon entering the building.** Students will not be allowed to bring visitors to school.

Enrolling Students from Homeschool or Private Schools

The District reserves the right of placement for students enrolling from homeschool or private school. The District will assess the student's academic performance based on an assessment determined by the school and place the student within the grade level in which the student proficiently scores.

BOARD OF EDUCATION PHILOSOPHY

- 1 The Board of Education believes that it is the responsibility of South Central High School District #401 to provide educational opportunities and experiences, which will enable all students to develop their talents and capabilities. We believe that by doing so we will enable students to assume their responsible roles in a democratic society and to apply their knowledge to a lifetime of continuous learning
- 2 This policy emphasizes the development of the student, recognizing the dignity and worth of each individual. We, the Board of Education, believe that to translate this philosophy into reality requires cooperation, communication, and continuous effort from the student, parents, faculty, and administration.

Objectives

- 1 To enable our students, according to their abilities to achieve the highest proficiency in the skills and processes of learning.
- 2 To educate our students in the subjects, this will enrich their lives and aid them in becoming responsible citizens of our society.
- 3 To develop in our students the realization of individual worth and dignity as a person.
- 4 To understand, appreciate, and practice the principles of our American democracy.
- 5 To develop and maintain sound physical and mental health and understand the potential effects of drugs and alcohol.
- 6 To offer our students educational experiences which will provide the necessary knowledge to relate to others as well as to society.
- 7 To understand world cultures and problems in order to become a contributing member of the world society.
- 8 To foster in our students the realization of the dignity of work.
- 9 To develop within our students the principles upon which successful living and family life are based.
- 10 To encourage students to think for themselves and to be responsible for their own actions.

Expectations

- 1 We expect students to work and to achieve to the best of their ability.
- 2 We expect students to consider school as their first priority.
- 3 We expect students to attend every class.
- 4 We expect students to complete all homework and class assignments.
- 5 We expect students to be fully prepared for class each day.
- 6 We expect students to know and to conform to the Disciplinary Code.

Parents

- 1 Provide a study area at home where the student can work.
- 2 Question the school about your son/daughter's progress.
- 3 Be aware of our expectations the Disciplinary Code. Through communication, we can, together, solve most problems.
- 4 Understand that mutual trust and honesty are essential. If your son/daughter has an unexcused absence, do not write an **excuse** to cover it. If your children choose not to attend school, or violate provisions of the Disciplinary Code, they should be willing to accept responsibility and possible penalties for their actions.

Administration and Instructional Staff

- 1 We expect you to treat our students as if they were your own children. Understand that students, like adults, come to class with problems that might affect their performance. Let this serve as an insight, not an excuse.
- 2 Your instructional program should reflect a current, well-founded presentation of material. Teachers should expect students to complete homework promptly and teachers should return homework in a timely manner.
- 3 At the beginning of a course, teachers should clearly define the course objectives and their system of grading.



SOUTH CENTRAL HIGH SCHOOL FACULTY

OFFICE PERSONNEL

Stephen Phillips	Principal	Ext 104
Kimberly Major	Guidance Counselor	Ext 105
Jamie VanScyoc	Athletic Director	Ext 103
Kari Harmeier	Secretary/Admin Asst	Ext 101

EDUCATIONAL STAFF

Eric Bizzell	Math Dept	Ext 216
Levi Bridges	Social Science Dept	Ext 214
Mary Brimberry	Learning Specialist	Ext 206
Randy Comer	Agriculture Dept	Ext 219
Steve Eischens	Science Dept	Ext 201
Rosanne Harshbarger	Music Dept	Ext 228
Michelle Hawkins	English Dept	Ext 222
Curt Jones	Industrial Arts Dept	Ext 217
Stephanie Jones	Music Dept	Ext 228
Gary Kapper	Dr Ed/Health Dept	Ext 224
Dereck Koester	Science Dept	Ext 215
Sian Kuester	Learning Specialist	Ext 225
Christopher Long	Spanish Dept	Ext 227
Cindy Neilson	Physical Education Dept	Ext 209
Hugh Rosen	Art Dept	Ext 207
Rachel Kincaid	Math Dept	Ext 220
Kara Short	English Dept	Ext 212
Jamie VanScyoc	Physical Education Dept	Ext 103
Lynn Smith	Business Dept	Ext 202

SUPPORT STAFF

Debbie Phillips, Connie Githinji	Classroom Aide
Sue Hawkey, Nancy Ritter, Lucretia Schroeder	Individual Aides
Mary Jahraus, Froncie Thompson	Cook
Karrie Davis, Robert Wright	Custodians

Volleyball Coach: Mary Brimberry
Baseball Coach: Curt Jones
Girls' Basketball Coach: Gary Kapper
Boys' Basketball Coach: Jamie VanScyoc
Softball Coach: Gary Kapper

BELL SCHEDULE

1st Hour	8:15	to	8:59
2nd Hour	9:03	to	9:44
3rd Hour	9:48	to	10:29
Homeroom	10:33	to	10:55
4th Hour Lunch A	10:55	to	11:25
Class A	10:59	to	11:40
4th Hour Lunch B	11:40	to	12:10
Class B	11:29	to	12:10
OKAW LUNCH			11:33
5th Hour	12:14	to	12:55
6th Hour	12:59	to	1:40
7th Hour	1:44	to	2:25
8th Hour	2:29	to	3:10, 3:15
3:10 Kinmundy Shuttle Bus	3:15	Late Bus & Drivers	

SCHOOL VIOLENCE TIPLINE

1-888-NOGUNS-0

1-888-664-8670

Schools and communities across our country have seen acts of violence increase in both number and severity. All students can work to decrease these acts. If you have knowledge of a potential act of violence, please inform a teacher, the principal, and your parents or phone the school violence tip line.

CONSTRUCTION

Due to anticipated construction, students will be expected to be aware of any parking changes or construction area changes. Students should also listen carefully to the daily announcements for any applicable construction updates throughout the year.

ARRIVAL TO SCHOOL LATE

LEAVING SCHOOL EARLY

- 1 Any student whom, after the start of the school day, enters late or leaves school early for any reason must sign in and/or out through the attendance office.
- 2 **CLOSED CAMPUS:** A parent/legal guardian contact must be made to secure approval allowing the student to leave campus. This contact must be made with the office secretary or administrator before the student can leave the building.
- 3 Students who arrive to their first hour class late will be given an unexcused tardy unless approval has been obtained from the attendance secretary or administration.
- 4 A phone call or note from a parent/guardian will excuse a student for a medical appointment. **Upon return to school from an appointment or an illness, the student must sign in through the office before returning to class.** Leaving school for any reason must be cleared through the attendance office before the student checks out.

ATTENDANCE POLICY

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

Pre-arranged excused absences must be approved by the principal.

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

In the event of any absence, the student's parent or guardian is required to call the school at 618-245-2222 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Truancy

1. 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.
2. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants.
3. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Absences Per Semester

- 1 Students shall be permitted **NO MORE THAN FIVE (5) EXCUSED ABSENCES PER SEMESTER BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE.**
- 2 After the student has been excused (5) days during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician.
- 3 Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student or other reasons determined by the administration to have necessitated an absence. The reasons for such absences must be verified by the parent/guardian. If a student has a doctor or dental appointment, they should bring a card from their appointment and turn it in to the office.
- 4 If a student absence is verified by a doctor's excuse before the student has reached the limit of **five (5)** days (or classes) of excused absence, that absence will not count toward the **five (5)** days permitted by this section. **ANY NOTE TO EXCUSE AN ABSENCE BY A DOCTOR MUST BE TURNED IN WITHIN 5 DAYS OF THE ABSENCE.**
- 5 Cases concerning truancy will be turned over to the School Attendance Office and Regional Office of Education. Students designated as *chronic or habitual* truants may face disciplinary action such as suspension, alternative school placement or expulsion.

Bereavement Days

Students shall be allowed three days per incident for absence connected with the death of a parent or sibling; and two days absence for grandparents, cousins, uncles, aunts, nieces, and nephews. Bereavement days will not be included in determining semester exam exemption. Students will be allowed "funeral" days for non family members and such will count as a parent approved day.

College Days

- 1 Students are encouraged to visit post-secondary institutions. For early decision making about college, students should consider visiting college campuses as early as possible. During the school year, colleges offer open houses on Saturdays and on other days that do not conflict with the high school schedule. Students should explore the open house as a first option. Juniors may take **one** college and seniors may take up to **two** college days by adhering to the following procedures:
 - a. Initiate a college day request through the counselor at least three days in advance.
 - b. Complete the requirements for a Parent-Approved absence and notify the attendance secretary prior to the absence. Upon return to school, the student must present the College Day Verification Form signed by college personnel to the attendance secretary.
 - c. **COLLEGE DAYS WILL BE PERMITTED up to the LAST TWO WEEKS OF SCHOOL previous to finals and special circumstances approved by the principal.**
 - d. **Failure to follow any of the above guidelines will result in an unexcused absence.**

Military Days

We have the utmost respect for our students that are participating in the military service. On days students will be absent due to military service, prior notice must be given to the attendance secretary and must be verified immediately upon return.

Job Shadowing

Juniors will be allowed **one** day and seniors may take up to **two** days (must be with two different professionals at different locations) to job shadow in a professional setting.

Prior notice must be given to the counselor and at this time students will receive the job shadowing verification form. Upon return to school, the student must present the Job Shadowing Verification Form signed by the Professional that was shadowed. Students will be required to write a one page summary of the job shadowing experience and turn it into the office within 3 days of the absence. If any of the above requirements are not met the day will count as a parent approved day and all parent approved rules will apply.

Field Trips

- 1 Students who desire to participate in a field trip must complete a Field Trip/Parent Consent Form provided by the teacher. Participation in a field trip is not guaranteed. Student participation is based on meeting behavioral, attendance or academic requirements of each teacher.
- 2 Students will not be allowed to attend field trips if they:
 - a. Have 8 unexcused tardies per semester
 - b. Have 8 absences per semester excused or unexcused
 - c. Are failing more than one class
 - d. Final approval/disapproval is to be granted by the principal.

Tardy Policy (per semester)

- 1 A tardy is defined as a student not being in the classroom when the bell rings. Some teachers may require the student to be in his/her seat when the bell rings. Any student who arrives to class unexcused more than 10 minutes late is truant and will be referred to the office by the teacher.
- 2 Each teacher is expected to have and enforce a tardiness policy.
- 3 Students who are legitimately late for a class must have their student handbook or a pass signed from the teacher causing the tardy. Students arriving to class tardy without a pass excusing the tardy will be told that they are being marked tardy. The students will be contacted by the Principal, who will issue a warning, detention, suspension, etc. as warranted. Detentions and/or suspensions will be issued after four (4) tardies per semester. Note: At the beginning of each semester all students start with "0" tardies.

10 Minute Rule

No student should be in the hallways the first and last 10 minutes of a class period.

Make-Up Work

- 1 Students who have an **EXCUSED** absence shall have the opportunity to make up work. **It shall be the responsibility of the student on his/her own initiative to contact the teacher(s) involved to determine make-up assignments and establish times for daily work and test make-up.** Students will be granted the amount of time equal to that which they were absent to make up work.
- 2 Students who miss tests will be required to take them outside of class. If you know you have missed a test, plan accordingly. Failure to obtain make-up work is no excuse for not doing the work missed.
- 3 If a student has a health or physical impairment which, in the opinion of a licensed medical professional, will cause the student to be absent from school for more than (2) consecutive weeks, then the Building Principal shall cause a meeting to be held with appropriate school personnel to determine if a home-study program would be of educational benefit to the student. If a program would be of educational benefit, then a home or hospital educational program will be developed in accordance with **23 Ill. Adm. Code 226.350 - 226.385.**
- 4 Students who have an **UNEXCUSED** absence will **not** be allowed to receive credit for work missed. Interaction and discussion between students and teachers determine an integral part of the learning experience and developing grades for the class.

