McLean County Unit District No. 5
Normal Community High School

3900 East Raab Road
Normal, Illinois 61761
Main Line: (309) 557.4401
Attendance Line: (309) 557.4450
Fax: (309) 557.4502
Web address: www.unit5.org/nchs

Mr. Trevor Chapman, Principal
Mrs. Nicole Maurer, Associate Principal
Mr. Jeff Barnard, Assistant Principal (Last Names Beginning with A-G)
Mrs. Melanie Aslinger, Assistant Principal (Last Names Beginning with H-O)
Mrs. Natalie Shumaker, Assistant Principal (Last Names Beginning with P-Z)
Nic Kearfott, Athletic Director

McLean County Unit District No. 5
Normal Community West High School

501 North Parkside Road
Normal, Illinois 61761
Main Line: (309) 557.4402
Attendance Line: (309) 557.4451
Fax: (309) 557.4503
Web address: http://www.unit5.org/ncwhs

Mr. Dave Johnson, Principal
Mrs. Angie Codron, Associate Principal
Ms. Nicole Brown (Last Names Beginning with A-G)
TBD, Assistant Principal (Last Names Beginning with H-O)
Mr. Brandon Caffey, Assistant Principal (Last Names Beginning with P-Z)
Mr. Stanley Lewis, Athletic Director
McLean County Unit District No. 5 Contact Information ..................................................... 7
2018-2019 Unit 5 School Calendar ................................................................. 8

General School Information ................................................................................. 9
Introduction ........................................................................................................ 9
Bulletin Boards, Signs and Posters ................................................................. 9
Closed Campus .................................................................................................. 9
Deliveries .......................................................................................................... 9
Distribution of Printed Material ........................................................................ 9
Emergency Procedures ..................................................................................... 9
Equal Educational Opportunities Statement .................................................. 9
Fees .................................................................................................................. 10
Fund-Raising Activities .................................................................................... 11
Grading Periods ................................................................................................. 11
Lost and Found ................................................................................................ 11
Sale of Merchandise .......................................................................................... 11
School Cancellation/Dismissal Due to Weather ............................................... 11
Student Handbook ............................................................................................. 11
Student Identification Cards ............................................................................ 11
Student Insurance ............................................................................................... 11
Visitors .............................................................................................................. 12

Attendance/Enrollment/Registration ................................................................. 12
Attendance Overview ......................................................................................... 12
Registration Guidelines ..................................................................................... 12
Change of Address or Telephone .................................................................... 12
Attendance Procedures ...................................................................................... 12
Excused Absences .............................................................................................. 13
Unexcused Absences ........................................................................................ 13
0 Hour Absences ............................................................................................... 14
Prearranged Absences ....................................................................................... 14
College Visitation ............................................................................................... 14
Excessive Absences ........................................................................................... 14
Truancy ............................................................................................................... 14
Unauthorized Skip Day ...................................................................................... 14
Tardiness to School and Class .......................................................................... 14
Excessive Tardies to School, May Result in Loss of Parking Privileges. Make-Up Work .................................................................................................................. 14
Extended Absences/Homebound Instruction .................................................. 15

Student Conduct/Expectations .......................................................................... 15
Student Behavior ............................................................................................... 15
Prohibited Student Conduct ........................................................................... 16
Disciplinary Measures ....................................................................................... 18
Weapons .......................................................................................................... 19
Required Notices ............................................................................................... 20
Delegation of Authority ..................................................................................... 20
Student Handbook .............................................................................................. 20
Misconduct by Students with Disabilities ....................................................... 20
Explaination of Student Conduct Expectations ............................................. 21
Academic Dishonesty ......................................................................................... 21
Student Acceptable Use of Electronic Networks ............................................ 21
Online Privacy Statement .................................................................................. 21
Aiding/Abetting ................................................................................................. 24
Clothing ............................................................................................................ 25
Damage to or Loss of School Property ............................................................. 25
Drug/Alcohol/Tobacco Prohibition .................................................................. 25
Drugs/Alcohol .................................................................................................. 25
Sale/Delivery/Purchase ..................................................................................... 26
Tobacco and E-Cigarette Devices .................................................................... 26
Electronic Devices ............................................................................................. 26
Fighting/Battery/Verbal Altercations ............................................................... 26
Student Services

Accessibility.........................................................................................................................34
Child Find Responsibility........................................................................................................34
Foreign Exchange Program.......................................................................................................34
Student Monitors or Assistants.................................................................................................34
Counseling Office.....................................................................................................................34
Employment Certificates (Work Permits)................................................................................35
Student Assistance Program.....................................................................................................35
Project Oz Support...................................................................................................................35
Applying For College ..............................................................................................................35
Testing ....................................................................................................................................35
School Psychologist - Social Worker.........................................................................................36
School Resource Officer..........................................................................................................36
Instructional Media Center (IMC)............................................................................................36
Textbooks.................................................................................................................................37
School Nurse............................................................................................................................37
Immunization, Health, Eye, and Dental Examinations..............................................................38
Homeless Child.........................................................................................................................39
Student Medication..................................................................................................................39
Failure to Follow Medical Procedures.....................................................................................40
Student Concussions and Head Injuries..................................................................................40
Vision and Hearing Screenings...............................................................................................40
Physical Education/Activity Restrictions..................................................................................41
Disability Assistance................................................................................................................41
Health Information....................................................................................................................41
Counseling...............................................................................................................................41
Safety Drill Procedures and Conduct..........................................................................................41
Communicable Diseases............................................................................................................42
Head Lice .......................................................................................................................... 42
School Insurance .............................................................................................................. 42
Care of Students with Chronic Health Conditions ....................................................... 42
Procedures at Schools ....................................................................................................... 43
Building Security .............................................................................................................. 43

Co-Curricular Activities ................................................................................................. 43
Attendance at Co-Curricular Activities ........................................................................... 43
Dances ............................................................................................................................... 43
Good Night Rule ................................................................................................................ 43
Statement of Policy for Co-Curricular Participation as Related to Drug Use, Alcohol Use, and Inappropriate Behavior ............................................................................. 44
Transportation for School Activities ............................................................................... 44
Organizations and Activities ............................................................................................ 44
School Clubs ...................................................................................................................... 44
IHSA Scholastic Competition Activities ........................................................................... 44
National Honor Society .................................................................................................... 44
IHSA Interscholastic Athletics ........................................................................................ 44
Student Interscholastic Activities Concussions and Head Injuries .............................. 45
High School Interscholastic Athletic Activity Code – Revised April 2017 .................. 46

Academic Information ................................................................................................... 47
General Regulations ......................................................................................................... 47
Number of Credits to Graduate ....................................................................................... 47
Weighted Grade System ................................................................................................... 48
Non-Ranked Students ....................................................................................................... 48
Course Selection ............................................................................................................... 48
Changes for Second Semester ....................................................................................... 48
Dropping a Course ........................................................................................................... 48
Level Changes .................................................................................................................. 49
Credit for Alternative Courses and Programs and Course Substitutions .................. 49
Off Campus Learning Courses ......................................................................................... 49
Dual Credit Course ........................................................................................................... 49
Summer School ............................................................................................................... 49
Correspondence Courses ............................................................................................... 49
Exchange Programs ......................................................................................................... 50
Foreign Language Courses .............................................................................................. 50
Blended Learning Courses .............................................................................................. 50
Substitutions for Physical Education ................................................................................ 50
Proficiency Exam ............................................................................................................. 50
Report Cards .................................................................................................................... 50
Incomplete Work ............................................................................................................... 50
Semester Examinations .................................................................................................. 50
Senior Semester Final Exam Policy ................................................................................ 51
Honor Roll .......................................................................................................................... 51
Seal of Biliteracy ............................................................................................................... 52
NCAA Approved Core Courses ...................................................................................... 52
Early Graduation ............................................................................................................... 52
Commencement ............................................................................................................... 52
Records .............................................................................................................................. 53
Categories of School Student Records ........................................................................... 53
Using Animals in the Educational Program .................................................................... 55
Physical Education/Health ............................................................................................... 56

Parental Notification ..................................................................................................... 56
Asbestos Management Plans ........................................................................................... 56

Parent/Student Forms .................................................................................................... 57
Student Authorization of Acceptable Use of Electronic Network .................................... 59
Medical Authorization Form ............................................................................................ 60
Athletic Permission Record ............................................................................................ 61
Concussion Information .................................................................................................. 65
Dear Unit 5 Community Members,

Unit 5’s commitment to respecting diversity in all of its forms is vital to attaining the District mission of “educating each student to achieve personal excellence.” The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community.

Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Mark Daniel
Superintendent

Dayna Brown
Director Communications/Community Relations
Diversity Officer

McLean County Unit District No. 5 Mission Statement

“Unit 5 will educate each student to achieve personal excellence.”
### McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue  
Normal, IL 61761-4339  
Phone: 309.557.4400  
Fax: 309.557.4501  
Web: [www.unit5.org](http://www.unit5.org)  
General E-mail: district@unit5.org

### Superintendent Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mark Daniel</td>
<td>Superintendent</td>
<td>557.4400</td>
</tr>
<tr>
<td>Ray Epperson</td>
<td>Deputy Superintendent</td>
<td>557.4400</td>
</tr>
<tr>
<td>Dayna Brown</td>
<td>Director of Communications/Community Relations</td>
<td>557.4400</td>
</tr>
<tr>
<td>LaNell Greenberg</td>
<td>Assistant to the Superintendent, Clerk of Board</td>
<td>557.4400</td>
</tr>
</tbody>
</table>

### Curriculum Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Backe</td>
<td>Director of Elementary Education</td>
<td>557.4400</td>
</tr>
<tr>
<td>Dan Lamboley</td>
<td>Director of Secondary Education</td>
<td>557.4400</td>
</tr>
<tr>
<td>Michelle Lamboley</td>
<td>Director of Special Education</td>
<td>557.4400</td>
</tr>
<tr>
<td>Leslie Romagnoli</td>
<td>English Learner Program Coordinator</td>
<td>557.4400</td>
</tr>
</tbody>
</table>

### Human Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. James Harden</td>
<td>Executive Director of Human Resources and Student Services</td>
<td>557.4400</td>
</tr>
<tr>
<td>M. Curt Richardson</td>
<td>Attorney for the District</td>
<td>557.4400</td>
</tr>
</tbody>
</table>

### Business/Technology

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Hickman</td>
<td>Business Manager/Director of Technology</td>
<td>557.4400</td>
</tr>
<tr>
<td>Thomas Hoerr III</td>
<td>Assistant Business Manager</td>
<td>557.4400</td>
</tr>
<tr>
<td>David Schumer</td>
<td>Technology Coordinator</td>
<td>557.4400</td>
</tr>
</tbody>
</table>