Homework Assignments

- 1 **We do not interrupt the teacher** during the instructional time to gather homework assignments and materials for students who are absent. South Central Unit District #401 believes that time in the classroom is valuable time. We try to avoid as many disruptions to the educational process as possible. Parents are encouraged to check their son/daughter's handbook/planner for homework assignments.
- 2 Students absent may contact teachers or students in class to learn of homework assignments.
- 3 If a parent/guardian requests a homework assignment, that request must be made by **9:00 am** in order to give the school ample time to gather materials without disrupting class. Homework may be picked up after 2:30 pm.
- 4 Homework is available online on the InformationNOW Home Portal.

STUDENT CONDUCT/DISCIPLINE CODE

The following statement is the position of the board of education and the administration regarding student conduct:

- a. The Board of Education strongly believes that student behavior should reflect standards of good citizenship. ***Students should conduct themselves in keeping with their level of maturity, acting within the bounds set by constituted authority.***
- b. Consideration for the rights and privileges of others, cooperation with all personnel in the school community, and respect for oneself and others shall be basic principles guiding student behavior.
- c. High standards of courtesy, decency, expression, honesty, morality and wholesome relationships with others shall be maintained. South Central High School has certain rules and guidelines governing the conduct of its members. These rules should encourage positive, constructive, and responsible behavior and an environment conducive to learning.
- d. Parents and guardians of children in school are expected to cooperate with the school by promoting good citizenship in the home and teaching their children the importance of good behavior and proper attitude in the classroom. Without these, tax money spent on uncooperative students is largely wasted.
- e. It shall be the responsibility of the students and their parents or legal guardian(s) to familiarize themselves with the rules and guidelines governing student conduct.
- f. The Board of Education believes that if parents and students know and understand what the expectations are for student conduct and what actions will occur for violations of these expectations, behavior problems in our schools will be reduced and a better educational environment will prevail.
- g. All employees of the district shall share in the responsibility for supervising the behavior of students and encouraging high standards of conduct.
- h. The board and administration expect all employees to be alert and prompt in handling and reporting behavior problems that have an adverse effect on the operation of the school.
- i. The policies of the South Central Community Unit Board of Education concerning misconduct are as follows:

MISCONDUCT POINT SYSTEM

1. The misconduct point system was approved by administrators, teachers, parents, and students as a program designed to insure that students conform to the school rules and policies. Points serve as a notice of some type of misconduct and/or the violation of a school rule. The four main components of the misconduct point system are as follows:
 - a. Points are issued upon violations of school rules.
 - b. Points accumulate throughout the school year and start over with each new school year.
 - c. Accumulation of points WILL result in being placed on Detention, In-School or Out of School Suspension, Alternative School Placement or Expulsion.
 - d. The administration agrees with the concept of progressive discipline and, to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the point system described above.
2. The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct.
3. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose **MORE** severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action.
4. Further, the administration reserves the right to impose **LESS** severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

LEVELS OF DISCIPLINE

A discipline report will be sent home with each discipline action taken.

70pts--The student will be placed on **School Disciplinary Probation**.

80pts--When a student accumulates **80 points** under the misconduct point system, the student will be recommended for expulsion or alternative school placement. The length of the expulsion or the option of alternative school placement will be determined on a case-by-case basis.

*The superintendent will review the student's behavior log and make a **future** placement status recommendation (in case the student reaches-80pts) to the administration.*

Misconduct Point System-Violation Breakdown

5 pt Violations

Abuse of Hall Pass
Cell Phone Violation
Dress Code/Appearance
In parking lot w/out permission
Gambling
Not properly signing out in office

10 pt Violations

Class Dismissal
Disruptive Behavior
Not Reporting to Home Room
Cheating
Graffiti/Minor Vandalism
Drinks in Authorized Areas
Lunch Room Violation
Lying to Staff/Administration
Not Returning to Class after an Activity
Public Display of Affection
Skipping Class

15 pt Violations

Forgery/Plagiarism
Computer Misuse
Driving/Parking Lot Violation
Gang/Satanic Graffiti/Symbols/Signing
Rough Housing
Disrespect of Staff

20 pt Violations

Chronic Cell Phone Violation
Possession of Pornography
Misconduct under a Substitute Teacher

30 pt Violations

Defiance of Authority
*Physical Fighting
Theft/Vandalism less than \$150.00

40 pt Violations

Gesture/Obscenity toward Staff
Possession or Use of Tobacco Products

60 pt Violations

Bullying
Harassment of Student
Intimidation of Student
Use of cell phone in locker room

70 pt Violations

Battery of Student
Theft/Vandalism more than \$150.00
Threat/Intimidation/Harassment of Staff

80 pt Violations

*Alcohol Related Violations
Assault/Battery of Staff Member
Bomb Threat
Explosive Devices
Gross Disobedience/Misconduct
False Fire Alarm
*Illicit Drugs
*State-Weapons, Fire Arms
*State-Weapons, Other
*Federal-Weapons, Fire Arms
Federal-Weapons, Other

*State Required SIS Codes

"Sexting"- Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.

MISCONDUCT POINT SYSTEM PENALTIES

<i>Points</i>	<i>Discipline</i>
5	1 detention
10	2 detentions
15	In School Suspension (1-3 days)
20	In School Suspension (1-3 days)
30	Out of school suspension (1-10 days)
40	Out of school suspension (1-10 days)
50	Out of school suspension (3-10 days)
55	Out of school suspension (3-10 days)
60	Out of school suspension (5-10 days)
70	Out of school suspension (5-10 days)
80	Out of school suspension with recommendation for alternative school placement or expulsion

SPECIFIC MISCONDUCT PENALTIES

Breathalyzer and Alcohol Screen

- 1 When school officials have reasonable suspicion the student has used or is under the influence of any chemical as defined above, the student may be asked to submit to breathalyzer and/or alcohol screen saliva analysis.
- 2 This procedure will be done in the presence of two certified staff members.

Bullying

Encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with more powerful child or group attacking those who are less powerful. Bullying can take many forms and not necessarily limited to:

- a. Physical-hitting, kicking, spitting, pushing, taking personal belongings.
- b. Verbal-taunting, malicious teasing, name calling, making threat.
- c. Psychological-spreading rumors, encouraging social exclusion, extortion, intimidation.
- d. Cyber-telecommunication devices/Internet.

Closed Campus

Students must have permission to leave the high school/grounds at all times. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Cell Phones and Similar Devices

1. Students may possess cellular phones during regular school hours and/or during school-sponsored activities, so long as the cellular phone or other mobile telecommunication device is:
 - a. Stored in the off mode in the student's hallway locker during school hours.
2. Offenses
 - a. 1st Offense – Confiscate device and parent/guardian pick up device from office after 24 hours, 5 misconduct points and verbal warning.
 - b. 2nd Offense - Confiscate device and parent/guardian pickup device from office after 48 hours, 10 misconduct points and 1 detention
 - c. 3rd Offense – Confiscate device and parent/guardian pickup device from office after 5 days, 20 misconduct points and 1 day In School Suspension.
 - d. Any device confiscated on the last school day of the week will be held in the office until the first school day of the next week.
3. The administration has the right to examine the contents of any confiscated telecommunication device.
4. In some cases, a teacher or administrator may approve students' use of cellular phones and other mobile telecommunication devices during regular school hours or during a school-sponsored activity.
5. South Central High School is not responsible for lost or damaged cell phones.

Cheating

Includes copying another student's work or allowing work to be copied by another student. Cheating can also include illegal notes or *cheat sheets* or in any way obtaining answers for questions from an outside source in a test-taking situation.

Dismissal from Class

If a student's behavior warrants it, the teacher may ask him or her to leave the class and report to the principal's office. The student will receive a *zero* for any grades taken during his *absence*. Misconduct Points will be assessed for the dismissal; additional points may be added for the infraction that caused the dismissal.

Displays of Affection

The Board of Education hereby finds and determines that excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including but not limited to hugging, kissing, fondling and handholding are prohibited anywhere on the school campus.

Drinks at School

When the first bell rings (8:10am) **all drinks** must be disposed of immediately. No drinks of any kind except those in **sealed clear bottles** are allowed in the hallways, lockers or classrooms during regular school hours.

Water is included in the drink category-unless a student has office permission to carry water for a medical reason. Students must have a doctor note on file and the pass in their handbook signed by office personnel.

Electronic Devices/Unacceptable Devices

The possession or use of any kind of portable radio, tape player/recorder, laser device, MP3 player, I-Pod, camera, video camera and/or CD player including those equipped with headphones, is prohibited during the school day. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct. Nothing in this policy shall prohibit a member of the faculty or staff from using his/her own or a school-owned electronic devices.

Extra-curricular Activities

All students of South Central High School are subject to and are expected to obey the policies, rules, and regulations found in the ***Student and Parent Handbook*** while attending or participating in school-sponsored activities.

All persons, students and non-students, who attend or participate in events sponsored by South Central High School or events held on the campus of South Central High School are required to obey the rules of behavior and conduct established by the board of Education and any other officially recognized governing body, such as the Illinois High School Association.

Failure to Report

A student who willfully fails to report to the principal's office or other designated office or location when requested to do so by any school employee shall be guilty of gross disobedience and shall be subject to the Board's disciplinary penalties for misconduct.

False Alarm

- 1 The willful making of a false alarm of fire, bomb threat, or other emergency by outcry, mechanical alarm, or other device is prohibited.
- 2 Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Fighting

- 1 Any student involved in any physical confrontation with another student or engaged in any form of fighting ***may receive 30 misconduct points and the appropriate consequence.***
- 2 Violence of any nature will not be tolerated including threats, harassment, or intimidation. Furthermore, any student that physically assaults another student will be subject to immediate suspension from school.
- 3 A student who is provoked or assaulted shall retreat from the situation and seek help from staff members immediately, if possible. A student who immediately retreats from a fight will not be deemed to have been involved in a fight.
- 4 A person(s) provoking a fight or not dispersing from a fight when directed to do so and/or interfering with school personnel in their attempt to break up a fight may receive the same consequences as for fighting.

Forgery

Includes forging the signature or initials of any authoritative figure including but not limited to school personnel or parents. Any student found in violation of forgery will be subject to the Board's disciplinary penalties for misconduct.

Gambling

Any form of gambling or implied gambling will not be permitted. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Gangs and Gang Activity

- 1 The South Central Community Unit Board of Education has determined that gangs and gang related activities would cause a substantial disruption of its school's ability to maintain a safe and disruption-free school environment
- 2 The Board of Education has further determined that gangs and gang activities foster behaviors, attitudes, and practices, which may endanger the health, safety, and welfare of our students. *Gangs*, as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the School District's rules and regulations.
- 3 For these reasons, the Board of Education has adopted a policy of *zero tolerance* toward gangs and gang activity as follows. No student on or about school property or any school activity shall engage in the following behaviors:
 - a. A student shall not wear, possess, distribute, draw, display, or sell, any article of clothing, jewelry, emblem, badge, haircut, symbol, tattoo, sign, or other thing, which is intended to identify a student as being affiliated with a gang.
 - b. A student shall not commit any act, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) which demonstrates affiliation with a gang.
 - c. Use any speech or commit any act in furtherance of the interests of any gang or gang activity including but not limited to the following:
 1. Soliciting others for membership in a gang;
 2. Extorting money or otherwise intimidating or threatening any person;
 3. Inciting or directing others to engage in acts, which violate school district policies, or civil and/or criminal law.
- 4 In addition to these restrictions on gang-activity, the administration may take further steps against any person who has verbally identified himself/herself to school administrators as a gang member or has been verified by law enforcement personnel as a bona fide gang member.
- 5 The school administration **SHALL** take appropriate steps to restrict that student from demonstrating his or her gang affiliation at school or at school sponsored events. Notification of the restrictions imposed will also be directed to the parents or guardians.
- 6 Any student who violates the restrictions identified in this paragraph may be suspended and/or recommended for expulsion from school.
- 7 Penalties: Any student who violates paragraphs one or two of this policy will be required to surrender, cover, dispose of, or otherwise alter any offending clothing material, or object per the determination of school officials.
- 8 In addition the student must attend a parent conference, and may receive, depending on the severity of the circumstances, detentions, and/or In school and/or external suspensions.
- 9 Subsequent violations of this policy will subject the student to suspension and/or recommendations for expulsion.
- 10 Any student who violates this policy shall be subject to suspension and/or expulsion for a period not to exceed one full year.
- 11 In all appropriate cases law enforcement agencies will be contacted and charges filed.