### Operations

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Adelman</td>
<td>Director of Operations</td>
<td>557.4437</td>
</tr>
<tr>
<td>Doug Johnson</td>
<td>Supervisor – Maintenance/Grounds Services</td>
<td>557.4437</td>
</tr>
<tr>
<td>Craig Montgomery</td>
<td>Supervisor – Custodial Services</td>
<td>557.4437</td>
</tr>
<tr>
<td>Pat Powers</td>
<td>Director of Food Service</td>
<td>557.4437</td>
</tr>
</tbody>
</table>
2018-2019 Unit 5 School Calendar

**August 2018**
Registration
14, 15 Institute Days - *No School*
16 First Full Day of School

**September 2018**
3 Labor Day - *No School*
21 West Homecoming

**October 2018**
5 NCHS Homecoming
8 Columbus Day - *No School*
9 Teacher Institute - *No School*
19 End of 1st Grading Period (6 - 12)
19 Parent-Teacher Conferences - *No School*

**November 2018**
21-23 Thanksgiving Vacation - *No School*

**December 2018**
21 Last Day before Winter Break
21 End of 2nd Grading Period and 1st Semester (6 - 12)

**January 2019**
7 Teacher Institute – *No School*
8 School Resumes from Winter Break
21 Dr. Martin Luther King’s Birthday - *No School*

**February 2019**
18 President’s Day - *No School*
19 School Improvement Day - *No School*

**March 2019**
15 End of 3rd Grading Period (6 - 12)
22 Last Day before Spring Break

**April 2019**
1 School Resumes from Spring Break
18 School Improvement Day - *No School*
19 Board Holiday – *No School*

**May 2019**
25 Graduation
27 Memorial Day - *No School*

**June, 2019**
6 Last Day of School. SIP half day*

*The closing date may be earlier if all emergency days are not used. If no emergency days are needed, the earliest last day of school would be May 23.*
General School Information

Introduction
This handbook is offered to provide students and parents/guardians with basic information about Unit 5 High Schools, and to explain the various procedures students should follow when attending classes, conducting school business or attending school related activities on or off campus. Students will be held responsible for knowing and following all procedures, policies and regulations. Unit 5 administration reserves the right to change rules as needed in order to maintain a safe and orderly learning environment. Keep this handbook available as a reference. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board’s comprehensive policy manual on the District’s website www.unit5.org/board/policies/ or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.

Bulletin Boards, Signs and Posters
No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

Closed Campus
Unit 5 High Schools have a closed campus policy, which requires the students to remain at school for the entire school day. Students may only leave campus to participate in approved curricular related activities (work program, internships, and off-campus courses).

Deliveries
Office personnel will not accept or be responsible for deliveries of outside items (gifts, flowers, balloons, etc.) to students.

Distribution of Printed Material
No printed newspapers, bulletins, pamphlets or other published materials may be distributed on school property without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

Emergency Procedures
Plans have been made to protect your safety when emergencies occur. Become familiar with fire exit plans posted in each of your classrooms. In any emergency, silence and complete cooperation with teachers' instructions are essential. When evacuating the building or moving to a shelter area, walk rapidly but do not run. Assume that all alarms are genuine until proven otherwise.

In the case that students need to be evacuated from the high schools, the parent/guardian/student reunification site would be PJHS/Redbird Arena for NCWHS (depending on circumstances) and Eastview Christian Church for NCHS.

Equal Educational Opportunities Statement
It is the policy of McLean County Unit District No. 5 that its educational programs, activities, services and benefits will be provided to students without discrimination on the basis of color, race, nationality, gender, handicapping condition, or other factors prohibited by law.

McLean County Unit District No. 5 does not discriminate on the basis of actual or potential marital or parental status, and no student in the District shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students or, by the effect of any school policy or practice. Concerns regarding this policy may be directed to the Title IX of Section 504 Coordinator at 557-4400.

TITLE IX – Civil Rights. In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, “No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”
Title IX Grievance Procedure
1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student’s file or an employee’s personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, other factors prohibited by law in any of its education programs, admissions, or employment policies.”

Concerns regarding this policy should be referred to:
Board of Education Office
1809 West Hovey Avenue
Normal, IL 61761
309-557-4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.

Fees
The district establishes fees and charges to fund certain school activities. Some students may not be able to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Grades</td>
<td>$150.00</td>
</tr>
<tr>
<td>Parking – NCHS &amp; NCWHS</td>
<td>$60.00 – For all School Year</td>
</tr>
<tr>
<td></td>
<td>$ 30.00 – For Second Semester Only</td>
</tr>
<tr>
<td>Activity Ticket (Optional)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>$85.00 (Per Activity)</td>
</tr>
<tr>
<td>Driver’s Education</td>
<td></td>
</tr>
<tr>
<td>Behind-the-Wheel</td>
<td>$300.00</td>
</tr>
<tr>
<td>Classroom Instruction</td>
<td>$100.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>1:1 Device Rental Fee</td>
<td></td>
</tr>
<tr>
<td>Grade 12 (Laptop)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Grade 9, 10, 11 (Chrome Book)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Breakfast Prices</td>
<td>$1.45</td>
</tr>
<tr>
<td>Reduced</td>
<td>$0.30</td>
</tr>
<tr>
<td>Lunch Prices</td>
<td></td>
</tr>
<tr>
<td>Tier 1</td>
<td>$2.20</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$2.85</td>
</tr>
<tr>
<td>Reduced</td>
<td>$0.40</td>
</tr>
<tr>
<td>Extra Milk</td>
<td>$0.55</td>
</tr>
</tbody>
</table>
Fund-Raising Activities
All fund-raising activities must be approved in writing by the administration. Fundraising will only be approved for school related clubs, teams, or organizations. Sale of fund-raising items may not be done in classrooms or in any manner that interferes with the educational environment. Merchandise and cash must be secured at all times, and are the responsibility of the individual involved. Violations will result in forfeiture of the opportunity to participate. The school is not responsible for lost or stolen money or items.

Grading Periods

<table>
<thead>
<tr>
<th>Month</th>
<th>End of Quarter/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 19th</td>
<td>End of Quarter 1</td>
</tr>
<tr>
<td>December 21st</td>
<td>End of Quarter 2 / Semester 1</td>
</tr>
<tr>
<td>March 15th</td>
<td>End of Quarter 3</td>
</tr>
<tr>
<td>TBD (End of Academic Year)</td>
<td>End of Quarter 4 / Semester 2</td>
</tr>
</tbody>
</table>

Lost and Found
All found items must be turned in to the high school office. Billfolds, purses, watches, and rings will be kept in the Main Office and may be claimed there after proper identification of the lost item has been made.

Sale of Merchandise
The sale of any item at school or on school grounds must be approved by an administrator in advance. Failure to do so may result in disciplinary consequences.

School Cancellation/Dismissal Due to Weather
School cancellation/early dismissal information can be accessed from the Unit 5 website at www.unit5.org. Additional information will be available on local radio and TV stations, in addition to a School Wires phone call that will be sent to all students' homes.

Student Handbook
The Superintendent shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

Student Identification Cards
Student identification cards must be in a student’s possession at all times during the school day. Students must present a current ID card to purchase a school lunch, to leave study hall with a pass, to use the IMC, to borrow IMC materials, and to be admitted to detention and extracurricular events. Stickers and other decorations may not be placed on the front of the ID cards. The ID cards should not be altered in any way from their original condition.

Students who have lost or misplaced their ID will be allowed to buy a new ID without penalty provided they report to the main office before school or as soon as they realize the ID is missing. Students who are found during the school day not to be in possession of their ID will be sent to the main office to purchase a new ID. Failure to comply with this policy may result in school disciplinary consequences. Being in unauthorized possession of another person’s ID will be considered theft.

Students can purchase replacement cards in the main office for a fee of $3.00.

Student Insurance
A low cost accident policy is available to all students. While the school has no obligation in case of an accident, the District is glad to make available this limited policy. Briefly, students may be insured for accidents which may occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices or online.
Visitors
All visitors to campus must check in at the Visitor’s Station at the main entrance, sign-in and wear a visitor’s pass for the duration of their stay. Visitors may be asked to provide a photo ID. The photo ID will be held at the Visitor’s Station until the visitor signs out of the building and leaves campus. If no photo ID is presented, the visitor may not be permitted to enter the building.

Students are not allowed to bring visitors to school. Any person wishing to visit a class and/or teacher must obtain permission in advance from the Assistant Principal’s Office.

Attendance/Enrollment/Registration

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Registration Guidelines
The Board of Education and staff of McLean County Unit District 5 take pride in the programs offered to meet the high standards set by the community it serves. As a public school district, Unit 5 provides programs for all students and has a firm commitment to prepare graduates for future success in life. A solid foundation, essential to reaching this goal, becomes the responsibility of the school district, parents, guardians, community and the student. Through this combined effort we will have a better school and community.

All students, eighth through eleventh grades, are expected to register during the second semester for classes offered the following year.

All eligible students who move into the district or who transfer from another school are expected to register on or before the first day of a semester. Students enrolling late who have been attending school elsewhere will be placed in equivalent classes, if possible. Grades from the previous school will be combined with grades earned in Unit 5 high school classes to determine semester grades and credit. If there is not a similar course available, students may not be able to earn credit and may be assigned to study hall.

A student wishing to enter late who has not been attending school during the current semester will be placed in the appropriate classes. The opportunity for credit will be evaluated on a case-by-case basis if the prospective student chooses to enroll. Credit is not guaranteed.

Change of Address or Telephone
Report to the office immediately any change of home address, home or parent’s/guardian’s work telephone number or any other important information that we may need in order to contact your parent or guardian in case of an emergency. Proof of residency must be provided prior to changes being made.

Attendance Procedures
Attendance in all assigned periods, including homeroom, is required.

Absences
1. Each day that a student is absent, his/her parent or guardian must call the Attendance Line to report their absence. This is required regardless of a student’s age at the time of the absence and must be made within 24 hours of the absence. The attendance phone line is available 24 hours per day.
2. When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.

Procedure for Arriving Late to School
1. If a student arrives after first hour begins, they must enter at the Main Entrance (Door A) and check-in at the main office before reporting to class.
2. The student will be given a pass that will admit them to class.

Procedure for Leaving School Early
1. A student’s parent/guardian may make arrangements, in advance whenever possible, to have him/her check out prior to their usual dismissal time by calling the Attendance Line.
2. If a student’s checkout time is during a class period, the yellow copy of the Absent/Tardy Notice may be delivered to the student prior to the checkout time. If the Absent/Tardy Notice has not been delivered, it is the student’s responsibility to check in the Main Office prior to leaving.
3. At the appropriate time, report to the Main Entrance (Door A) and sign the Student Check-Out List. A copy of a student’s Absent/Tardy notice will be kept in the office until their return to school. If a student returns to school the same day, he/she must sign back in before returning to classes.
4. If a student becomes ill or injured in school or during lunch, the School Nurse or one of the Assistant Principals must check him/her out of school. Failure to check in or check out may result in disciplinary consequences.

A parent/guardian who takes their child out to lunch is required to follow the procedures mentioned above, and sign him/her out in the main office.

Students leaving school early should exit the building through the Main Entrance (Door A).