Gross Disobedience

Gross Disobedience and Misconduct specifically include but are not limited to:

- 1 Refusal to obey rules, policies, or regulations.
- 2 Refusal to obey any reasonable oral or written instructions of the administrative staff, teacher, non-certified supervisory personnel or bus driver.
- 3 Willful behavior that disrupts the orderly process of school affairs.
- 4 Conduct, which is or may be injurious to persons.
- 5 Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
- 6 Behavior, which violates or attempts to violate a Board of Education policy, rule or regulation.
- 7 The possession, use distribution, sale, purchase, being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-a-like drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substances are not permitted at school, on campus, on school buses, or any school sponsored activity, either on or off campus.

- 8 Behavior, which constitutes gross disrespect for the property or rights of student, unit staff, or school district. Foul or abusive language directed toward a faculty or staff member.
- 9 Gang related activity.
- 10 Use or possession of firearms, knives, explosives or other weapon like materials.

Hall Passes

- 1 When it is necessary for a student to be in the hall during a class period he/she must have their hall pass/handbook signed by the teacher in their possession. Students who are late for class as a result of being held by another teacher must have a hall pass signed by that teacher. Students who are in the hallways or on campus without a pass/handbook or abuse their pass privileges may have that privilege suspended or revoked. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.
- 2 Students will be permitted to accumulate four (4) passes per quarter (9 wks.). Any additional passes signed by teachers will result in warning, detentions/suspensions, etc. as warranted by administration.

Hazing and Initiation

The school does not sponsor nor allow an initiation for students of the school. Student hazing/initiation will not be tolerated on or off school grounds. All infractions are to be reported to the principal. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Inappropriate Language

- 1 Students who use foul language, including racial or ethnic remarks while on campus may be assigned **10 misconduct points and the appropriate consequence.**
- 2 Foul language directed toward a school employee **will be considered Gross Disobedience.**

Lack of Academic Progress

- 1 Students who make no conscientious effort to pay attention, work in class, turn in assignments, and use time wisely will be considered guilty of misconduct and subject to disciplinary action.
- 2 Also, students who make little, if any, progress toward the necessary credits for graduation may be subject to an academic progress review by the administration to determine the problem for the poor academic record of the student and to consider an alternative education for the student.

Personal Habits

Indecent, illegal, or unhealthy dress, appearance, or personal habits, and excessive displays of affection (kissing, hugging, fondling, etc.) are prohibited. Any T-shirt or other article of clothing which promotes an illegal activity (tobacco, drugs, alcohol, or firearms etc.) is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Plagiarism

Plagiarism occurs when material is presented as though it is original, when it actually comes from an outside source. Plagiarism is stealing another person's ideas about a subject, his method of presenting or organizing his ideas, or the actual work itself. Plagiarism includes the following:

- a. Failure to identify with quotation marks words or symbols copied from another source.
- b. Failure to note in a footnote or a phrase the author and/or the source of material used in writing or speaking.
- c. Failure to provide a bibliography for a written or an oral report that requires research.
- d. The use of another source's ideas or plan as the basis of a project, report or composition.
- e. The use of another person's words or ideas as one's own for homework, speeches, themes, poems, musical compositions, artwork, project, computer software, and the like.
- f. Cheating and/or plagiarizing school work and materials is prohibited. Any student found cheating or plagiarizing will receive a zero on the questioned material and shall be subject to the Board's penalties for misconduct.

Presence in an Unauthorized Area

After classes end for the day, students are not allowed in the building except for school related activities. Any student found in violation of this policy shall be subject to the Board' disciplinary penalties for misconduct.

Projectiles

The throwing or casting of any snowball, stone, missile, or other item at any other person is prohibited. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Rules of Jurisdiction

- 1 (IASB) The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:
- 2 On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
- 3 Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school; traveling to or from school or a school activity, function or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Student Jobs

Students will not be permitted to miss school periods 1-8 for student jobs. Any students who are not in attendance periods 1-8 will be counted as absent. (Please refer to Attendance Policy)

Student Language/Student Expression

The administration reserves the right to prohibit expression, which may cause substantial disruption to school activities or violate the right of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administration. Also prohibited is the use of any words or expressions that are considered obscene to minors; are libelous or slanderous; injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Substance Abuse

- 1 The possession, use, distribution, sale, purchase, being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-a-like drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substance are not permitted at school, on campus, on school buses, or any school sponsored activity, either on or off campus.
- 2 Any student found in violation of this policy WILL RECEIVE 80 MISCONDUCT POINTS AND WILL BE RECOMMENDED FOR EXPULSION.

Substitute Teachers

- 1 Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending school related activities.
- 2 A substitute teacher is an important visitor whose impression of our school will be carried into the community. Let us be certain these are good impressions by being polite, helpful and considerate.
- 3 The substitute teacher has the same authority as your regular teacher.
- 4 *Any student sent to the office by a substitute teacher may be assigned 40 misconduct points and the appropriate consequence.*

Threats

- 1 Interfering with school purpose or with the orderly operation of the school by using, threatening to use, or persuading other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
- 2 This includes verbal, written or implied threats and/or discussions about using weapons to alarm, disturb, or interfere with the orderly operation of the school. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

Theft

- 1 The pilfering or theft of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force or coercion is prohibited.
- 2 Any student found in violation of this policy may be subject to **30 misconduct points and the appropriate consequence.**
- 3 Additionally, any known violators will be reported to local authorities.

Tobacco

- 1 The use of tobacco, nicotine and tobacco products, e cigarettes or any look alike substance by any student at any school function or school related activity is prohibited. This includes on campus, on school buses, parking lots, adjacent streets and any grounds (public or private) adjacent to South Central High School property.
- 2 This policy is in effect during any field trip, athletic event or other extracurricular activity, on or off campus.
- 3 Students found carrying tobacco will have it confiscated **and may be assigned 40 misconduct points and the appropriate consequence.**

Trespassing

- 1 Trespassing on school property by an unauthorized person or persons will be reported to the police. Under normal circumstances, South Central High School does not allow students from other schools or other persons to attend classes.
- 2 Students who have been suspended, or expelled, or have withdrawn from South Central High School shall not be permitted to visit without first securing permission from an administrator.

Vandalism

- 1 The destruction or attempted destruction of school property or the property of another individual is prohibited. ***Any student found in violation of this policy may be subject to 30 misconduct points and the appropriate consequence.***
- 2 The student will be responsible for restitution and/or removing any graffiti within a reasonable amount of time.

Weapons

- 1 Any student who comes on the school campus, rides a bus, or attends any extracurricular activity with what the school officials determine is a weapon, including look alike, will receive **80 MISCONDUCT POINTS AND BE RECOMMENDED FOR EXPULSION.**
- 2 Local police authorities will be notified. Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use, transfer, or control is necessarily incident to a legitimate part of a bona fide school program or activity, shall be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.
- 3 For purposes of this Rule, weapon shall include, but not be limited to:
 - a. *Any type of "firearm," as defined in 430 ILSC 65/0.01, whether loaded or unloaded; and Any type of "ammunition," as defined in 430 ILSC 65k/1.1; and Any type of "explosive material," as defined in 225 ILSC 201/1003(b); and Any type of knife or pocket knife; and Any type of billy club, brass knuckles, metal stars, or metal pipes; and Any object which substantially resembles any of the objects listed above; and Any object, which is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person.;*
 - b. *Any weapon determined by school officials to have been possessed, used, transferred, or controlled in violation of this rule shall be retained by school officials and turned over to either a parent or legal guardian of the student or to the police.*
- 4 The minimum length of expulsion may, in the Board's discretion, be modified in an individual case. Factors taken into account in such a decision may include:
 - a. The seriousness of the student's conduct.
 - b. The history or record of the student's past conduct.
 - c. The likelihood that the student's conduct will affect the delivery of education services to other students.
 - d. The severity of the punishment.
- 5 The possession and/or use of any kind of pocket knife is prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the Principal's Office where it may be claimed by a parent or guardian. Any student who uses a pocketknife as a weapon to threaten or harm another person during the school day or at any school-sponsored and related activities shall be subject to the Board's disciplinary penalties for misconduct. All knives should be left at home.

DISCIPLINING OF STUDENTS

- 1 In all matters relating to the discipline of students, teachers and other certificated employees stand in the place of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, and may be exercised at any time for the safety and supervision of the pupils. A teacher may use reasonable force as needed to maintain the safety of other students and may remove a student from the classroom for disruptive behavior, and the student will be dealt with according to the seriousness of the offense. Gross misbehavior may result in removal from class, suspension, probation, or expulsion from school as provided in Section 10-22.6 of **The School Code of Illinois**.

- 2 It is recommended that teachers attempt to solve the disciplinary problems, which arise in their classes; but if a student fails to respond or to cooperate and thus becomes detrimental to the wellbeing of the rest of the class, he/she will be sent to the principal's office. An attempt will be made by the administration to work with parents or guardians in resolving the problems which students encounter. If this fails to bring about the desired results, the student will be removed from the class, suspended, placed on probation, or expelled, as the above named section of **The School Code of Illinois** provides.

DISCIPLINARY MEASURES

Disciplinary measures may include, but are not limited to the following:

Denial of Privileges

Denial of privileges may include, but is not limited to, loss of classroom sign out privileges, loss of driving privileges, restricted lunch period, and detention after school. The principal shall be involved in and approve all cases, along with length of denial, in which the privileges listed above are denied with the exception of loss of classroom sign-out privileges. Sign-out privileges may be denied by classroom teachers with the approval of the principal.

Alternative Classroom

The Alternative Classroom is a special classroom for those students who have failed to abide by the rules and regulations of South Central High School. The in school suspension is specifically designed in an attempt to improve the behavior of misbehaving students. While assigned to the Alternative Classroom, students will be expected to do their regular class work without penalty. If a student's behavior does not improve, he/she will be subject to suspension and/or expulsion.

Detentions

Detentions can be assigned before school, after school or during the student's lunch period. Detentions can be assigned for tardiness or misconduct. For before school or after school detentions, the parent or student will provide transportation. Morning detention is dependent on an available teacher. No detentions will be scheduled for days when school is dismissed prior to regular dismissal time. Students must bring ample study material and no talking will be allowed. Students who miss serving a detention without talking to the principal will serve double the detentions missed. Before school detentions will begin at 7:40 AM and after school detentions will end at 3:45 PM.

Suspension

Students who are dismissed from school will be allowed to make up daily work, quizzes and tests at the state mandated 100% level and is due the day the student returns to school. Suspended students will not be allowed on school property or at school sponsored events.

School Disciplinary Probation

- 1 A student that accumulates **70** misconduct points or violates the policies of the Board of Education concerning misconduct may be placed on **School Disciplinary Probation** by a school administrator.
- 2 A student placed on probation shall be required to abide by the school's rules on tardiness, attendance, behavior, and such other specific conditions of the probation as may be established.
- 3 If the student fails to abide by the conditions of his or her probation or reaches **80** pts misconduct points, he/she may be subject to Alternative School Placement or an Expulsion hearing before the Board of Education.
- 4 While student is on **School Disciplinary Probation** he/she will have the opportunity to contract with his/her teachers and the administration the opportunity to eliminate misconduct points.

Expulsion

The board of Education may expel students for gross disobedience or misconduct.

Corporal Punishment

Corporal punishment is not administered in the South Central School District.

SUSPENSION PROCEDURE

The Superintendent and Principal are authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protections:

- a. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.

- b. Prior notice and hearing, as stated above, may not be required, and the student may be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as possible following due process.
- c. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of right to review.
- d. Upon request of the parents or guardian, a meeting shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer.

SUSPENSION PROCEDURE—SPECIAL EDUCATION

The following procedures shall be used in suspension cases involving special education students:

- a. Whenever a special education student is suspended an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education.
- b. A case study reevaluation shall be completed and/or updated at the relatedness conference.
- c. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of *Kaskaskia Special Education District*.
- d. If the misconduct is the result of the student's handicapping condition, he or she shall not be suspended except as provided by Section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
- e. The local district may suspend the student even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

EXPULSION PROCEDURE

The Board of Education may expel students for gross disobedience or misconduct. In expulsion cases, the following procedures shall be used:

- a. An expulsion shall occur only after the student and the student's parents have been afforded the right to a hearing before the Board of Education or a Board appointed hearing officer. The student and the student's parents shall be notified by certified mail of the reasons for the expulsion and the date, time and place of the Board hearing.
- b. At the hearing by the Board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make a statement in his/her own behalf.
- c. The formal rules of evidence shall not be applicable.
- d. If requested by the student, the parent, or their representative, a record of the proceedings shall be kept. 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:
- e. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
- f. The student's absence(s) will be recorded as *excused*.
- g. The student shall be afforded all educational opportunities and services missed during the suspension.

EXPULSION PROCEDURE—SPECIAL EDUCATION

The following procedures shall be used in expulsion cases involving special education students:

- a. The school district may expel students from school for gross disobedience and misconduct.
- b. An expulsion shall occur only after the student's parents have been afforded the right to a hearing before the School Board or a hearing officer appointed by it. The parents shall be notified of the hearing by certified mail, and the notification shall state the time place and purpose of the hearing. (Illinois School Code, Section 10-22.6.)

- c. Prior to the expulsion of a special education the school district shall determine if the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to govern the Administration and Operation of Special Education (hereinafter referred to as the Rules and Regulations). Such determination shall be made by the local district staff and with *Kaskaskia Special Education* staff familiar with the student's handicapping condition and educational program in a conference with the student's parents. If the misconduct is not determined to be the result of the student's handicapping condition, the local school district staff may choose to expel the student. Procedures required by the Rules and Regulations regarding changes in educational placement shall be followed prior to implementing any expulsion, including advising parents of their rights to a due process hearing.
- d. If the misconduct is the result of the student's handicap, he or she shall not be expelled. In such cases the student's program shall be reviewed in a multidisciplinary staff conference, and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged. The Rules and Regulations shall also be followed.
- e. The school district may seek a court order to change the student's placement or expel the student if his/her behavior poses a continuing danger to himself/herself or others in the school.

RULES AND REGULATIONS

- 1 These rules and regulations shall cover student infractions that occur during the school day or at school-sponsored activities at all times whether in school, on buses, at home and away athletic events, on a field trip, or at any place where students are under school supervision or representative of SCHS.
- 2 Furthermore any student misbehavior or action at or away from school which has direct and immediate effect either on school discipline or on the general safety and welfare of students and staff will be subject to disciplinary action.

STUDENT RECOURSE ON DISCIPLINE

- 1 The principal has been authorized to handle all matters pertaining to student discipline. In the event a student feels that he/she has been treated unfairly or has been suspended for an unjust cause, he/she may ask for a hearing with the principal.
- 2 If the student is still not satisfied with the findings, he/she may ask for a meeting with the Superintendent.
- 3 He/she may proceed from this point to the Board of Education for redress; and, if not satisfied at this point he/she may proceed to the courts with his/her attorney.

PROOF OF INSURANCE

Proof of insurance is required for all students' participation in OKAW classes and those who elect to participate in the shop classes at South Central High School. If a student does not have proof of insurance, Student Accident Insurance must be purchased.

DRESS AND CONDUCT CODE

Findings and Intent of Policy

The South Central Community Unit District #401 School Board hereby finds and determines that it has a legitimate interest in maintaining an orderly and productive educational program in the School District. For the purposes of ensuring neatness and cleanliness of its students, eliminating or reducing distractions and disruptions to the educational process, protecting and maintaining the health and safety of the students and employees of the School District, and respecting the rights of student and employees, the Board of Education finds it necessary and in the best interest of the School District to establish and enforce a Dress Code applicable to all students in the District.

Dress Code Specifics

- 1 All clothing worn by students must be clean, in good condition, and safe. Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that may contribute to the substantial disruption of the orderly operation of the school or classroom or that constitute a health and safety hazard are prohibited.
- 2 No chain belts, wallet chains, and obtrusive chain necklaces and/or chains attached to clothing and handcuffs will be allowed to be worn at school.
- 3 Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that include emblems or printing that is obscene profane, libelous, slanderous, or that may incite students to disrupt the educational process are prohibited. Clothing or accessories that depict or promote alcoholic beverages, tobacco or tobacco products, firearms or

- any illegal substances are prohibited.
- 4 Tattoos that depict or promote alcoholic beverages, tobacco or tobacco products, firearms or any illegal substances, or inappropriate subject matter should be covered at all times.
 - 5 No pajama pants or sleepwear. (Except on designated days). No leggings, yoga pants or any pants of similar styles shall be worn unless a dress, sweater or shirt covers the pants in the front and back.
 - 6 No hats, caps, bandannas, handkerchiefs, or nylon/plastic hair coverings may be worn in the school building while school is in session.
 - 7 Coats, jackets and hats must be placed in lockers when students enter the building. Hoodies are permitted.
 - 8 Protective covering for the feet and safety glasses is required to be worn in any shop class and/or lab classes for health and safety reasons. (Example-no sandals, flip-flops, etc...) Some lab classes may have additional dress code requirements on lab days.
 - 9 No sunglasses or dark glasses, unless they are prescription. All sunglasses should be kept in lockers during class time.
 - 10 No sleeveless shirts or blouses, shoulders must be covered and no exposed midriff or cleavage area showing.
 - 11 No low riding pants that are below the waistline and expose the undergarments are prohibited. Baggy jeans, which create a disturbance or a safety hazard, will be belted up or the student sent home.
 - 12 Students must be clothed from top of shoulder to mid-thigh and all undergarments straps should be covered at all times.
 - 13 Student clothing must be at least fingertip length when their arms are fully extended along their sides (including holes in pants).

Violation

Any student found in violation of this policy will be required to change or they will be sent home and shall be subject to discipline pursuant to the Board of Education Discipline Policy.

SUBSTANCE USE/ABUSE POLICY

Rules of Conduct

- 1 Being under the influence of any drugs or alcohol as well as the possession, use, transfer, control of alcohol, drugs, drug paraphernalia, look-alike drugs, or drugs prescribed for another is prohibited in any school context including, but not limited to, the school grounds, the regular school program, a school-sponsored activity including activities which occur away from South Central High School, or in other context clearly related to school functions, such as activities which occur adjacent to school property or school-sponsored activities which occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type.
- 2 This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school-sponsored activity.

Specific Definitions

- 1 **Drugs:** Unless the context requires otherwise, the word *drugs* includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs The Physicians' Desk Reference, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word "drugs" also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- 2 **Drug Paraphernalia:** Possession of *Drug Paraphernalia* means all equipment, products, and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician. Examples shall include, but not be limited to, cigarette papers, pipes, holders of smoking materials of all types, cigarette rolling machines, and other items designed primarily for the smoking or ingestion of tobacco products or of substances made illegal under any statute or of substance whose sale, gift barter, or exchanged is made unlawful under the Tobacco Accessories and Smoking Herbs Control Act, 720 ILCS 685.
- 3 **Look-Alike:** A *look-alike* substance is a substance which by dosage unit, appearance including color, shape size, container and/or packaging, markings, or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or an illegal/controlled substance.

- 4 ***Under the Influence of Drugs:*** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed *drunk or drugged* to be under the influence of drugs.
- 5 ***Using Drugs:*** A student is deemed to be using drugs when he/she ingests inhales, injects, or otherwise consumes drugs or alcohol in any school context.

Searches

- 1 **Student Searches.** If there is reason to suspect that a student may have drugs or other evidence on or about his/her person, he/she shall be directed by the Principal, or his designate, to produce the same and, if necessary, to empty his/her pockets, the contents of any bag or purse, and the like. If necessary, the student may be physically restrained to conduct the search, and the police may be called in to assist in the search. It shall be deemed an independent act of gross disobedience or misconduct for a student to fail to submit to a search when reasonable suspicion exists that the student may have drugs or other evidence on or about his/her person, locker, or automobile.
- 2 **Lockers.** If there is reasonable suspicion to believe that drugs or other evidence may be contained with a student's locker and that drugs are currently present in the student's locker, the Principal, or his designee, is directed to search the locker. If practicable, the search shall be conducted in the presence of the student, but outside the presence of other students.
- 3 **Automobiles.** In the event there is a reasonable suspicion to believe that a motor vehicle located on school property contains drugs or other evidence, the vehicle, if practicable, shall be kept under observation.
- 4 The Principal, or his designee, shall attempt to confirm that the vehicle belongs to a student by any appropriate method, including the personal knowledge of staff members or other students.
- 5 The Principal shall seek permission of the student to voluntarily search the vehicle. However, if the student does not voluntarily agree to a search, the Principal shall be authorized to open the vehicle with any key in the student's possession and search the vehicle for drugs or alcohol.
- 6 If there is reasonable suspicion to believe that an unattended automobile on school property contains drugs or alcohol but the automobile is not that of a student, the Principal shall contact local authorities immediately. If possible, the vehicle shall be placed under observation.
- 7 If, as a result of any search, any substance believed to be drugs or alcohol is discovered, an inventory of the same shall be made by the Principal, or his designee. The Principal shall contact local police authorities and inform them of discovery of any illegal substances.

Disciplinary Actions and Procedures

- 1 Those students found to have violated the school's substance use/abuse policy shall be subject to the following disciplinary actions and procedures under the direction of the Principal or designated administrative staff.
- 2 A student found in violation of this policy will be suspended out of school for ten (10) days. Parents or guardians will be notified. Furthermore, police officials will be contacted. The Administration will recommend a full calendar year expulsion, plus any additional days left in the quarter when the student would have been able to return to school. If possible an Alternative Educational placement will be used.
- 3 The expulsion can be reduced from a full calendar year to a semester, plus the remaining time in the quarter of the infraction if the student and parents/guardian choose to participate in and successfully complete the following:
 - a. ***A thirty (30) hour substance abuse program through an approved program or agency*. (Approval by building principal).***
 - b. Proof of successful completion of the substance abuse program must be submitted to the building principal before the student will be allowed to enroll in Unit #401 Schools.
 - c. The cost of the assessment and all counseling will be the responsibility of the student and/or parent/guardian.

SEARCH AND SEIZURE

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

METAL DETECTOR POLICY

- 1 Based upon the rise in the number of weapons and dangerous objections confiscated from students in the recent past and the rise in the number of incidents of violence in the recent past, South Central Community Unit School District No. 401 hereby finds that it may be necessary to use a hand-held metal detector wands to screen students, student lockers and students possessions (such as briefcases, knapsacks, purses, book bags or parcels) in order to protect and maintain the safety and well-being of the students who attend school in the District.
- 2 If a student is suspected of possessing a weapon, he/she will be escorted to the office and subjected to a search. If a metal detector is used during the search and indicates the presence of a metal object, the student will be searched. When possible, the search will be conducted by a District staff member who has been properly trained. This will involve a pat-down search and restraint that will provide safety and security for the staff and the student.
- 3 Certified district staff members or School Resource Officers will conduct pat-down searches. When possible, the search will be conducted by a staff member who has been trained in proper safe search and seizure techniques. When possible, the search will be conducted by a member of the same sex for the purpose of discovering items, which may have activated the metal detector. The search will be conducted in the presence of at least one other staff member. The search will be conducted in the most unobtrusive method possible.
- 4 However, the safety of the staff member and the student will determine the scope and method of the search. Once any object is removed, the student will be subjected to an additional hand-held metal wand search until the certified staff member or School Resource Officer is satisfied that the student does not possess any prohibited metal object. Certified district staff member or School Resource Officer may inspect and search the contents of any briefcase, knapsack, purse, book bag or parcel that activates the metal detector for the purpose of determining whether a prohibited item is containing therein.
- 5 Any property which is found by any metal detector search and which violates any law or District policies will be confiscated by the staff and any student found possessing such property shall be disciplined in accordance with District policy. When appropriate, law enforcement authorities will be contacted and such confiscated objects may be turned over to them. Any student who does not cooperate with District staff performing a search pursuant to this policy shall be subject to discipline. Nothing in this policy shall be construed to limit the authority of school officials to search and discipline a student consistent with any other District policy or regulation.