Excused Absences
Absences for the reasons listed below will be marked as an excused absence if called in within 24 hours of the absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in family
3. Medical or dental appointment (an appointment card or other verification from the doctor’s or dentist’s office may be required.)
4. Unavoidable accident or emergency
5. Religious holiday
6. Court (subpoenaed as witness)
7. College Visit / Military Visit (with verification)
8. Military Family Absence *

*A student will be excused for up to five (5) days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Unexcused Absences
All other absences are unexcused unless they are specifically excused by one of the Assistant Principals. Requests for excused absences for reasons other than those listed above should be made directly to the Assistant Principals. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Vacation
9. Court (personal reasons)
0 Hour Absences
Frequent absences from assigned 0 hour class may result in removal from the 0 hour period and placement in the equivalent class during the regular school day.

Prearranged Absences
Whenever you know in advance that you will be absent from school due to family vacation, required court appearance, business interview, college visitation or other unavoidable circumstances not considered excused, your parent/guardian must contact your Assistant Principal to request a Prearranged Absence. It is your responsibility to secure a Prearranged Absent/Tardy Notice from the Assistant Principal and to make arrangements with each of your teachers regarding assignments. This should be done at least three days prior to your absence.

College Visitation
Parents/Guardians are to call the Attendance Line prior to the visit. College visitations will be considered excused when verification of student attendance is produced from the college. It is the responsibility of the student to make arrangements regarding assignments from each teacher prior to the absence. Whenever possible, college visits should be scheduled during school holidays or Teacher Institute days.

Excessive Absences
Student attendance at school is a large factor in the success students experience at school. Students who are excessively absent from school may be required to provide documentation from a professional/medical source explaining the cause of the absences. Students with excessive absences will be subject to administrative consequences.

Truancy
Truancy is defined as an unauthorized absence from homeroom, an entire class or classes. If a student is truant, the following consequences will be applied. Additionally, a citation from the School Resource Officer may be assigned.

Disciplinary consequences may be assigned. A student deemed truant from school may receive a grade of “0” for any test, quiz or assignment completed the day of truancy.
The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Unauthorized Skip Day
We do not sanction or approve any unauthorized skip day by any group of students. Students who are known to be participating in such a skip day will be considered truant and will be held accountable as described above. Parents/guardians will need to verify the legitimacy of excused absences.

Tardiness to School and Class
All students are required to be on time to each class. Tardiness to class is unexcused unless a student presents, upon arrival to class, a Hall Pass that indicates why the student was detained by another teacher.
- If a student is not in their assigned class at the appropriate time, the tardy will be documented by the teacher. Teacher interventions may include student conference, parent communication, classroom level consequences or administrative referrals.
- Consequences will be administered by the Assistant Principal for unexcused tardiness to class or school beginning with the fifth tardy and any successive tardies. Missing an entire class or a significant portion will be considered truancy.

Excessive Tardies to School, May Result in Loss of Parking Privileges. Make-Up Work
It is the student’s responsibility to make arrangements with each teacher regarding the work missed. For absences due to illness, suspension, or family emergency, students may request the Counseling Office to gather assignments from the teachers. In order to request assignments, call the Counseling Office and allow 24 hours for the assignments to be ready. The student's teachers will be contacted by the Counseling Office to get these materials. Students should be fully prepared to take any announced exam that was scheduled before their absence.
The following guidelines should be used in setting deadlines for completion of make-up work:

- **Excused and Unexcused Absence** - upon a previous day's notice, a student may be required to take a test or complete other make-up work at the scheduled time. The penalty for not doing this work will be decided by the teacher. Reasonable deadlines for tests and class work will be established by the teachers after careful consideration of the circumstances of the absence and must be met by the student. It is the student's responsibility to be aware of all class assignments and deadlines. Truancy is an unexcused absence.

- **Truant** - A student deemed truant from school may receive a grade of “0” for any test, quiz or assignment completed the day of truancy.

- **Prearranged Absence** - as determined prior to absence.

- **School-Related Absence** (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student’s responsibility to be aware of any work missed or announced during an absence of this nature. Students may be withheld from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor or coach as early as possible to discuss any such problems.

- **Suspension** - Students have an obligation to make-up work that was missed due to a suspension (see Suspension from School).

- **Semester Exams** - All absences from semester exams must be cleared in advance by the Associate Principal or on the day of by the Assistant Principal. It is the student’s responsibility to make arrangements with the teacher for completion of semester exams with the teachers involved. Students truant or otherwise unexcused from semester exams will receive a grade of “0”, and their semester grades will be computed accordingly.

All assignments and tests missed due to absence must be made up, regardless of the reason for the student's absence. The student will be permitted the same number of days as he/she was absent to turn in the make-up work up to five (5) days. For additional time, the student should contact their teacher.

**Extended Absences/Homebound Instruction**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student’s home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

**Student Conduct/Expectations**

**Student Behavior**

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to

1. ensure the safety and dignity of students and staff;  
2. maintain a positive, weapons-free and drug free learning environment;  
3. keep school property and the property of other secure;  
4. address the causes of a student’s misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
5. teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District’s discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student’s attendance.
Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that:

1. Ensure the safety and dignity of students and staff;
2. Maintain a positive, weapons-free and drug-free learning environment;
3. Keep school property and the property of others secure;
4. Address the causes of a student’s misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
5. Teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, bartering, selling or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed “School Medication Authorization Form” on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

Cross Reference:
Board Policy 7.125, Student Discipline Philosophy
f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.

g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

h. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a knife, a “weapon,” as that term is defined in the Weapons section of this policy, or a look-alike weapon, or violating the Weapons section of this policy.

5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer or electronic mobile device, commonly known as “sexting.”

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

(a) The supervising teacher grants permission;
(b) Use of the device is provided in a student’s IEP; or
(c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including moaning), and sexual assault.

11. Teen dating violence, as described in Board policy 7.185, Teen Dating Violence Prohibited.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person’s personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, a school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. Engaging in any activity, on or off campus, that, interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions, supports and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose a disciplinary consequence.

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension in accordance with Board policy 7.200, Suspension Procedures. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration may use this option as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this handbook or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7.220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7.200, Suspension Procedures. A student who has been suspended is prohibited from being on school grounds and at school activities during the period of the suspension.

12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, Expulsion Procedures. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.

13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and/or expulsion will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-aikes”, alcohol, or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

**Weapons**

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C.§ 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);

2. Ammunition;

3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);

4. A look-alike firearm; or

5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent’s or designee’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

**Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.
**Required Notices**

A school staff member shall immediately notify the office or the Building Principal in the event that he or she:

1. observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
2. observes, or has reason to suspect that, any person on school grounds is or was involved in a drug-related incident, or
3. observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

**Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Associate Building Principal, Assistant Building Principal or School Administration Manager (SAM) is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

**Student Handbook**

The Superintendent or designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District’s student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students’ parent/guardian within 15 days of the beginning of the school year or a student’s enrollment.

Cross Reference:
Board Policy 7.190, Student Behavior
Administrative Procedure 7.190-AP2, Gang Activity Prohibited

**Misconduct by Students with Disabilities**

**Behavioral Interventions**

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

**Discipline of Special Education Students**

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

Cross Reference:
Board Policy 7.230, Misconduct by Students with Disabilities
Explanation of Student Conduct Expectations

Academic Dishonesty
Any student who knowingly participates in behavior that results in academic dishonesty will be subject to consequences.

The use of computer translators, electronic tampering or other misuse of computer technology in the academic setting, and any form of plagiarism, will be considered academic dishonesty.

Academic dishonesty may result in reduction of grade, loss of credit and/or other appropriate consequences.

1st Offense will be addressed by the classroom teacher, and the appropriate assistant principal will be notified. Subsequent offenses will be referred to the appropriate assistant principal, and consequences issued.

Suspension and/or dismissal from co-curricular activities are realistic consequences. In addition, any stipulations outlined by sponsors of such activities will be seriously considered in the disposition of each case.

Student Acceptable Use of Electronic Networks

Introduction:
Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

Scope:
The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users’ responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

Terms and Conditions of this Agreement:
The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. Privileges: The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.

2. Acceptable Use: Inappropriate material or communications defined: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
   - Copyrighted material
   - Criminal activities or terrorist acts
   - Illegal solicitation
   - Threatening or obscene material
   - Sexism or sexual harassment
   - Racism
   - Material protected by trade secrets
   - Pornography
   - Inappropriate language
   - Disrupting the educational experience of others
   - Gambling
   - Explosive devices
   - Political lobbying
3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:

- Using obscene language
- Harassing, insulting or attacking others
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
- Violating copyright laws
- Using others’ passwords
- Trespassing in others’ folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Sharing confidential information on students or employees
- Sending or displaying offensive messages or pictures
- Promoting, supporting or celebrating religion or religious institutions
- Accessing personal computer devices (Peer to Peer) outside the District’s electronic network.

4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.

5. **Service Disclaimer:** 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 student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student’s own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration’s discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.

7. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual’s account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others’ personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and
appropriate action in situations where student personal web pages and/or sites exist that violate the spirit of this procedure.

9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.

10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education’s policies and will not:
   - Promote, or support political functions or agendas in any way, both internally and externally.
   - Promote, or support private business or industry, especially the originators own private concern or business.
   - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
   - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student’s understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

**Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks** is required before access to Electronic Networks is granted. Secondary students and their parent/guardian must sign the **Student Authorization of Acceptable Use for Electronic Networks** form and return it to the appropriate building administration before students will be granted access to District electronic networks.

Please see the Parent Forms section at the end of the handbook to view the District’s 1:1 Laptop Agreement. Parents will acknowledge receipt and understanding of agreement during the online registration process.

**Online Privacy Statement**

The District respects the privacy of all website visitors to the extent permitted by law. This **Online Privacy Statement** is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.
Network Traffic Logs
In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District’s networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs
District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called “referrers”), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies
Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You
In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites
District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this Online Privacy Statement; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

Aiding/Abetting
Any student found to be either directly or indirectly involved in aiding, abetting, or assisting another student(s) found to be in violation of the student conduct code will be subject to disciplinary consequences ranging from verbal warning to expulsion.
Clothing

Students are expected to dress in accordance with commonly acceptable standards of decency and with regard to standards for health and safety. A manner of dress or physical appearance which results in disruption of the educational process, or which contributes to unhealthy or unsafe conditions, will not be permitted.

- Shoes or other appropriate footwear must be worn in the school building. Shoes that contain wheels should not be worn at school.
- Hats or any form of head covering, included hoods on sweatshirts and/or bandanas to cover the entire head, must be removed as soon as you enter the building and shall not be worn. These items may not be carried to class and must be stored in lockers during the school day.
- Words or pictures on articles of clothing, or book bags, notebooks or other personal possessions, which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products or any other items not legally usable by high school students will not be permitted. Also, statements or pictures which are violent or threatening in nature will not be permitted.
- Words or pictures on articles of clothing which are sexually explicit, offensive to commonly acceptable standards of propriety or suggestive in nature such as to constitute sexual harassment will not be permitted.
- Metal studs, chains longer than jewelry, and any other objects that may be used as weapons or that may be hazardous to persons or property are specifically prohibited.
- Clothing which fails to adequately cover the body, or which is torn or altered in an explicit or suggestive manner, will not be permitted. Shirts, blouses and tops which are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting position. Pants or shorts must be worn at the waist.

If you have any questions regarding acceptability of a particular item of clothing, check with an Assistant Principal before you wear the item to school. First-time offenders will be required to correct the violation before returning to class. Administrative consequences will be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention. Persistent violations will be handled as willful insubordination.

Damage to or Loss of School Property

The regulations of our Board of Education are very specific with regard to care of school property. These regulations state that students are required to pay for all damages which they have done to school property. Students may be assigned a disciplinary consequence for willful damage. All report cards, transcripts of credit or graduation diplomas may be withheld until all obligations are met.

Drug/Alcohol/Tobacco Prohibition

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the “Medication at School” section of the handbook for appropriate use of prescription and over the counter medicine at school.

Drugs/Alcohol Possession – Any student in possession, possession by consumption of any alcohol, legally controlled substance, illegal substance, prescription medications, or over the counter chemical substance as defined previously, paraphernalia, or any substance purported or represented to be a legally controlled substance or illegal substance while on school property or attending school activities will be subject to school and legal consequences.

Any student in violation is subject to suspension from school for ten (10) days. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

The ten (10) day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

1. Have a drug/alcohol assessment. The family must have an appointment prior to the student’s return to school.
2. Work in cooperation with Unit 5 personnel to follow through with the recommendations of the assessment.
3. Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.
The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and may be recommended to the board of Education for expulsion.

**Sale/Delivery/Purchase**

Any student who sells, delivers, or purchases any alcohol or drug substance defined above to another student or students during the school day, while on school property or in connection with attendance at school activities will be subject to school and legal consequences. Possession of a large amount or individually packaged substances that are prohibited will also be covered under the provisions of this section.

Any student who sells, delivers, or purchases any alcohol or drug substance is subject to suspension from school for ten (10) days may be recommended for expulsion. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

**Tobacco and E-Cigarette Devices**

**Possession** - Students may not possess, smoke, chew, handle, exchange, or display tobacco items or E-cigarettes on school district property at any time. Tobacco products of any kind are not allowed in the school building, on the school grounds, including all areas maintained by our school district, or on a school bus.

Possession of tobacco products will result in administrative consequences. E-cigarettes found to contain any other substance, will be given consequences aligned to possession of the identified substance.

The school prohibits the possession of smokeless tobacco and any other tobacco products as well as e-cigarettes and vaporizing pens or equipment. Matches and cigarette lighters are also prohibited.

**Use/Sale/Delivery** - Use, sale, or delivery of tobacco products may result in a suspension from school not to exceed ten (10) days.

Students may receive an Ordinance Violation for tobacco possession/use/sale/delivery.

Prohibited items will be confiscated.

**Electronic Devices**

Students may not use or possess an electronic mobile device, including but not limited to a mobile (i.e. cellular or smart) phone, video recording device, PDA (personal digital assistant), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices, in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. recording a conversation without the consent of all parties) or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer or electronic device. Students are allowed to possess and use mobile devices in school, provided they do not cause a disruption and are not used, seen, or heard during instructional time unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s IEP; (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Instructional time is defined as times when students are assigned to a class, study hall, homeroom, or the IMC.

Administrative consequences ranging from verbal warnings to suspension will be issued for violations.

**Fighting/Battery/Verbal Altercations**

A fight will be defined as “two or more individuals involved in mutual, aggressive physical contact with one another.” Battery will be defined as knowingly causing bodily harm or making physical contact of an insulting or provoking nature with another individual. Students involved in an incident of fighting/battery will be subject to a disciplinary consequence. Subsequent incidents may result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

All incidents of fighting/battery will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

Bystanders who encourage or instigate an altercation or interfere with staff members trying to break-up an altercation may be subjected to discipline consequences.
Verbal Altercations that result in a school disruption will result in a disciplinary consequence. Students may also be required to participate in a mediation session.

**Fireworks**
Possession, sale or use of fireworks or any explosive or incendiary device (lighters, matches) is prohibited in the school building, on school grounds, and on school buses. Violators will be subject to administrative consequences.

**Food/Beverages**
Food and/or beverages (except water) are not allowed in the classroom.

Delivery of outside food products during the school day is not permitted for students.

**Gangs and Gang-Related Activities**
The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term "gang" is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities of the group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term "gang member" is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group which has identified itself as a gang or part of a gang. The gang member must do more than be a mere associate of gang members. The gang member must actively participate in the group's anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more persons who by their activities have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.

As used herein, the phrase "gang-related incident" is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members which promotes the group can properly be labeled as a gang-related incident.

As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, graffiti, gestures, recruitment, harassment, intimidation, threatening or retaliation.

Students involved with any behavior as related to gangs or gang-related activity will be subject to a disciplinary consequence and other legal action as deemed appropriate.

**Hall Pass**
Students are required to have an appropriately marked and signed Hall Pass when not in their assigned classroom. Students who are in unauthorized possession of one or more passes will be subject to school disciplinary action for theft and/or possession of stolen property. Any student who forges or is involved in forging a pass will be subject to school disciplinary consequences.

**Harassment**
Preventing Bullying, Intimidation, Teen Dating Violence and Harassment Policy
Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.
The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
   a. Board Policy 7.20. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student’s actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
   b. Board Policy 7.180. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District’s established procedures for the prevention, identification, investigation, and response to bullying and school violence.
   b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in Board Policy 7.20.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District’s comprehensive health education program in Board Policy 6.60. This includes incorporating student social and emotional development into the District’s educational program as required by State law and in alignment with Board policy 6.65.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.

5. Notifies students and parent/guardian of this policy.

**Bullying**

Bullying behaviors are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and/or prejudicial attitudes. Students should report suspected bullying to any teacher, counselor, or administrator. When such behaviors or characteristics are demonstrated, parents/guardians will be notified by a building administrator of potential consequences that range from an administrative conference or expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation.

**Racial, Ethnic or Religious Harassment**

Racial, ethnic or religious harassment is specifically prohibited and will not be tolerated. Language, gestures, apparel or behaviors which show disrespect, intimidate, threaten or cause injury on the basis of racial, ethnic or religious origin or background will constitute racial, ethnic or religious harassment. Harassment is against the law. A disciplinary consequence will be assigned for engaging in racial, ethnic or religious harassment. Students should report suspected harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation.

**Sexual/Sexual Orientation Harassment**

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an student’s education, or;
2. Submission to or rejection of such conduct is used as a basis for any education decision affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with a student’s school performance or of creating an intimidating, hostile or offensive school environment.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance or sexual
orientation; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another’s body.

Students should report suspected sexual harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation. Students also have the option of contacting the district’s Title IX coordinator if they feel they have been the victim of sexual discrimination and or harassment. Contact the Title IX Coordinator at the Unit 5 District Office, 557-4400, for more information on how to file a complaint and/or report such occurrences.

Unit 5 respects the right of every student to be free from harassment, including sexual orientation harassment. Sexual harassment is against the law. Disciplinary consequences will be assigned for engaging in sexual harassment.

Cross Reference:
Board Policy 7.180, Preventing of and Response to Bullying, Intimidation, and Harassment
Board Policy 7.185, Teen Dating Violence Prohibited
Board Policy 7.20, Harassment of Students Prohibited

Insubordination
As a student of Unit 5, there is an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to properly identify oneself to any staff member in regard to all aspects of student behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in a disciplinary consequence.

Inappropriate Items for School
Laser pointers, cameras, video equipment, pornographic and offensive material as well as other items, too numerous to mention, that have no acceptable purpose for school may not be brought to school or on buses. If any such items are brought to school, they will be stored in the main office until parents/guardians make appropriate arrangements for the property to be returned.

Language and Gestures
Students are responsible at all times for their language and gestures. Profane or obscene language is always unacceptable. Students responsible for improper language and gestures directed toward any teacher, staff member, or students are to be reported to the appropriate Assistant Principal immediately for appropriate disciplinary action. Students will be subject to a disciplinary consequence for using obscene or otherwise offensive language or gestures toward a staff member. Disciplinary consequences will also be assigned for incidents not directed toward a staff member.

Locks and Lockers
All lockers must be locked. A combination lock that is sold and serviced by Unit 5 is recommended.

Lockers are school property. The school retains ultimate control of all lockers, including student lockers, and said lockers are subject to search to prevent school lockers from being used in illicit ways or for illegal purposes. The school reserves the right to inspect all lockers at all times to detect health or safety problems or violations of school rules or the law, including but not limited to the presence of illegal drugs, weapons or contraband, notwithstanding the fact that the lockers are assigned to the individual Unit 5 students who assume full responsibility for the security of their lockers.

Students are not to share lockers, use more than one locker, or use a locker that is not assigned to them.

Loitering
Loitering in the hallways in such a manner as to impede or hamper passing traffic, impede or hamper access to classrooms, offices or restrooms, harass or intimidate other students, create disturbance because of excessive noise or otherwise disrupt the orderly operation of the school is prohibited. Violators will be subject to a disciplinary consequence.
Obstruction of an Investigation
Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false present a potential danger to student and staff safety will be subject to a disciplinary consequence.

Parking Regulations
Cars driven to school by students and parked anywhere on school grounds other than in the student parking lot will be subject to being towed without warning. This restriction applies to all students from 6:30 a.m. - 4:30 p.m. each school day. School disciplinary action can be taken against students who violate parking lot restrictions and/or trespass on private property.

1. Parking is authorized in the student parking lot only. Students may not park in or drive through the Faculty parking lots. Students may never drive behind the school. Students may only enter the Student Parking lot at the “Entrance” (NCWHS north driveway or east driveway at NCHS) and may not enter through the “Exit.”
2. Each vehicle must have a High School permit. Permits are available at registration. Juniors and Seniors will be given priority in the purchase of parking permits at registration in the fall. If more parking is available after registration, a lottery will be held for Sophomores. A fee is charged for each permit and that permit may only be used by the student who purchased it
3. Permits must be permanently affixed to the lower left corner of the front window.
4. Each permit is issued for a specific vehicle. If this vehicle is replaced, the permit may be transferred by completing a new application in the Assistant Principal’s Office. If the permit is not reusable, bring the remnants to the Assistant Principal for a replacement. If it is not recoverable at all, parent/guardian should contact the Assistant Principal. Temporary permits may be arranged with the Assistant Principal for special circumstances.
5. Vehicles may not be parked in the driveways or driving aisles.
6. All traffic laws, including but not limited to reckless driving and posted signs must be obeyed. The speed limit is 10 M.P.H.
7. Vehicles parked or operated in violation of these regulations will be towed at the owner’s expense and/or other disciplinary consequences that may also include a temporary or permanent loss of parking privileges.
8. Unit 5 cannot be responsible for any damage that may occur in the student parking lot. Please be sure that your personal automobile insurance coverage is sufficient.