SCHOOL SAFETY AND SECURITY

VIDEO SAFETY CONCERNS

- 1 The Board of Education authorizes the use of video security cameras to monitor the activities of individuals in school district facilities and on school district property, with the exception of lockers rooms, and restroom areas.
- 2 South Central High School will display a warning sign at the main entrances indicating that video surveillance can occur in that facility to provide for security of school facilities and school district property, to promote student safety and to encourage proper student behavior. Information recorded on videotapes is considered to be for official use only.
- 3 Members of the Board of Education, the Superintendent, Associate/Assistant Superintendents, Principals, Assistant Principals and other appropriate personnel designated by the Superintendent are authorized to view all videotapes made in school facilities and on school district property for the purposes set forth above.
- 4 The videotapes may be made available to law enforcement officials for use in accordance with this policy.

SCHOOL AND LAW ENFORCEMENT

Reciprocal Reporting System

- The principal will arrange meetings between school officials and law enforcement personnel, as needed, to share information regarding criminal activities which involve or affect students. In addition to the information exchanged during the arranged meetings, and depending on the nature of a particular situation the school administration and the liaison officer may initiate contact with each other with respect to certain acts as follows.
 1. Acts involving bodily harm or threats to do bodily harm.
 2. Acts involving illegal or controlled substances.
 3. Acts involving weapons of any type.
 4. Acts involving gang activity.
 5. Any situation which poses a threat to the safety and security of students, school personnel, or citizens.

Criminal Code and Juvenile Court Act

- 1 The Criminal Code and the Juvenile Court Act specifically address crime specifically related to the problems of gangs and criminal activity in and around our schools. P.A. 84-1075, effective December 2, 1985, amended the Criminal Code and made it a crime for anyone 18 years or older to express or to imply a threat to do bodily harm to a person under 18 years of age, or to do bodily harm to a person under 18 years of age, or to use any other unlawful means to so, licit or to cause any person under 18 years of age to join any organization or association (Ill. Rev. Stats. 1985 Ch. 38, Sect. 12-6.1).
- 2 The Act provides stricter criminal penalties for conviction of unlawful possession of a weapon if the crime is committed in any school or on school property (Ill Rev. Stats. 19890 Ch. 38, Sect 24-1(c)). Stricter criminal penalties are also provided for convictions of unlawful possession of drugs in any school, on school property, or on any public way within 1,000 feet of school property (Ill. Rev. Stats. 1985 Ch. 56 1/2, Sect. 1407 (b)). **In addition, any student at least 15 years old who is charged with unlawful possession of drugs or weapons at school will be prosecuted as an adult** (Ill. Rev. Stats. 1985 Ch. 37, Sects. 702-7(b) (a) and (7) (a) - (c)). P.A. 84-721, effective January 1, 1986, amended the Criminal Code to create a new subsection making it a crime of unlawful use of a weapon to carry or possess weapons, additional to those enumerated in P.A. 84-1075, on school grounds. This crime also carries stricter penalties for violation of the section (Ill. Rev. Stats. 1985 Ch. 38, Sect 24-1(a) 912)). Contact local law enforcement authorities or the State's Attorney's Office for more specific information.

ILLINOIS PARENTAL RESPONSIBILITY ACT (740 ILCS 115)

Permits school districts to recover up to \$1,000 for liability caused by minors. The Act holds parents or guardians liable for willful or minor, which cause injury to a person or property.

BELL SYSTEM

A bell is rung at the beginning and at the close of each class session. The bell is not a signal for dismissal. The teacher will dismiss the group.

CAFETERIA

- 1 The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast/lunch is offered at a reasonable price. South Central High School qualifies for a Federal Grant that provides free/reduced meals to all students.
- 2 Students are provided with hot lunches served in each building. Breakfast is also served daily each morning from 7:45 AM to 8:10 AM.
- 3 Students must have student ID for scan purposes or they are to go to the end of the lunch line.
- 4 Students should approach the lunchroom in an orderly manner.
- 5 Students are not to use another students ID to purchase food items.
- 6 No cutting in line or holding a place in line for someone else.
- 7 Keep all food in the lunchroom area.
- 8 Depositing all lunch litter in wastebaskets before placing trays in proper areas.
- 9 Purchased drinks cannot be taken from the lunchroom area. You are responsible for cleaning up spills and throwing away your empty bottles.
- 10 Students may bring sack lunches and must eat these at the lunchroom tables (Students are responsible for storing their sack lunches).
- 11 Students having commercially prepared meals delivered to them is highly discouraged.

- 12 If a student's bill for extra milk exceeds \$15.00 they will not be allowed to purchase extra milk until the outstanding bill is paid.

CARE OF BOOKS

Renting textbooks rather than requiring students to buy them is both economical and convenient for everyone. In return for this service, students are expected to take reasonable care of their books. Any lost or damaged books will be paid for by the student. The cost of the books will be the same as new textbooks.

CLASS OFFICERS

- 1 In the spring of the year, each class will elect a president, vice-president, and secretary-treasurer. Incoming freshmen will elect officers in the fall on a date designated by the class sponsors.
- 2 Class officers and Student Council members will be required to possess a **C** average or better.

CONDUCT AT ASSEMBLIES

All students and faculty members are required to attend all assemblies. Mature conduct is expected of all students. This means that the speaker or group of entertainers should be treated courteously and with respect.

DAILY ROUTINE

- 1 **While construction is taking place**, parent drop off should be at the front entrance or the East parking lot. Parent pickup should be at the front entrance.
- 2 Upon entering the building before 8 am, go directly to the gym lobby or sit in the gym until the 8 am bell rings. After the 8:15 bell, everyone must enter through the front entrance.
- 3 The school building will be open at 7:30a.m. and close at 3:45 pm on regular school days. Students should not be in the building before 7:30 a.m. or after 3:45 pm unless supervised by a teacher. Enter in the mornings before 8:15 a.m. at the gym lobby entrances.
- 4 A bell will sound at 8:00 a.m. to indicate time to enter the academic wing. The 8:10 a.m. tone serves as a 5 minute warning. Class begins at 8:15 a.m.
- 5 Students are to stay out of the halls during lunch hours. Any movement in the halls by a student when classes are in session and during lunch hours should be as quiet as possible.

DIVORCED PARENTS

Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail when either parent requests them, unless there is a court order to the contrary.

DRIVER EDUCATION

- 1 Enrollment in a driver education course will be closed at the inception of the course.
- 2 Good attendance is paramount in Drivers' Education. Students are required by state mandate to meet 30 clock hours in classroom instruction and 6 clock hours of practice driving with the instructor.
- 3 Students must have all make-up work completed within 10 days of termination of the class.
- 4 Class fee is \$100.00.

DRIVING VEHICLES TO SCHOOL

- 1 Students using private vehicles as their transportation to school must park them in prescribed parking lots on the school grounds.
- 2 Student parking is permitted in either the East or West (for Juniors and Seniors) parking lots. Students are not to park adjacent to the school building in either lot.
- 3 At no time or under any circumstances may vehicles be parked on or along roadways adjacent to the school during regular school hours. At the conclusion of school each day, students are not to move their vehicles before the busses leave. Parking permits are \$20.00 per year (\$10.00 per semester)

FAMILY RIGHTS AND PRIVACY ACT 1975

- 1 It is the intent of South Central High to honor the Family Rights and Privacy Act. Students or parents who desire more information should contact the principal.
- 2 South Central Schools do not discriminate on the basis of sex, race, religion, or age.

FEES AND FINES

Outstanding debts (for lost or damaged books, etc.) owed the high school may be paid in the office. Each student is expected to clear such debts before the end of each school year. Debts and fees should also be

cleared before the issuing: work permits, transcripts, driver education certificates, or other similar special services.

FIRE/DISASTER DRILL INSTRUCTIONS

INSTRUCTIONS FOR DISASTER DRILL AND FIRE DRILL ARE POSTED IN EACH ROOM. THESE INSTRUCTIONS TELL THE CLOSEST EXIT AND THE DISASTER DRILL SAFE AREAS.

HARASSMENT POLICY

- 1 No student shall harass or intimidate another student based upon the student's sex, color, race, ancestry, national origin, physical or mental disability, or other protected group status.
- 2 The District will not tolerate harassing or intimidating conduct, whether verbal, physical or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.
- 3 Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- 4 The School District will act to investigate all complaints, formal or information, verbal or written, of harassment. Students should report any harassment to the building administration.
- 5 The South Central High School Administration will use the following outline to guide their investigation of bullying or harassment incident:
 - a. A student, parent or staff member will report the incident to the Administration.
 - b. The Administration will investigate the incident by discussing it with all parties involved.
 - c. All students involved will be required to give a statement about the facts of the incident.
 - d. Each student involved will be required to meet the counselor.
 - e. The Administration will attempt to contact the parents of the students involved if deemed necessary.
- 6 **If available** a School Resource Officer may be notified and asked to meet with the student and/or parents depending on the nature of the incident.
- 7 If the problem persists, the student(s) will receive consequences based upon the seriousness or the degree of the bullying or harassment.

Possible consequences are:

- a. Verbal warning
 - b. Detention
 - c. Alternative Classroom
 - d. Out of School Suspension
 - e. Expulsion
- 8 Restitution for any property damage may be the responsibility of the student or the parents of the student causing the damage.
 - 9 Medical expenses for bodily harm will be the responsibility of the parents of the student responsible for the bullying/harassment.

Administration reserves the right to modify this plan based upon the situation and resources available.

HOMEBOUND INSTRUCTION

Students with extended illness should contact the principal to determine if homebound instruction should be instituted.

ID CARDS

Student *ID* cards must be in your possession at all times. Upon request, students are required to turn over their *ID* to staff members.

LOCKERS

- 1 Lockers will be furnished for the school term. Lockers should be kept neat and clean. Locker doors are to be closed while classes are in session. Keep all combinations confidential.
- 2 Report all lockers and lock problems to the office. Lockers are considered school property.
- 3 No food or drinks are allowed in lockers.
- 4 Students are not allowed to share or switch lockers with another student without office permission.
- 5 Students should be informed that the administration may conduct general searches of all lockers for prohibited materials without prior notice.
- 6 Students should understand that items considered private should not be kept in school lockers.

MEDICAL POLICIES

MEDICATION POLICY - Medication required by a student shall generally not be administered at school by a district employee. This policy includes even common and widely used preparations such as aspirin and Tylenol.

PRESCRIPTION MEDICATION

- 1 Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following the following guidelines.
 - a. A written statement from the student's physician, indicating the necessity for the medication and proper dosage, time and duration shall be required. The telephone number of the physician and the name and telephone of the pharmacy shall be indicated.
 - b. A written request and permission to administer the medication shall be required.
 - c. Medication shall be brought to school in appropriately labeled original container. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the containers. Prescription medication shall be administered by the superintendent or principal's designee.

NON-PRESCRIPTION MEDICATION

- 1 Students recovering from a temporary illness or who may require non-prescription medicine during the school day must meet the following guidelines before medication will be kept and administered at school.
 - a. A written statement from the student's physician, indicating the necessity for the medication and proper dosage, time and duration shall be required.
 - b. Medication shall be brought to school in the original container labeled with the student's name and date.
 - c. Medication shall be provided to the school for the period of time in which the student is recovering only. The school will not accept more non-prescription drugs for continuous or intermittent use.
 - d. Non-prescription medication shall be administered by the superintendent or principal's designee.

SELF-ADMINISTRATION

- 1 Shall a student require a continuing program of medication and it can be demonstrated that the student is of responsible age, arrangements may be made for self-administration of the medicine. This procedure shall be allowed after the following conditions have been met:
 - a. A written release of liability from the parent/guardian.
 - b. Written permission from the superintendent or his designee.
 - c. Written permission from the doctor.
 - d. All medicines shall be stored in an appropriate locked cabinet.
 - e. In all cases, the schools retain the discretion to reject a request for administering medicine.