Parking on campus is a privilege. Students who fail to comply with disciplinary and/or academic expectations may be revoked. A refund will not be available.

Personal Property
Textbooks, articles of clothing and personal possessions should all be clearly marked with your name. You are discouraged to bring expensive equipment to school, school activities or on school field trips. The school district provides hall lockers for students to store their personal property. The school provides adequate facilities for students to store their belongings, but the school cannot take the responsibility for these belongings. Each student must be responsible for personal property and should therefore keep the locker locked and not share lock combinations with other students. If property is lost or missing, it must be reported to the teacher and the main office immediately.

Students are strongly encouraged not to carry large amounts of money at school. If necessary, the best practice is to bring a check for the proper amount.

Sexual Acts and Public Display of Affection
Public display of affection, including but not limited to, kissing, prolonged embraces, excessive inappropriate touching, and sexual acts are not appropriate for school and will not be permitted. A disciplinary consequence will be assigned to students that engage in public acts of affection. Parents/guardians may be contacted beginning with the second and all subsequent offenses. Continued offenses will be considered willful insubordination.

Search and Seizure
To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, including student vehicles. “School authorities” include school liaison police officers.
School Property and Equipment as well as Personal Effects Left There by Students
School authorities may inspect and search school property and equipment owned or controlled by the school (such as
lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the
student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.
This paragraph applies to student vehicles parked on school property. In addition, building principals shall require each high
school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or
her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students
School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses,
wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will
produce evidence the particular student has violated or is violating either the law or the District’s student conduct rules.
The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive
in light of the age and sex of the student and the nature of the infraction.

   When feasible, the search should be conducted as follows:
   ● Outside the view of others, including students.
   ● In the presence of a school administrator or adult witness.
   ● By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given
to the Superintendent. The student’s parents/guardians shall be notified of the search as soon as possible.

Access to Student Social Networking Passwords and Websites
School authorities may require a student or his or her parent/guardian to provide a password or other related account
information in order to gain access to the student’s account or profile on a social networking website if school authorities
have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student
has violated a school disciplinary rule or procedure.

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

Cross Reference:
Board Policy 7.140, Search and Seizure

Snowballs
Throwing snow and/or ice presents a serious safety hazard to persons and property and is prohibited. This prohibition
includes snow and/or ice thrown onto school grounds from adjacent property or at school buses or other vehicles. Disciplinary consequences will be assigned.

Substitute Teachers and Other Substitute Employees
Substitute teachers and other substitute employees retain the same responsibility and authority as the persons for whom
they are employed. Students’ obligations toward substitute employees are the same as toward permanent employees.

Theft or Possession of Stolen Property
Students who find or are in possession of personal property not belonging to them, should bring the items immediately to
the office. Students responsible for stealing school or private property (including student identification cards) or for being
in unauthorized possession of property that does not belong to the student, whether or not it is “stolen”, or reported as
stolen will be subject to a disciplinary consequence.
Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," "It's not mine," or "I didn't know it was there," will not be acceptable reasons for a student to be in possession of lost or stolen property.

**Threats Directed Toward or Actions Taken Against Staff Members**
Students who are responsible for threatening teachers' or other staff members' personal safety or for threatening or vandalizing their personal property will be subject to a disciplinary consequence, a possible referral to the Regional Alternative School's SAVE program, possible expulsion proceedings, and possible legal action as deemed appropriate by the individual staff member and school district.

**Transportation/School Buses**
Eligible students are assigned to a specific bus route and pick-up/drop-off point. Temporary changes must be arranged in advance through the Assistant Principals. Behavior on the bus and at the pick-up/drop-off point must conform to the requirements for school conduct described in the Student Conduct and Discipline section of this handbook. Students must recognize and yield to the authority of the bus driver. Infractions that cannot be resolved by the driver will be reported to the Assistant Principals. Consequences range from warnings to suspension from the bus.

For all transportation related issues, please contact the transportation call line at 557-4BUS (557-4287).

**Rules for Bus Riders**
1. Bus behavior has the same expectations as the school/classroom.
2. Talking and other distractions to the driver must be kept to a minimum.
3. No talking at all when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
4. While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
5. Get permission before opening a window, and do not throw or stick anything out of the window.
6. There is to be no loud talking and/or yelling on the bus.
7. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
8. While unloading, let the student closest to the front get off the bus first.
10. No inappropriate use of cell phones will be allowed on the bus (i.e. taking pictures, movies, recordings, etc.).

**Courses Meeting at Bloomington Area Career Center (BACC) or Heartland Community College**
A number of students have elective courses that meet only at the BACC or Heartland Community College. District transportation will be provided to and from the BACC and Heartland Community College each day with the exception of the first session. Students participating in the first session will need to transport themselves to BACC. Unit 5 will provide return transportation to the home high school. Private transportation may be used with advanced written approval by an Assistant Principal. Students who violate this provision will be assigned administrative consequences.

**Unauthorized Areas**
Students are not to be in unauthorized areas of the building during the school day or at times before or after the school day without specific permission from a Unit 5 staff member. Students out of class on a pass or to go to the restroom are to take the shortest route to their nearest destination and to return by the same route. Students who violate this directive may be subject to penalties for vandalism and/or theft that occur while they are in an unauthorized area as well as penalties for being in an unauthorized area without permission.

The parking lots, locker rooms (when not in PE class), hallways, restrooms (when not in possession of a hall pass), auditorium, multipurpose room, and any vacant classroom or office are considered to be unauthorized areas. Students are never to be in these areas without express permission from the Assistant Principals. Administrative consequences will be issued for being in an unauthorized area.

**Video Surveillance**
Video cameras are in use throughout the school to help insure the safety of the students and staff in the building. Students who tamper with or damage the video equipment will be assigned a disciplinary consequence.
Explanation of Student Disciplinary Interventions

Student Conferences
Based on the disciplinary infraction, students may be required to have a conference with a teacher, administrator, or another student. The conference would provide an opportunity for all parties to discuss the situation and collaborate towards resolution of conflict or problem.

Student Contracts
Student contracts define for all parties the behavioral and academic expectations for students and supports that will be provided to students as they re-enter from another placement, return from a suspension or expulsion, or after a series of disciplinary infractions.

Teacher Detentions
Teachers may assign detentions to be completed with them. They will issue a copy of the Classroom Detention Notice to the student and will allow the student at least one-day notice. If the student fails to complete this obligation assigned by the teacher, the length of the detention will be doubled by the Assistant Principal. If this assignment is not completed within five (5) school days, an administrative detention may be assigned.

Loss of Privileges
Loss of privileges may include, but is not limited to, lunch detention, loss of parking pass, extracurricular/school event attendance privileges, and/or Senior Home room exemption.

Administrative Detentions
Students may receive detentions from an Administrator for violations of handbook policy. If the detention assignment is not completed by the deadline, further administrative consequences will be issued.

Removal from Classes
The Assistant Principals may remove a student from one or more classes and require attendance in the office or Study Hall on a temporary basis. Credit will be given for classroom work that is missed due to removal from classes only if the student submits completed assignments the day of return to class or as agreed upon with individual teachers. It is the student’s responsibility to secure assignments from teachers.

Suspension from School
Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, Suspension Procedures. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student’s return to school.

Expulsion from School
Expulsions from school shall be in accordance with Board policy 7.210, Expulsion Procedures. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

Appeal of Discipline Decisions
Any parent/guardian has the right to request a review of any disciplinary action. If such a review is desired, the Associate Principal should be contacted as soon as possible in order to initiate the appeal procedure.

Step 1  Associate Principal
Step 2  Unit 5 Executive Director of Human Resources and Student Services (557.4000)
Step 3  Unit 5 Superintendent (557.4000)
Student Services

Accessibility
Assistance for persons with disabilities is available and should be requested as needed. Contact the high school office for assistance.

Child Find Responsibility
Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child’s performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child’s educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

Foreign Exchange Program
Classes and credit will be included so the foreign exchange student coming to Unit 5 can experience a full year of academics. The student will be a senior; however, only a certificate of attendance will be issued. Applications must be submitted to the Building Principal by May 1 of the previous year.

Student Monitors or Assistants
Some teachers utilize student assistance for secretarial work, lab assistance, office monitors, etc. In such cases, a “Request for Student Help” form should be completed and returned to the Assistant Principal.

Students must be under the direct supervision of a staff member at all times while serving as a student assistant and must follow all school rules regarding attendance and conduct.

Counseling Office
- Course selection/scheduling for students
- Career counseling, including Career Cruising
- College and Vocational counseling
- Registration of new students
- Individual counseling
- Academic counseling
- Communication with parents
- Collaboration with outside agencies as needed
- Test administration
- Assist with college applications, recommendations, and scholarships
- Gathering homework assignments
- Group counseling

Normal Community High School

| Students A-Col | Addie Ince | incea@uni5.org | 557-4643 |
| Students Com-G | Ryan Short | shorter@unit5.org | 557-4645 |
| Students H-Le | TBD | _____@unit5.org | 557-4654 |
| Students Li-Pf | Jenn Giermann | giermanj@unit5.org | 557-4802 |
| Students Ph-Stol | Kristi White | whiteka@unit5.org | 557-4655 |
| Students Stom-Z and ESL | Joan Fee | feej@unit5.org | 557-4653 |
| College and Career | Karrin Hawkins | hawkinsk@unit5.org | 557-4654 |
| Administrative Assistant | Laurie Beyer | beyerld@unit5.org | 557-4644 |
| Registrar | Penny Fisher | fisherp@unit5.org | 557-4652 |
Employment Certificates (Work Permits)
Applications for Employment Certificates for 14 and 15-year-old students are available. Contact the Registrar in the Counseling Office. Certificates of Age will be issued for students 16 years of age and over.

Student Assistance Program
The Student Assistance Program (SAP) is a confidential service for students provided by Chestnut Health Systems. Students can be referred by school staff, parent/guardian, or themselves to talk with SAP staff about a variety of life challenges including mental health and substance abuse concerns. To make a referral to the SAP staff, contact the Counseling Office.

Project Oz Support
Project Oz is a non-profit agency that has been operating in McLean County for 24 years. Project SAME (Students Achieving More Everyday) is designed to provide support and assistance to students. A School Youth Specialist’s responsibilities are to assist in the areas of truancy, academic deficiency, personal stress, and family related issues. Services may include tutoring, assisting families with locating resources, and one to one or family counseling.

Applying For College
1. After selecting possible colleges, fill out an application online at the college website. Prepare applications thoroughly, having an adult review your application. Most online applications allow for the student to save their work along the way before submitting.
2. Application fees are usually required. Students with financial need may qualify for an application fee waiver. Check with your Counselor.
3. Obtain a “Transcript Release Form” from the Counseling Office or Counseling website for each college application in order for your official transcript to be sent. Each transcript will cost $3. Transcripts are only considered official if mailed from the high school.
4. Official ACT and/or SAT scores must be ordered directly from ACT (www.actstudent.org) or SAT College Board (www.collegeboard.com).