NON-EMERGENCY ADMINISTRATION OF STUDENT MEDICATION:

DEFINITIONS

- A. *Prescription Medication* means any medication prescribed by a licensed physician or dentist.
- B. *Non-Prescription Medication* means any medication that can be obtained over-the-counter.
 - 1 **STUDENT MEDICAL AUTHORIZATION** - No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed school medication authorization form is filed.
 - 2 A Medication Authorization shall be completed by the student's parents/guardian and physician and shall be on file at the school building, which the child attends (school name).
 - 3 This form shall be filed prior to dispensation of any medication to a student, and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

PERSONNEL AUTHORIZED TO ADMINISTER MEDICATION

- 1 **ADMINISTRATION BY SCHOOL PERSONNEL**
- 2 All student medication shall be left with the school secretary and/or school nurse.
- 3 All such medication will be clearly marked with the student's name, doctor's name, contents, and dosage in the original labeled pharmacy container.
- 4 All student's medication will be administered by the superintendent's or principal's designee whenever possible. Administration of medication by other personnel is allowed in accordance with subsections 5 and 6 below.

- 5 Teachers, other certificated school personnel, and health aides as designated by the principal may administer student medication if the school secretary or nurse is not available.
- 6 A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage, and supervising personnel.
- 7 ADMINISTRATION BY STUDENT - A student may self-administer non-oral medication with parental consent when under the supervision of school personnel as designated by the superintendent.

MEDICAL AUTHORIZATION ON FIELD TRIPS

- 1 Students requiring medication on field trips shall provide the certificated school person responsible for the field trip with a copy of the school medical authorization described in 2.A. page 2.
- 2 If medication in addition to that described in 2A is needed, written instructions shall be provided prior to the field trip.

HEALTH EXAMINATIONS

- 1 A physical is required for all children entering Early Childhood, Pre-K, or Kindergarten, Sixth, and Ninth Grade. The physical must be completed within one year prior to entry into the above grades.
- 2 The examination certificate must be completely filled out including, BMI, diabetic screening, signed and dated by the physician or his/her agent. The Health History section must be complete, signed and dated by the parent or guardian and is a required part of the physical exam. The immunization record must be completed and signed.
- 3 Any student who transfers into the South Central Schools from another state or country must present a health examination that was completed within one year prior to entry into school.
- 4 For students attending school programs where grade levels are not assigned, health examinations must be completed prior to the date of entering school and within one year of the ages of five, ten, and fourteen.

IMMUNIZATION REQUIREMENTS

- 1 Every child, prior to enrolling in school, must present proof of immunizations. Proof of immunizations in the form of a documented vaccination or proof they have had the disease. Immunization schedules must be monitored by the school to assure completion and that the child is in compliance. To be compliant, the child's immunizations are received in accordance to Illinois Department of Public Health & Illinois State Board of Education guidelines.
- 2 Your child must have proof of immunity against the following to enter school:
 - *Diphtheria, Pertussis and Tetanus- 4 or more doses, the last dose being a booster.
 - Tdap- all students in 6th thru 12th grade must receive one dose.
 - *Polio- three IVP or three OVP or a combination of IVP AND OVP totaling four doses.
 - Measles- Two doses, the first dose must be received after first birthday. Second dose no less than 28 days later.
 - Mumps- Two doses, the first dose must be received after first birthday. Second dose no less than 28 days later.
 - Rubella-Two doses, the first dose must be received after first birthday. Second dose no less than 28 days later.
 - Haemophilus influenza type B (HIB)-one dose after 15 months of age.
 - Hepatitis B- Three doses required for all 6th thru 12th grade students. Administered at recommended intervals.
 - Varicella- All students entering 6th or 9th grade must receive two doses of Varicella Vaccine. The first dose- must be on or after the 1st birthday and second dose no less than 28 days later.
 - Invasive Pneumococcal Disease- not required after 5th birthday
 - Children entering 12th grade must show proof of receiving two doses of meningococcal conjugate vaccine (MCV4). The second dose of MCV4 must be ≥16 years of age. If the first dose of MCV4 was administered ≥ 16 years of age, then only one dose of MCV4 is required at 12th grade entry.
- 3 Any child, who does not submit proof of the immunizations or the disease as required, must receive the vaccine. If for any reason, the child is behind schedule for their immunizations, a schedule and a statement from the medical provider stating the reason for the delay in immunization must be given to the school and be kept on file. If the child is not in compliance, he or she will not be allowed to enter school.

RELIGIOUS EXEMPTION TO REQUIRED IMMUNIZATIONS

On August 3, 2015, Public Act 099-0249 was enacted that changes the process for parents or legal guardians seeking a religious exemption to and required immunization or examination for their child. The new law requires that parent or legal guardians who object on religious grounds to complete a Certificate of Religious Exemption, which must also be signed by the physician, APN, or physician assistant responsible for performing the student examination. The healthcare provider signature on this new form attests to informing the parent or legal guardian of the benefits of immunization and the health risks of not vaccinating the student. The certificate also requires the parent or guardian signature to attest to understanding that their child may be excluded from school in the case of a vaccine-preventable disease outbreak or exposure.

HEAD LICE POLICY

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

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

VISION EXAM

Any student enrolling for the first time in an Illinois school is required to get a vision exam. This must be completed on an Illinois Examination form performed by an optometrist or ophthalmologist. You have 30 days from the date of enrollment to complete this requirement.

PARENT-TEACHER CONFERENCES

1. Students or parents may set up an appointment with teachers between the hours of 7:45 am and 8:10 am and between 3:15 pm and 3:45 pm.
2. Teachers are also available during their preparation time. Appointments should be made through the office.
3. Conferences may also be scheduled with the Administration by telephoning the office.

PARKING REGULATIONS

1. PARKING AT THE SCHS CAMPUS IS A PRIVILEGE FOR STUDENTS. RESPONSIBILITY IS THE PRICE WE PAY FOR THAT PRIVILEGE. FAILURE TO ADHERE TO THE PARKING REGULATIONS, UNSAFE DRIVING, OR IMPROPER USE OF THE VEHICLE WILL RESULT IN PENALTIES, RESTRICTIONS AND/OR REMOVAL OF THE PARKING PRIVILEGE AND RESERVED SPACE. ANY REVOCATION OF DRIVING PRIVILEGES WILL NOT RESULT IN A REFUND OF THE PARKING REGISTRATION FEE.
2. **Students should listen to the announcements for changes to parking regulations.**
3. The purchase of a parking permit and signing of the parking agreement gives consent to search vehicle with or without cause by school officials or police officers. (See Search and Seizure Policy, Page 35).
4. A \$20.00 fee (\$10.00 per semester) will be charged to purchase a parking permit. This permit will be good for the entire school year provided the student has not violated the parking rules and regulations. If your permit is lost, a replacement may be purchased for \$5.00.
5. Once the vehicle is parked, all persons in the vehicle shall vacate it immediately and clear the parking lot. Students are not to be in the student parking lot until the end of the school day without permission from the office.
6. Parking tags are NON-TRANSFERABLE. They are to be used only by the person to whom they are issued and only on family owned vehicles that are properly registered.
7. Parking tags must be placed on the rear view mirror.
8. **PARKING PRIVILEGES MAY BE SUSPENDED OR REVOKED FOR THE FOLLOWING REASONS:**
 - Careless or reckless driving (including speeding).
 - Improper passing of a stopped school bus.
 - Any use, possession, or distribution of alcohol, tobacco or drugs on any Unit #401 property.
 - Loitering in the parking lot.
 - Using the vehicle to leave the campus without permission.

- Inappropriate behavior directed toward staff member or employed monitor.
- Inappropriate behavior on campus and extra-curricular activities.
- Do not park in a handicapped parking spot.
- Vehicles are not to block the entrances, exits and particularly the circle drive on the West side. Access to both side of the gym lobby must be kept open for buses, emergency vehicles and trucks.
- Vehicles are not to be parked on the grass.
- Other violations as determined by administration.
- East parking lot will be for Juniors and Seniors.
- If you have doubts about a parking space--**DON'T PARK THERE!**
- **TOWING POLICY** - If a vehicle is found parked in a lot or area marked PARKING BY PERMIT ONLY, and the vehicle does not have a valid parking permit for that lot or space, or the student has suspended driving privileges, the vehicle will be towed immediately. **This notice in the student handbook is your one and only official warning before towing any unauthorized vehicle.**

PERSONAL ITEMS

All students upon arrival at school are required to place all personal items in his/her locker. To include but not limited to: coats, jackets, caps, book bags, handbags, purses and all electronic equipment.

PHYSICAL EDUCATION

- 1 All students are required to take physical education. Students will be excused from PE for the current school year if they present a doctor's excuse to the high school office.
- 2 Eleventh and twelfth grade students who compete in athletics may at their discretion take an additional class in lieu of physical education.
- 3 Students who fail to complete the athletic season will be required to enroll in a physical education class.
- 4 Cheerleading and South Central Band DOES NOT meet the eligibility requirements for this ruling as prescribed by the State of Illinois.
- 5 Students will be exempt from taking physical education for the semester in which they participate in a sport.

POSTERS AND BULLETINS

To insure neatness and proper care of school property, no posters or bulletins may be placed in the building unless they are signed by the principal. The items posted are to be secured with masking tape and removed immediately after the event is over.

RESIDENCY REQUIREMENTS

To be a tuition-free student at South Central High School, a student must be living with a parent or legal guardian within the area designated by South Central Community Unit #140 on a full-time, seven days a week basis.

SCHOOL SPIRIT

- 1 School spirit involves more than the noise students make at athletic events. School spirit involves loyalty, good attitude, respect for the worth of others, personal and school pride, and good sportsman-like conduct in all school functions.
- 2 Students are public relations representatives of our school and the quality of the total educational program is reflected by their actions and attitudes.
- 3 School spirit is a goal of all academic, extra-curricular, and athletic areas of South Central High.

SEX OFFENDER INFORMATION

Information about sex offenders is available to the public at www.isp.state.il.us/sor

STUDENT ACCIDENT INSURANCE

Student insurance is meant to serve as a co-insurance policy. It will generally cover only the deductible. All claims are to be handled by the parent and the insurance company. Students are reminded to report all injuries that occur during school time to the supervising teacher. If medical attention is required, parents should pick up the appropriate form in the office.

INFORMATION NOW HOME PORTAL

- 1 **Information NOW** puts the power of the Internet to work for families. Parents can access important information about their children directly from their computer, anytime, anywhere.
- 2 **Information NOW** allows parents and students to:

View grades and unofficial transcripts

Review class schedules

View Attendance

View discipline reports

- 3 Students will be assigned a PIN number and password which will be made available to the parents during the first quarter of the school year to access student information.
- 4 Information NOW also allows us to “go green” with the ability to email grade reports and other information to parents. Parents will be asked to provide an email address during registration in order to use this option.

TELEPHONE (OFFICE)

The telephone in the office is to be used for school business. NO student will be called from class to use the telephone except in case of emergency. Regarding incoming calls to students, the secretary will take the message and give it to the student at the end of the class period. Teachers are not to allow students to use the phone during class time.

TEXT BOOK/GENERAL FEES

- 1 Registration/Activity Fee \$108.00
- 2 Driver Education \$100.00
- 3 Parking Fee \$10.00 per semester
- 4 Athletic Fee \$40.00 first sport; \$20.00 second sport
- 5 Additional fees deemed necessary by the Board of Education.
- 6 In the event that a parent is unable to pay the required fees, arrangements should be made through the superintendent’s office.

WEATHER AND SCHOOL DISMISSAL

- 1 School Messenger Telephone System – Parents must “opt in” to the first text message sent to receive further messages.
- 2 Radio Stations -- Salem 1350 AM or 100 FM; Vandalia 1500 AM or 107 FM; and Effingham 1090 AM or 97.9 FM will be notified when school is dismissed.