Testing
Preliminary Scholastic Aptitude Test /National Merit Scholarship Qualifying Test (PSAT)
The Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT) is given to juniors in October. There is a fee charged for this test. Registration period will be in the daily announcements. State Farm and a number of other corporations and businesses use this test as a means of awarding scholarships. All college bound students are encouraged to participate.

AP Tests
The Advanced Placement (AP) program is offered by The College Board and provides high school students the opportunity to take a three-hour exam in May to potentially qualify for college course credit. All students throughout the world take a given exam on the same day. Although The College Board does not mandate taking an AP course before completing the exam, it is much more likely a student completing an AP course will be able to attain a qualifying score. Each exam is graded on a point basis with a range from one to five. A score of five, four, or three is considered to be a qualifying score. Illinois law requires each public institution of higher education to comply with the same standard of awarding course credit to any student receiving a score of 3 or higher on a College Board Advanced Placement examination and applying the credit to meet a corresponding course requirement for degree completion at that institution of higher education. However, there is no guarantee that a college will accept AP credit. At the same time, The College Board indicates that over 90% of United States colleges accept AP credit and/or offer advanced placement. A student should determine potential credit or placement with the college he/she plans to attend. College websites often address AP credit and other opportunities to get advanced standing.
There is a cost for each exam. Students with financial need may qualify for a free/reduced fee. Students should check with the AP Coordinator (Counseling Office) to determine eligibility for the fee reduction. Registration for the exam will be necessary by the end of February in order to meet College Board deadlines.

Unit 5 is pleased to offer AP courses in several disciplines (English, foreign languages, mathematics, music, science, and social studies). Unit 5 will only offer AP exams that correlate to the ones taught this school year. Each AP class is expected to have the rigor of a comparable college level course. There are several AP options for junior and senior students.

For additional information and AP test schedule, contact your counselor, AP Coordinator, or The College Board website at http://www.collegeboard.com/student/testing/ap/about.html. That site will lead you to specific AP information.

**College Entrance Tests**
Most colleges require a college entrance test as a part of their admission requirements--American College Test (ACT) or Scholastic Aptitude Test (SAT). Illinois requires junior students to complete the SAT on a state designated testing date. The SAT is a graduation requirement for Illinois students. The state sponsored SAT will be administered, at no cost, to all juniors.

College entrance tests are usually taken in the spring or summer of the junior year in high school. You can take these tests as many times as you like. There is a fee charged for taking these tests. General information, test sites and registration materials for these tests are available in the Counseling Office or at www.actstudent.org or www.collegeboard.com.

**School Psychologist - Social Worker**
The school district employs school psychologists and school social workers who have specialized training. If you desire additional help with a particular problem, arrangements may be made by your counselor or Assistant Principal.

**School Resource Officer**
Through a joint partnership with the Normal Police Department, Unit 5 utilizes the School Resource Officer (SRO) program. The SRO acts as a liaison of the Normal Police by assisting students with law related advise, documenting police reports, and working with the Assistant Principals regarding investigations of a criminal nature.

**Instructional Media Center (IMC)**

**IMC Access and Procedures**
The Instructional Materials Center is open every day before and after school. Listed below are guidelines informing you on how to attend the IMC, expected behavior when using the IMC, and procedures for checking out IMC materials?

**Before and After School:**
1. Students are welcome and encouraged to use the IMC before and after school.
2. Students may use this time to locate learning materials, study, or use computers.

**During Lunch Periods:**
1. Students are welcome to come to the IMC during their lunch period.
2. Students may come to the IMC during homeroom only with a pass from their teacher.

**From a Classroom:**
1. Students must have a pass from their teacher to come to the IMC during class.
2. Since study hall students and classes are scheduled in the IMC, faculty are asked to send no more than five students at a time from class with a pass unless prior arrangement with the IMC staff have been made.

**From a Study Hall:**
1. Students must sign the IMC sign-out sheet in the study hall.
2. When classes are in the IMC, the number of students admitted from study hall will be adjusted because of seating limitations and demands of classes on computer availability. First priority will be given to students who have a pass from a teacher to work on an assignment.
3. Come directly to the IMC: do not stop at a locker, restroom, or Counseling Office.
Student Expectations for Using the IMC

Respect your peers’ learning
1. Students must have a purpose for being in the IMC, even if it’s just reading for pleasure or working on homework. Students must be engaged in what they came to the library to do, not spend the time napping or socializing.
2. Students are requested to keep their voices at a respected noise level.
3. Students must respect the right of everyone to accomplish study and work goals.
4. Students are requested to turn off cell phone ringers.

Respect your IMC Facility
1. Return library books, textbooks, laptops, supplies and games to designated places.
2. One student per seat.
3. Keep feet off of furniture.
4. Report broken or missing items.
5. Return furniture to its proper place.
6. Keep the facility clean by throwing away trash and picking up after yourself.

Circulation of IMC Materials
1. Your student ID serves as your library card for checking out all materials and technologies.
2. Students may check out books for reading and research in addition to school textbooks. Books may be checked out for three weeks. Books may be renewed unless a reserve request has been issued. Students are given a grace period after which a fine of $.10 per school day is charged for overdue books.
3. Reference and reserve books may be checked out after school. These books are due before first hour the following school day. Overdue reference and reserve books are charged $.10 per day.
4. Returning materials on time is your responsibility and will save you money. Overdue notices will be sent weekly. Report to the IMC as soon as possible after receiving an overdue notice. Students are financially responsible for lost, damaged, or stolen items checked out in their name. Fines and lost book charges are collected at registration and must be paid by seniors before graduating.

Textbooks
Textbooks are checked out to students through the IMC during school registration with their student ID. Students are asked to write their name inside the cover of the textbook Students who are dropping/transferring schools are responsible for returning all textbooks to the IMC before they leave. The drop form is available from the Assistant Principal. For students that are dropping a class, the drop form is available in the Counseling Office. All textbooks will be collected in the classrooms and returned to the IMC at the end of each semester (for semester classes) or at the end of the school year (for year-long classes). Students will be charged for lost, missing or destroyed textbooks at the end of the school year.

School Nurse
The Nurse’s Office is accessible through the main office. If a student becomes ill or injured, he/she should report to the Nurse’s Office with a Hall Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. The parent/guardian should contact the nurse with regard to any health-related problems or concerns.

Procedures
1. If you become ill or injured during the school day, report to the Nurse’s Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse’s Office on the sign-in sheet on the nurse’s desk.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.
**Illness or Accidents at School**
All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian’s health insurance company should be contacted for coverage.

The Unit 5 District does make available low cost student accident insurance for all students that attend our schools. This insurance application is available at all our school buildings.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for a child which includes accident insurance. Information about the All Kids program can be found at [www.illinois.gov/hfs/medicalprograms/allkids](http://www.illinois.gov/hfs/medicalprograms/allkids).

**Emergency Numbers**
Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

**Immunization, Health, Eye, and Dental Examinations**
Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year prior to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: “If a child does not comply...then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately.”

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. [http://www.isbe.net/pdf/school_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf). Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. Sports physicals are NOT accepted for this requirement. It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents/guardians who object to the health examination or immunizations on religious grounds must present an “Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination” form found at: [http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf](http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf) to the local school authority. This form must be signed by both the parent/guardian and the child’s health care provider responsible for performing the child’s health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.
The following immunizations are required by the State of Illinois for students in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

**Eye Examination**
Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois school to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school by the first day of school.

**Exemptions**
A student will be exempted from the above requirements for:

- Religious grounds if the student’s parent/guardian presents to the Building Principal an “Illinois Certificate of Religious Exemption” form signed by both the parent/guardian and the health care provider;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student’s parent/guardian show an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student’s parent/guardian show an undue burden or a lack of access to a dentist.

Cross Reference:
Board Policy 7.100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

**Homeless Child**
Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce immunization and health records normally required for enrollment. *Board policy 6.140 governs the enrollment of homeless children.*

**Student Medication**
In the absence of the licensed registered nurse, the student will self-administer the medication under the supervision of the Building Principal or his/her designee. If the student is not capable of self-administration of medication, the nurse, the Principal or other school personnel shall administer the medication. **All medicine is to be stored in the Nurse’s Office.**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, podiatrist, physician’s assistant, or advanced practice nurse) and the parent/guardian must be on file at the school. The appropriate form is available at each school office and in the offices of all licensed prescribers and emergency rooms in the McLean County area and is called the “Medication Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “Medication Authorization Form” is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.
All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include (1) name of student; (2) name of medication; (3) dosage; (4) time to be taken/given; (5) prescriber’s name; and (6) date. Non-prescription medication must be in the original labeled container with the student’s name affixed to the container.

No medication will be administered until both the licensed prescriber request and the parent/guardian request is on file in the school office. The school will provide no medication. Unless ordered for a short term, all requests for administration of medication will expire at the end of the school year. If the parent/guardian does not pick up an unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and document this. (See the Appendix for Procedure: Supervised Self-Administration of Medication and Medication Authorization forms.)

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed a “Medication Authorization Form.” The school and District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross References:
Board Policy 7.270, Administering Medicines to Students
Administrative Procedure 7.270-AP1, Dispensing Medication
Exhibit 7.270-E1, School Medication Authorization Form

**Failure to Follow Medical Procedures**
Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to disciplinary consequences, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

**Student Concussions and Head Injuries**
If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student’s parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student’s physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student that participates in an interscholastic athletic activity and who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be immediately removed from participation or competition at that time. A student that participates in an interscholastic athletic activity who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until cleared to do so by a physician (licensed to practice medicine in all of its branches in Illinois) or a licensed athletic trainer working under the supervision of a physician and the District’s return-to-learn and return-to-play protocols have been completed.

**Vision and Hearing Screenings**
Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.
Physical Education/Activity Restrictions
If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician’s request that states:
1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician’s request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. Teacher will work with student on alternate non-physical activities to make up missed classes. If the condition persists into the following school year, a new request must be brought from the physician. Physician’s requests will be kept on file as a permanent document by the School Nurse.

Disability Assistance
Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

Health Information
Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Counseling
Each building has counselors available to assist students who require additional assistance. Counselors will assist students in several areas including the following:
- Personal/Social - peer relationships, communication, and decision-making.
- Educational – study habits, homework, student/teacher relationships, grades, course selection.
- Vocational – career information and exploration, interests, abilities, career planning, and training opportunities.
- Testing – achievement, ability, and aptitude.

Students will be assigned a particular counselor; however, students can request to talk to the counselor of their choice. The services of a school psychologist and school social worker are also available through the Counseling Office.

Cross Reference
Board Policy 6.270, Guidance and Counseling Programs

Safety Drill Procedures and Conduct
Safety drills will occur at times established by the Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of:
- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement drill.