STUDENT REGISTRATION AND SCHOOL ADMISSIONS

- 1 All students shall be required to register for school each year on the dates and at the places designated by the School Board. Student enrolling in the District for the first time shall be required to present proof of residence, valid birth certificate, proof of immunization from disease as required by state law and proof of required physical examination.
- 2 Documents used to verify proof of residence may include, but no be limited to, driver’s license, telephone bills, utility bills, or a tax bill for the reported address.
- 3 The physical examination shall be made by persons licensed to practice medicine in Illinois or any state who are employed for that purpose by the parents or guardians of the children examined. The physical examination information shall be properly recorded on the Illinois Certificate of Child Health Examination form and presented to the school upon enrollment. If a person other than the parent/guardian is trying to enroll the student at their address, in addition to the above, they must sign an Affidavit of Residence, Custody, Control and Responsibility.

GUIDANCE AND COUNSELING SERVICES

- 1 Planning and scheduling a program of studies; college, careers, and occupations information; & testing
- 2 Post-high school entrance, scholarship, and financial aid information. Transcripts for college admissions, nurse’s training, and trade and technical schools
- 3 Recommendations for employment, colleges, scholarships, and service academy appointments (Air Force Academy, West Point, Annapolis, and Merchant Marine Academy)
- 4 The goal of counseling is not to tell a student how to resolve his problem, but rather increase self-understanding to the student and may help solve problems now and as they arise in the future. Each student has the ultimate responsibility for conducting his own life and making better and more satisfying use of his intellectual and personal resources. Anything that caused you to feel anxious or uncomfortable may affect your academic performance as well as your personal life. With your counselor you may discuss freely, and in confidence, any feelings or problems that are important to you.

INDEPENDENT STUDY COURSES

To take an Independent Study Course, students must:

- 1 Obtain permission from the instructor, counselor, and principal
- 2 Exhaust all SCHS courses in that discipline with a grade of 86% or higher

CORRESPONDENCE COURSES

- 1 Granting credit or otherwise fulfilling academic credit requirements through correspondence courses fall under South Central CUSD #401 board policy for Instruction: Credit for Alternative Courses and Programs, and Course Substitutions. Please refer to page 203 in the Board Policy Manual.
- 2 Students may take courses during their seventh and eighth semesters totaling two (2) units of credit.
- 3 Correspondence courses are meant to serve one purpose--to assist students who lack credits. They are not intended to be considered for early graduation.

COURSE LOAD

All Students are required to be enrolled in at least seven (7) academic courses.

GRADE CARDS

South Central Schools has a nine-week grading period. Midterms will be made available all parents/legal guardians.

- 1 If you prefer to receive grade reports by email, please confirm with the school office that your email address is properly entered in our computer system. **Parents must enter the email address in the Home Portal; this is something we cannot do for you.**

GRADE PLACEMENT

- 1 Grade placement after the 9th grade will be determined by the number of credits earned.
- 2 10th Grade--minimum of 5 credits
- 3 11th Grade--11 or more credits
- 4 12th Grade--18 credits

SOUTH CENTRAL HIGH SCHOOL GRADING SCALE

A+	99-100	C	79-83
A	96-98	C-	77-78
A-	94-95	D+	75-76
B+	92-93	D	72-74
B	88-91	D-	70-71
B-	86-87	F	69 and Below
C+	84-85		

Semester examinations count 20% (1/5) of the semester grade. A student may receive NO MORE THAN ONE QUARTER GRADE OF F PER SEMESTER to successfully pass a course.

GRADING SYSTEM

South Central High School has a weighted grading scale. Please refer to GRADE VALUE for more information.

GRADE VALUE

- 1 All courses except weighted, Math and Science have the following values:

A+ = 4.3333	C = 2.0000
A = 4.0000	C- = 1.6667
A- = 3.6667	D+ = 1.3333
B+ = 3.3333	D = 1.0000
B = 3.0000	D- = 0.6667
B- = 2.6667	F = 0.0000
C+ = 2.3333	

- 2 Weighted courses: Mathematics: Trigonometry, Calculus; Science: Anatomy & Physiology, Zoology/Botany, Chemistry, and Physics.

A+ = 5.3333	C = 3.0000
A = 5.0000	C- = 2.6667
A- = 4.6667	D+ = 2.3333
B+ = 4.3333	D = 2.0000
B = 4.0000	D- = 1.6667
B- = 3.6667	F = 0.0000
C+ = 3.3333	

- 3 How to compute your quarter and semester grade point average:

Step 1. List your grades--do not include Physical Education.

Step 2. List the grade value from the chart beside each grade.

Step 3. Multiply each grade value times the semester credit of each course.

Step 4. Total the answers in step 3.

Step 5. Divide the total in step 4 by the sum of the credits attempted for the semester. This result is your GPA.

GRADUATION REQUIREMENTS

All students must meet the requirements established by the Illinois State Board of Education and those required by the South Central Board of Education for graduation. A student must present **26.0** units of credit to meet graduation requirements.

1. English -- 4 years
2. U S History -- 1 year
3. Government - 1 semester and Social Science Elective - 1 semester; Civics – Class of 2020
4. Mathematics -- 3 years - Algebra I, Geometry, and 1 year elective
5. Science -- 2 years - 1yr Biology and 1yr Physical Science
6. Driver Education -- 1 semester
7. Consumer Education -- 1 year
8. Physical Education -- 4 years or be exempt by school policy
9. Health Education -- 1 semester
10. One year chosen from music, art, foreign language or vocational education.

HONOR GRADUATES

Students with a 3.75 GPA at the end of the 7th semester.

HONOR ROLL

Honor Roll requirements are as follows:

- HONORS 3.25-3.74 HIGH HONORS 3.75 or above

INCOMPLETE GRADES

All incomplete "I" grades received must be completed within 5 days of the end of the quarter.

Incomplete work that is not made up automatically results in a failing grade. Limited special arrangements may be made for the 4 quarter.

SCHEDULE CHANGES

Parents are encouraged to review course selections with their children. Classes and schedules are established based on student pre-registration during spring semester each year. No changes will be made once school has commenced. Exceptions will be made **ONLY FOR THE FOLLOWING** compelling reasons:

- Course failure
- Unresolved schedule conflict
- Teacher recommendation due to misplacement.

STANDARDIZED TESTS AND ASSESSMENTS POLICY

- 1 The South Central High School is required to administer standardized achievement tests. The Board of Education finds and determines that results of those tests are extremely important both to the School District and to the students taking those tests.
- 2 Results of such tests provide critical information concerning the effectiveness of the School District's academic program and assist school personnel in determining the correct educational placement of students.
- 3 The Board further finds and determines that a small number of students have in the past not put forth proper

effort to ensure maximum achievement on those tests, which has caused a detrimental effect on those students and on the School District as a whole.

- 4 Therefore, it is the intent of this policy to set forth procedures governing students' taking standardized achievement tests and school-wide assessments and to ensure maximum effort and achievement by all students taking such tests.
- 5 Students Required to Take Standardized Achievement Tests:
Each student enrolled in South Central High School shall be required to take standardized achievement and school-wide assessments for the student's grade level on the date(s) scheduled for administration of those tests, subject to the following exceptions.
 - a. Students who are absent on the date(s) the tests given shall make up the tests on alternative scheduled date(s), which may include after school hours or Saturdays.
 - b. Transfer students who enroll in the School District after the last available alternative scheduled date(s) shall not be required to take such tests during the school year of their initial enrollment.
 - c. Special education students shall be required to take standardized achievement tests and school-wide assessments only if required by the Illinois State Board of Education, or if the same is part of their Individualized Education Program.
 - d. The Principal may excuse a student from taking the tests on an individual basis if extenuating circumstances warrant the same.
- 6 Completion of standardized achievement tests and school-wide assessments, except as provided above, at each grade level during which the student attends classes in the School District shall be prerequisite to promotion to the next grade level and graduation from school. Failure to complete such tests, except as provide above, shall cause a student's diploma to be withheld until the terms and conditions of this policy have been met.
- 7 All students taking standardized achievement tests and school-wide assessments are expected to put forth maximum effort. If a student's score on a standardized test falls substantially below the level which the student would be expected to perform, based on his or her prior academic performance and prior testing results, the Principal shall conduct an investigation to determine whether the student deliberately failed to perform at his or her expected level.
- 8 If the investigation reveals the student deliberately failed to perform at his or her expected level, the Administration may impose discipline upon the student as provided in the Student and Parent Handbook.

STATEWIDE COLLEGE ADMISSION REQUIREMENTS

The Board of Higher Education hereby announces that it has established statewide minimum admission standards for public colleges and universities in Illinois. The following high school subjects will be required of freshmen entering public universities:

- English (emphasizing written and oral communications and literature)
- Social Studies (emphasizing history and government)
- Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- Science (laboratory sciences)
- Foreign Language &/or Vocational Education

STUDENT ASSESSMENT

- 1 Each teacher should give enough WRITTEN AND TEST TYPE work each grading period to get a good indication of the work his students are doing.
- 2 All teachers should administer a major evaluative device at the close of each grading period. This need not come exactly on the day the grading period ends, but should come close to the end.
- 3 Tests should be of various kinds; some objective and some essay.
- 4 It is a South Central policy that semester examinations are to be administered in all courses each semester.
- 5 NO TEACHER SHOULD DEVIATE FROM THIS POLICY EXCEPT ON AUTHORIZATION BY THE ADMINISTRATION. REFER TO SEMESTER EXAMS, ATTENDANCE POLICY FOR FURTHER REFERENCE.

TAKING COURSES IN SEQUENCE

- 1 Students are required to take courses in sequence and must meet all prerequisites for courses. For example, English I is a pre-requisite for English II; Accounting II cannot be taken by a student who received less than a "C" in Accounting I, etc.
- 2 If you have a question regarding pre-requisites, see the counselor or principal.

TRANSFER CREDITS

Courses taken at other schools will be evaluated and credit will be given in the courses that meet criteria required by South Central High School.

VALEDICTORIAN/SALUTATORIAN

The valedictorian and salutatorian shall be determined as per Grade Point Average carried to three decimal points at the end of the eighth semester.

WITHDRAWAL OR TRANSFER

For the benefit of his/her new school, the student should get a copy of his/her subjects and grades from the counselor. Books should be returned to teachers.

SEMESTER EXAM POLICY

Semester exams are given in all subjects in grades 9-12. These tests are given on a schedule adopted by the Principal. If a student is unable to take final exams at the scheduled time due to a medical condition or a family emergency, accommodations will be made to take the exams at a later date. Please make every effort to schedule appointments at times other than semester exam days and times. No credit for the courses will be given until required exams are completed.

Juniors in their fifth and sixth semester of attendance and seniors in their seventh and eighth semester of attendance may qualify for the option of taking semester exams, providing the following criteria is met.

1. All teachers will give a final exam on the assigned days.
2. Juniors and seniors who exceed **3** absences in a class during the semester will be required to take the semester exam in that class. (excused, unexcused or parent approved absences will count toward the 3 days) and (up to 2 job shadowing, college or military days will not count toward the 3 days).
3. Any junior or senior who does not exceed **3** absences in a class per semester will have the option to take semester exams. (Juniors or seniors with an option cannot have their grade lowered).
4. Juniors or seniors who exceed **2** tardies in a class per semester will be required to take the semester exam in that class.
5. Any junior or senior having an unexcused absence for any period must take all of their semester exams.
6. Juniors or seniors who do not qualify for exemption but miss the exam without an excused absence will receive a grade of "F" for the exam.
7. Juniors and seniors must have at least an 86% average in the classes to be exempt from the final in that class.
8. Dual Credit Semester exams will always be taken.

ATHLETIC, CHEERLEADING, AND EXTRACURRICULAR INFORMATION

The rules and application to participate are in the Extracurricular/Athletic Handbook. All participants are required to request a copy to review and sign along with guardian signature. Please inquire from coaches or high school secretary to obtain a copy.

COMPUTER NETWORK OPERATING PROCEDURES

SOUTH CENTRAL UNIT #401 SCHOOL DISTRICT

- 1 No student is to be using a computer in any computer lab or classroom without a designated supervisor
- 2 (certified employee of South Central CUSD # 401) physically present.
- 3 Each user will have an assigned seat during lab use. Users assigned to the workstation will be responsible for any damage occurring to the workstation (i.e. keys disappearing from the keyboard, damage to mouse device).
- 4 Users will not bring food, candy, drinks or any reasonable facsimile thereof into any computer lab in Unit #401 School District.