There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross Reference:
Board Policy 4.170, Safety
Administrative Procedure 4.170-AP1, Comprehensive Safety and Crisis Program
Communicable Diseases
For everyone’s protection, sick students must be at home, not at school. When reporting the student’s absence, please report the reason for the child’s absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100°F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as “strep throat” that requires antibiotic therapy. Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician’s note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

Head Lice
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 an active infestation Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross Reference:
Board Policy 7.250, Student Support Services

School Insurance
A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

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

It is the parent’s/guardian’s responsibility to inform the School Nurse or Building Principal of their child’s health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student’s physician and the classroom teacher to develop a Plan of Action. It is the parent’s/guardian’s responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent/guardian before they will be implemented. Please contact your School Nurse for further information.

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district’s policy, is posted on the school district website. Information can also be obtained from the school office.
Procedures at Schools
If a student must have a medical procedure performed at school to protect their health and well-being, an “ Authorized School Personnel to Perform a Medical Procedure” form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian.

Reasonable accommodations will be made by Unit 5 schools to insure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician’s assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until a completed and signed “Request for Authorized School Personnel to Perform a Medical Procedure” form is submitted by the student’s parent/guardian. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent/guardian of the student requesting performance of a medical procedure during school hours.

Building Security
For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked with the exception of the front doors outside the office.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay.

Co-Curricular Activities

Attendance at Co-Curricular Activities
Students must be in regular school attendance all day on the day of an activity in order to be eligible to participate in or attend any after school co-curricular activity. Exceptions due to unusual circumstances may be granted only by a building administrator.

Dances
Students must present their student ID to be admitted to dances. Various dances are held throughout the year. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Under usual circumstances, students will not be allowed to return to a dance after they have left the building. Hallways and lockers not in the immediate vicinity of the dance will not be available during or after school dances. Students are to arrange for transportation to and from dances and are to leave the campus immediately after the dance. All school rules are applicable and in force during dances. A student who is assigned a disciplinary consequence as a result of any misconduct at a school dance may not be admitted to any school dance for the remainder of that school year.

All school dances are for our full-time students only (enrolled in at least six classes). Exceptions to this rule are Homecoming, Sweetheart Dance, and Prom. For these dances, students may invite ONE guest and must complete the “Guest Permission Form” and have it approved by one of the Assistant Principals in advance. Guests must be at least freshmen in high school and also under the age of 21. Only pre-registered guests with photo ID will be admitted to these dances.

Good Night Rule
Once a student leaves a school activity (dances, sporting events, etc.) he/she will not be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for loitering or trespassing.
Statement of Policy for Co-Curricular Participation as Related to Drug Use, Alcohol Use, and Inappropriate Behavior

Unit 5 considers its student members of IHSA sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege at Unit 5. Because these students represent our high school, the standard of student conduct is necessarily high and without exception. It is the policy of Unit 5 that any student engaging in gross disobedience or misconduct or possessing or consuming alcoholic beverages and/or drugs, or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the team or club for which the student is current participating. The disciplinary sanctions and/or suspension will be announced at a conference attended by the Principal or designee, team coach or club sponsor, Assistant Principal or designee, student, parent/guardian, student’s counselor and the Athletic Director as appropriate.

Transportation for School Activities

Students must utilize school transportation to and from all-school activities for which transportation is provided. BACC students may drive themselves to class each day if parents have signed off on transportation permission form.

For these events, parents/guardians of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent/guardian to arrange safe transportation.

Organizations and Activities

School Clubs

All clubs meet before or after school as arranged by the sponsor and club members. Please consult the school website or the Counseling Office for a list of these activities.

IHSA Scholastic Competition Activities

National Honor Society

Eligibility for National Honor Society is based on four criteria: scholarship, leadership, service, and character. NHS is not a purely scholastic honorary organization.

To be academically eligible for membership, a student must be a second semester Junior or a first semester Senior and must have a grade point average of at least 4.7.

The student must also have participated actively in ten school-sponsored and/or community-related activities during high school. He or she must have held at least two positions of leadership, either elected or appointed.

Students who meet these criteria will then be evaluated by the entire faculty on the basis of character. A council of five faculty members appointed by the Principal will make the final selection of members from eligible candidates. These requirements are in accordance with the guidelines established by the National Constitution of the organization.

IHSA Interscholastic Athletics

For information concerning each school’s athletic program, please consult the school’s website (listed below) or contact the Athletic Office.

Normal Community High School - http://www.il.8to18.com/nchs
Athletic Director Nic Kearfoot – Email TBD Phone 557-4570

Normal Community West High School - http://www.il.8to18.com/ncwhs
Athletic Director Stanley Lewis – Email lewiss@unit5.org Phone 557-4975
**Student Interscholastic Activities Concussions and Head Injuries**

A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student-athlete who has been removed from an interscholastic contest for a possible concussion or head injury, may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student-athlete may not return to play or practice until the student-athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
High School Interscholastic Athletic Activity Code – Revised April 2017

The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete’s Athletic Record must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be doing passing work in at least five (5) subjects (25 class hours). In addition, the student-athlete must have passed five (5) subjects (25 class hours) from the previous semester.

2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.

3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director’s office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).

4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to immediate suspension from the athletic team in which the student is currently participating.

5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
   
   • First Violation: A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
   
   • Second Violation: A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
   
   • Third Violation: The student-athlete is removed from all Unit 5 athletic programs for the duration of the student’s high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.

6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.

7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director’s office.

8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete’s responsibility.

9. The student-athlete agrees to comply with all rules and regulations established by the Illinois High School Association and the High School Handbook of the McLean County Unit District No. 5 schools.

10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.

11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

Approved by Board of Education 4/26/2017

46
Academic Information

General Regulations

1. No student other than fifth year seniors will be allowed to take less than six courses for credit during each semester (P.E. included.)
2. A student may take a 7th course for credit during a semester.
3. A student may take eight (8) courses for credit during one semester if they need:
   a) To recover credit to meet graduation requirements (seniors only).
   b) To meet college admission standards (all other classes are needed; not choice).
   c) To fix a scheduling conflict (no other equitable choice) or school error.
4. The following breakdown will be used to determine a student’s grade in school at the start of the school year:
   a) Sophomore – 2nd year of high school and 5 credits required
   b) Junior – 3rd year of high school and 11 credits required
   c) Senior – 4th year of high school, 17 credits

Students can change status by request during the second semester according to the following breakdown. Individual consideration will be given to students, upon parental request, that meet the following criteria in January:
   a) To achieve 10th grade status - 2nd year of high school and 8 credits required
   b) To achieve 11th grade status - 3rd year of high school and 11 credits required
   c) To achieve 12th grade status – 4th year of high school and is anticipated to meet graduation requirements by July 31st

Number of Credits to Graduate

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH</td>
<td>3.0*</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>2.0</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>2.0**</td>
</tr>
<tr>
<td>HEALTH</td>
<td>3.5***</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td></td>
</tr>
<tr>
<td>DRIVER’S EDUCATION CLASSROOM</td>
<td></td>
</tr>
<tr>
<td>CONSUMER EDUCATION</td>
<td>0.5****</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>9.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>24.0</td>
</tr>
</tbody>
</table>

*MATH
1.0 credit Algebra I content
1.0 Math credit can be from an AP Computer Science course

**SOCIAL STUDIES
1.0 credit U.S. History
Successful completion of Constitution Test

**0.5 credit Civics Requirement beginning with the class of 2020.

***PHYSICAL EDUCATION, HEALTH, AND SAFETY
Although students are only required to earn 3.5 credits in physical education and health, they must take physical education every semester that they are in school. Juniors and seniors may be exempt from physical education if they qualify under the Board of Education Policy 6.310 (see page 50).

****CONSUMER EDUCATION-STATE OF ILLINOIS REQUIREMENT
Successful completion of any of the following courses/programs fulfills the State Consumer Education requirement for high school graduation:
   - Introduction to Business Course (9, 10) 2 semesters
   - Consumer Education course (11, 12) 1 semester
   - Personal Investment and Finance course (11, 12) 1 semester
   - Supervised Agriculture Experience – 1 year AND the Agribusiness Management course
Weighted Grade System

Unit District No. 5 utilizes a weighted grade system for determining class rank. To indicate the weight of a class, the following symbols are placed behind the course title. A maximum of 10 semesters of AP courses and all Honors courses will be weighted. For the class of 2018, a maximum of 26 semesters of weighted coursework (AP and Honors) taken at the high school level, will be used to calculate class rank.

*Beginning with the class of 2019, there will be no limit on the number of weighted courses used to calculate GPA.

[AP] = AP Level (A=6; B=5; C=4; D=3; F=0)
[DC] = Dual Credit Level (A=5.5; B=4.5; C=3.5; D=2.5; F=0)
[H] = Honors Level (A=6; B=5; C=4; D=3; F=0)
[B] = Base Level (A=4; B=3; C=2; D=1; F=0)

Any course that does not have one of the three above symbols behind its name is Standard Level. (A=5; B=4; C=3; D=2; F=0)

Academic Recognition

Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA.

Summa Cum Laude designation: 5.1+ GPA
Magna Cum Laude designation: 4.85 – 5.099 GPA

Non-Ranked Students

The following categories of students are not ranked due to individual circumstances that exist:

- Reclassified students including 5th year Seniors
- Residential students
- Hammitt students
- Part-time students
- Select Special Education students

Course Selection

All students, eighth grade through eleventh, are expected to select courses during the second semester for classes offered the following year.

The decision to take a course is an important one. Students should carefully consider their educational and career goals and develop a program of study to work toward those goals. Counselors will help students plan their programs. Parents are encouraged to be involved with their student during the course selection process. Students should choose elective courses which will meet the particular requirements for admission to the college, training, programs or vocation for which they wish to qualify.

Course request verification information will be sent electronically to families each March. Changes to course requests must be completed by Spring Break. No changes will be allowed after that time except for the following reasons only:

1. Successful completion of summer school courses. Students must have prior written approval from guidance counselor and associate principal before enrolling in a course.
2. Changes for Seniors that are necessary to meet graduation requirements.
3. Failure to meet course prerequisite.
4. Driver Education changes for students placed in the wrong semester because of age or course failures.
5. Scheduling conflicts due to computer error.

Changes for Second Semester

Once first semester has begun, students may request one schedule change for second semester under the following parameters:

1. Drop class to move to higher weighted course.
2. Drop a yearlong class that has been failed and pick up a semester class (Office Approval/Interventions for success must be completed).
3. Students currently enrolled in study hall second semester may enroll in second semester class.

Dropping a Course

Students enrolled in seven courses may drop an elective course within the first six full weeks of the semester.
**Level Changes**
Students enrolled in a course where multiple levels of the course exist may request a level change **within the first six (6) weeks of the semester.** When moving down a level, students must show that all possible interventions/ resources were utilized to be successful in the present level before the level change will be granted by the office.