- 5 Each network user has a separate login and a password, which grants him or her rights to a certain storage area on the network. Users are not to share that login or password with anyone else. The holder of the assigned login will be held responsible for any activity committed under that login. Users found attempting to login or logging in with another user's login ID will lose network access privileges.
- 6 Concerning the printing of documents, you should only print out a hard copy of a document when you are ready to submit that document for final approval. Proofreading should be done on the screen.
- 7 Users are not to print files that are not directly related to their course work.
- 8 Users are not to send print jobs to printers outside the assigned work area for a particular class.
- 9 Users are not to print multiple copies of a document on any printer. These machines are not photocopiers, and the per page cost to print is not favorable to making multiple copies of the same document.
- 10 If you use the last piece of paper in a printer, please refill the printer before you go back to your workstation. See the lab supervisor for instructions on putting paper in the printer.
- 11 When you are finished with a workstation, make sure you log completely out of the system. If you quit the application you are using but you don't finish logging out, it is like leaving the front door to your house wide open at night while you sleep.
- 12 Use of non-educational software, unauthorized software, and/or unlicensed software programs on the network or on the network workstations of Unit #401 will not be tolerated.
- 13 The computer system in our school district is a network system; therefore, our applications are operating in a shared environment. Users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any network software is prohibited.
- 14 Users are each responsible for the maintenance of their home directories. Files that are not currently being used or files that will not be accessed for reference in the near future should be deleted. These directories are for school-related data only. Never keep any files in the directory that you would not like to see in the local newspaper. Unauthorized files such as games, utilities, or other similar file structures are NOT allowed in a user's home directory.
- 15 When using electronic mail applications on the Unit #401 networks, users are expected to abide by the generally accepted rules of network etiquette, which include the following:
 - a. Do not write or send abusive messages to others.
 - b. Use appropriate language.
 - c. Be polite.
 - d. Remember that e-mail is not private.
 - e. Do not use the e-mail system in such a way that it would disrupt the activities of others (e.g. transferring of large files, sending mass e-mail messages or chain letters).
- 16 Security is a major concern on the network system of Unit #401 Schools. If users feel at any time that they can identify a security problem on the network, it is that user's obligation to report that issue to the user's immediate supervisor and to the network supervisor. Do not demonstrate the problem to other users. Any user identified as a security risk, or having a history of being a "problem user" will be denied access to the computers in the District.
- 17 Any vandalism or malicious attempt to harm or destroy any data on the network (i.e. the uploading or creating of a computer virus) will result in the expulsion of the student from the network system permanently.
- 18 Activities by users on the network are to be limited to educational operations; no personal or private activities are to be operated using the computers and/or computer networks of CUSD #401 Schools. Any illegal activities, including violation of copyright or other contracts, or any operation for personal/commercial financial gain are expressly prohibited.

SCHS COMPUTER NETWORK POLICIES

INAPPROPRIATE USE OF TECHNOLOGY WILL BE CONSIDERED MISCONDUCT AND CAN RESULT IN 15 MISCONDUCT POINTS, REMOVAL FROM THE NETWORK AND/OR INTERNET FOR A PERIOD OF TIME TO BE DETERMINED, SUSPENSION/EXPULSION FROM SCHOOL OR OTHER CONSEQUENCES AS DEEMED APPROPRIATE BY THE ADMINISTRATION.

Acceptable Use of Electronic Networks

- 1 All use of the electronic network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users.

- 3 However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.
- 4 The signatures on the parent authorization form distributed at registration are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

- 1 **Acceptable Use** – Access to the District’s electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate school business use.
- 2 **Privileges** – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator 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.
- 3 **Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Downloading of software, regardless of whether it is copyrighted
 - c. Downloading copyrighted material for other than personal use;
 - d. Unauthorized Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user’s account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
- 4 **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:
 - a. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - b. Personal addresses or telephone numbers of students or colleagues.
 - c. 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.
 - d. Do not use the network in any way that would disrupt its use by other users.
 - e. Consider all communications and information accessible via the network to be private property.
- 5 **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, no-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users’ errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6 **Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
- 7 **Security** – Network security is a high priority. If the user can identify a security problem on the Internet or the Local Area Network/Wide Area Network (LAN/WAN), the user must notify the system administration or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network

- 8 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 LAN/WAN, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9 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.
- 10 Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
 - a. 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.
 - b. Students and staff engaged in producing Web pages must provide Technology Coordinator 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.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The “Fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.
- 11 Use of Electronic Mail
 - a. The District’s electronic mail system and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter of memorandum.
 - d. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e. 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.
 - f. Use of the School District’s electronic mail system constitutes consent to these regulations.

Internet Safety

- 1 Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise follow this Authorization.
2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and conditions for Internet access contained in this Authorization.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet

Protection Act and as determined by the Superintendent or designee.

4. The system administrator and Building Principals shall monitor student Internet access.
5. Students, parent(s)/guardian(s), and staff members need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the School District.

CUSD #401 SCHOOL SPONSORED TRANSPORTATION POLICY BUS RULES AND REGULATIONS

- 1 School bus riders, while on the school bus, are under the jurisdiction of the school bus driver and any other adult designated by the CUSD #401 Board of Education to supervise the students riding the bus.
- 2 Parents and students must understand that the bus driver is in full charge of the discipline of students and operation of the bus. His/her relationship with students should be on the same plane as that expected of a teacher. Students must obey the driver promptly and courteously.
- 3 The right of all students to ride on the bus is a condition of continued good behavior and observance of the rules and regulations.
- 4 The bus driver must devote one hundred percent of his/her attention to driving the school bus and therefore should not be distracted by the improper conduct of students riding the bus.
- 5 Safety demands complete cooperation. Should any student persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the principal.
- 6 High School students are not allowed to ride the bus to the Middle School then ride to the High School with another student driver.

TRANSPORTATION MISCONDUCT POINT SYSTEM

- 1 Appropriate disciplinary action will be taken for violation of bus regulations.
- 2 The bus misconduct system was approved by the Board of Education as a program designed to insure that students conform to the transportation and school rules and policies.
- 3 The following misconduct system applies to students in Kindergarten-Grade 12. Points serve as a notice of some type of misconduct and/or violation of a school rule.

The 3 main components of the misconduct point system are:

1. Points are issued upon violations of transportation rules.
2. Points accumulate throughout the school year and start over with each new school year.
3. Accumulation of points WILL RESULT IN TIME OFF THE BUS AND/OR REMOVAL FROM THE BUS FOR THE REMAINDER OF THE SCHOOL YEAR.
4. When in the opinion of the driver and principal, a student has been given sufficient opportunity to correct behavior including, but not limited to, gross disobedience or misconduct the bus driver will notify the student in person and present a written report to the building principal concerned.
5. The ensuing conferences may include the bus driver and the parents, but the minimal response to the initial report will be a principal-student conference and a copy of each misconduct notice will be mailed to the parent(s)/guardian(s) of the student.
6. The letter will state the cause of the referral and the points assessed with accumulative points to date.

MISCONDUCT POINT SYSTEM PENALTIES

Accumulated Points	Penalty
1 10	Loss of privileges/detention
2 20	Off bus (1-3 days)
3 30	Off bus (5 days)
4 40-50	Off bus (10 days)
5 60	Removal from bus for remainder of school
6	Note: In addition to the penalties mentioned above the administration reserves the right to file charges against a student for any criminal act or to otherwise include law enforcement personnel in situations, which warrant their involvement.

TRANSPORTATION

Misconduct Point System-Violation Breakdown

10 points

Obscene language/gestures toward a student

Disruptive behavior

Littering

10-20 points

Deliberate delay of the bus

10-30 points

Consumption of candy, food, drinks

Defiance (disrespect)

Excessive noise

Extremities out windows

Misconduct under a substitute driver

Refusal to stay seated

Refusal to obey driver/monitor

Possession of tobacco products

Vandalism (plus restitution)

Harassing others*

Possession or use of dangerous/harmful objects

Fighting

Throwing object in or out of the bus

10-60 points

Projectiles

Damage to bus

30 Points

Deliberate boarding an unassigned bus

Use of tobacco

30-60 points

Weapons possession/use

Threat/intimidation of bus driver/bus aide/ student/ staff member (Physical or verbal)

Creating a fire hazard

Sexual misconduct – touching personal/private areas of others

Sexual Harassment - unwelcome sexual advances, sexually motivated physical contact, or verbal conduct of a sexual nature

Indecent Exposure - knowingly displaying personal/private areas of the body

40 points

Obscene language/gestures toward driver/bus aide/staff member/or general public

60 points

Alcohol or drugs

Assault of the bus driver/bus aide/ staff member

Explosive device.

CONDUCT ON SCHOOL BUSESSES

- 1 School bus riders, while in transit, are under the jurisdiction of the school bus driver. Obey the driver promptly.
- 2 Be on time at the designated school bus stop; help keep the bus on schedule. If the student will not be riding the bus please notify bus garage or driver the day before or 6:15 that morning. School Policy; If the driver goes to pick-up the student for 3 mornings in a row and the student does not ride, the driver will not come to that stop until they are notified. Even if the student rides home in the p.m. After 3 days not riding in the a.m. you will need to notify the Bus Garage.
- 3 Be careful in approaching the place where the bus stops. Do not crowd to get on or off the bus. Do not move toward the bus until the bus has been brought to a complete stop.
- 4 Go to your seat. The driver is authorized to assign seats. Do not leave you seat for any reason while the bus is in motion.
- 5 Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows. Windows should not be opened any lower the lines (black markings).
- 6 Students are to refrain from unnecessary conversation with the driver. No loud talking, laughing, arguing, or fighting among each other. This diverts the attention of the driver and could result in a serious accident.
- 7 Students are to sit facing the front of the bus. Do not sit on your feet, books or bags.

- 8 Keep aisle and emergency exits clear at all times. Do not have feet or arms in aisle. Do not put bags, books, sports equipment or band instruments in aisle.
- 9 When getting off bus watch for traffic in both directions. Wait for the signal from the bus driver before you cross the street or road.
- 10 No profanity or suggestive remarks.
- 11 No "over friendliness" between students.
- 12 No use of tobacco or drugs in any form.
- 13 No drinking or eating allowed on the bus. If food is brought on bus it must be kept in bag/lunch box.
- 14 Do not throw trash anywhere on the bus. Waste baskets are by the door of the bus. Throw trash in basket as you exit the bus.
- 15 Never tamper with the bus or its equipment. Students are to report and damage to seats, floor etc. to the driver immediately.
- 16 Be absolutely quiet when bus is approaching and crossing railroad.
- 17 Be alert to a danger signal from the driver. Remain on the bus in the event of a road emergency until instructions are given by the driver. Students are not to use emergency exits except in emergency situations.
- 18 Students may not change buses or change their place of loading or unloading from the bus without permission of the Administration and Transportation Director.
- 19 Snow Routes to be determined by Bus Driver/Transportation Director. Meaning an unsafe place to drive a bus, slick roads, places that are unsafe to back a bus in snow/ice and roads that have not been plowed. Parents will be asked to bring the students to a main road in the a.m. and pick up at main road in the p.m. Driver will notify.
- 20 Cell/camera phones are to be kept in pockets or bags and turned off. Cell phones are not to be used on school busses to make phone call or take pictures unless permission is given by the driver.

South Central Water Pass

This pass certifies that

is under a doctor's care and needs to carry
water with them from

_____ until

_____. This pass is **not**
valid after the end date and must have office
personnel's signature to be valid.

Signed _____

South Central Water Pass

This pass certifies that

is under a doctor's care and needs to carry
water with them from

_____ until

_____. This pass is **not**
valid after the end date and must have office
personnel's signature to be valid.

Signed _____

South Central Water Pass

This pass certifies that

is under a doctor's care and needs to carry
water with them from

_____ until

_____. This pass is **not**
valid after the end date and must have office
personnel's signature to be valid.

Signed _____

South Central Water Pass

This pass certifies that

is under a doctor's care and needs to carry
water with them from

_____ until

_____. This pass is **not**
valid after the end date and must have office
personnel's signature to be valid.

Signed _____