**Credit for Alternative Courses and Programs and Course Substitutions**

<table>
<thead>
<tr>
<th>Guidelines for High School Non-District Experiences and Course Substitutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>● A student may take no more than six credits outside of Unit 5’s course offerings.</td>
</tr>
<tr>
<td>● A student who has failed more than six credits may exceed the limit of six credits to recover credits to fulfill graduation requirements.</td>
</tr>
<tr>
<td>● A maximum of one credit may be earned outside the school day per semester unless approved in advance by the Building Principal or designee.</td>
</tr>
<tr>
<td>● A maximum of two credits may be earned during a single summer session unless approved in advance by the Building Principal or designee.</td>
</tr>
<tr>
<td>● The aforementioned credit limitations apply only to a student enrolled full time.</td>
</tr>
</tbody>
</table>

**Off Campus Learning Courses**
A student enrolled in an off campus learning course may receive high school credit for work completed, provided:

1. The course is given by an accredited institution and approved in advance by the Building Principal or designee.
2. The student assumes all financial responsibility.

Off campus learning courses may be taken during school day for district supported credit recovery.

The off campus course grade will not count toward Unit 5 cumulative grade point, grade point average (GPA), or class rank.

**Note – College level courses that are taken while a student is enrolled in high school may not be recognized for college credit by some post-secondary institutions.**

**Dual Credit Course**
A student who successfully completes a dual credit course may receive credit at both the college and high school level.

**Summer School**
A student who has successfully completed eighth grade may receive high school credit for successfully completing any course provided:

1. The course is given by an accredited institution and approved in advance by the high school Building Principal or designee.
2. The student assumes all financial responsibility.

The summer school course grade will not count toward Unit 5 cumulative grade points, grade point average (GPA), or class rank.

**Correspondence Courses**
A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The student is a fourth or fifth year student.
2. The course is given by an accredited institution and approved in advance by the Building Principal or designee.
3. The student assumes all financial responsibility.

The correspondence course grade will not count toward Unit 5 grade point average (GPA).
Exchange Programs
A foreign exchange student will not be granted a diploma. In lieu of a diploma, a foreign exchange student will be awarded a certificate of attendance.

A Unit 5 student will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal or designee. International study course work not meeting District requirements may be placed in the student’s permanent record and recorded as an international study experience.

1. The student assumes all financial responsibility.

Foreign Language Courses
A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. (An ethnic school is a part-time, private school that teaches the foreign language, as well as the culture, geography, history, and other aspects of a particular ethnic group.)

The amount of credit will be based on foreign language proficiency achieved. The high school Building Principal or designee may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

1. The student assumes all financial responsibility.

Blended Learning Courses
Unit 5 offers high school courses in a blended format. A blended course combines traditional instruction on required attendance days (face to face instruction within a classroom) with teaching and learning activities that happen virtually on flex days. Students enrolled in blended courses will choose to be in a blended section and parent permission will be required for participation. Students in 1st hour blended courses may arrive to campus after 1st hour on their flex days and students in 8th hour blended courses may leave campus after their 7th hour course. Students in 2nd – 7th hour blended courses will report to one of the common spaces designated for blended learning students. Students in blended learning courses are expected to maintain a minimum course grade of a ‘C’. If a student’s grade falls below a ‘C’, the student will be required to be in the classroom with the teacher on flex days.

Substitutions for Physical Education
A junior or senior student may be excused from physical education courses for one of the following reasons with approval in advance by the high school Building Principal or designee:

1. Enrollment in academic classes that are required for admission to an institution of higher learning.
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.
3. Participation in an interscholastic athletic program.
4. Participation in marching band.
5. Participation in an adaptive athletic program outside of the school, in the case of a student who has an individualized educational plan.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student’s parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student’s individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student’s individualized education program.

Re-Entering Students
Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board Policy 7.50. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other non-formal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission on Accreditation of Service Experiences

The provisions in the section Credit for Non-District Experiences, above, apply to the receipt of credit for any Non-District course.

Cross Reference:
Board Policy 6.310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Proficiency Exam
The music department may administer a proficiency exam to enroll in a course. See prerequisite for individual department classes.

Report Cards
Progress Reports and Academic Report Cards will not be mailed to parents of high school students who have internet access. If you have internet access, you may view your student’s report cards through the family portal link from either the Unit 5 website or the individual school website. If you do not have internet access, your student’s Progress Reports and Academic Report Cards will be mailed to you. Parents/guardians are invited to contact the individual teachers and/or counselor regarding these reports.

Incomplete Work
All incomplete work must be made up by the last day of each semester unless special arrangements have been made with the Assistant Principal and your teacher. It is the student’s responsibility to contact the Assistant Principal. Work not made up will be considered a failure and the semester grade computed accordingly.

Semester Examinations
1. Any students who are truant, or otherwise unexcused, from a semester exam will receive a zero (0) for the exam. Semester grades will be averaged accordingly.
2. Students unable to attend school for any reason will be required to complete semester exams. If a student is absent from an exam, arrangements must be made by the student to make up that exam. Exams should be taken by dates established for submission of semester grades.
3. Prearranged absences from semester exams will be granted only in extreme cases and only by the appropriate Associate Principal. Students with prearranged absences may take their semester exams early, but no more than one week prior to semester exams.
4. If a prearranged absence is not approved and a student still chooses to leave, the absence will be treated as a truancy.
5. All absences, excused or unexcused, must be approved by the appropriate Assistant Principal.
6. Any special or unusual circumstances should be submitted to the appropriate Associate Principal for consideration.
7. Students with Study Halls may be excused pending approval from the Assistant Principal.

Senior Semester Final Exam Policy
First Semester:
1. Any Senior student with an “A” or “B” grade average in a class on the last day of the semester will be exempt from the semester final exam in that class provided they are absent from class no more than six periods during the semester. (Students may take the final exam in order to improve their grade. Their grade may not be lowered as a result of taking the final exam.)

Second Semester:
1. Any Senior student with an “A” or “B” grade average in a class on the last day of the semester will be exempt from the semester final exam in that class provided they are absent from class no more than six periods during the semester. (Students may take the final exam in order to improve their grade. Their grade may not be lowered as a result of taking the final exam.)
**Honor Roll**

The High School publishes a school-wide Honor Roll at the end of each semester. Students with a GPA of 4.6 or greater will qualify for the Honor Roll. Only courses in which a student is enrolled at NCHS / NCWHS will be considered. Weighted grades will be used in determining eligibility for Honor Roll.

**Seal of Biliteracy**

Unit 5 Schools will offer both the Seal and Commendation to graduates beginning in 2019 pending ISBE approval. Students will qualify through showing proficiency on the AP Language and Culture exam for Spanish, Chinese, French, German, Italian, and Japanese. The portfolio option will be available for students who would like to qualify for the Seal or Commendation in Telugu, Tamil, or Arabic.

Students will need to ‘declare’ their intent to pursue the Seal of Biliteracy recognition to their counselor. Students will have to provide evidence of assessment scores to counselor (AP test or results of portfolio assessment). Counselor will verify that students met college readiness benchmarks for SAT as well as the benchmark score for the additional/second/home language.

**NCAA Approved Core Courses**

Currently, the NCAA for athletic eligibility at the college level accepts the specified core courses. The information is listed as found on the clearinghouse web site. Potential Division I and Division II athletes need to carefully check the information as the requirements vary slightly for Division I and Division II. Generally, a student will need at least 16 core classes in the following areas: English, Mathematics, Social Science, Natural or Physical Science, and Foreign Language. For additional assistance, talk to your counselor, coach, and athletic director or visit the NCAA Clearinghouse web site at www.ncaaclearinghouse.net. Unit 5 does not make the eligibility determination nor determine the classes that will count toward the core requirement.

**Early Graduation**

The counselor should be consulted if a student wishes to graduate early. Class rank will be determined at the end of the 7th semester for December graduates. A form, signed by the parent/guardian must be submitted to the guidance counselor. Students graduating in December are invited to participate in the graduation rehearsal and the commencement ceremony.

Students who anticipate graduating after six (6) semesters, will need to submit an early graduation form to the guidance office prior to the start of their fifth semester (third year). Students graduating after 6 semesters (3 full years) will not be required to fulfill the 3.5 credit requirement for Physical Education. These students are only required to complete 3.0 credits of Physical Education/Health to graduate.

**Commencement**

Commencement is a formal academic ceremony marking the conclusion of the high school experience. Graduates who have completed all requirements are eligible to participate in Commencement. Participation is voluntary and not required. The established attire is the standard black cap and gown, with white collars provided for female graduates and stoles provided for National Honor Society members and chords to designate magna or summa cum laude. Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA.

- **Summa Cum Laude designation:** 5.1+ GPA
- **Magna Cum Laude designation:** 4.85 – 5.099 GPA

Commencement is an event to celebrate the graduation of the class as a whole and is not a time to display individuality of expression or attire. Unauthorized decoration or modification of the cap or gown will not be permitted. Participation will be limited to eligible students who are properly attired.
Records

Definition
School student records are confidential and information contained therein shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

Categories of School Student Records
The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after a student has transferred, graduated or otherwise permanently withdrawn. A student’s permanent record contains the following information:

1. Basic identifying information;
2. Academic transcript*;
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information; and
6. High school State assessment test scores;

And may also consist of:

7. Honors and awards received; and
8. Participation in co-curricular activities or athletics.

A student’s temporary record contains the following information:

1. A record of release of temporary record information;
2. Elementary State assessment test scores;
3. Completed home language survey form;
4. Information regarding serious infractions that resulted in discipline; and
5. Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

And may also consist of:

7. Family background information;
8. Intelligence test scores, group and individual;
9. Aptitude test scores;
10. Reports of psychological evaluations;
11. Elementary and secondary achievement level test results;
12. Participation in co-curricular activities or athletics;
13. Honors and awards received;
14. Teacher anecdotal records;
15. Other disciplinary information;
16. Special education files;
17. Any verified reports or information from non-educational persons, agencies or organizations; and
18. Other verified information of clear relevance to the education of the student.

*A parent/guardian may ask the District to remove scores of college entrance exams from their student's academic transcript. This includes the state assessment that incorporates a College Career Readiness determination. To request removal, parent/guardian must submit a written request to the principal.
**Inspection and Access**

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student’s school records without notice to, or the consent of, the students’ parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent’s or student’s access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

**Confidentiality**

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

1. To a parent, student, or authorized representative;
2. To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
4. To any person for the purpose of research, statistical reporting, or planning;
5. Pursuant to a court order;
6. To any person as specifically required by State or federal law;
6.5. To juvenile authorities when necessary for the discharge of their official duties;
7. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
8. To any person, with the prior specific dated written consent of the parent;
9. To a governmental agency in furtherance of an investigation of a student’s school attendance;
10. To SHOCAP committee members who fall within the meaning of “state and local officials and authorities” for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
11. To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
12. To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

**Challenging Student Records**

Parents may challenge any entry in their child’s school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student’s school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

1. Accuracy;
2. Relevance; or
3. Propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A
hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

**Directory Information**

The District routinely discloses “directory” type information without consent. Directory information is limited to: a student’s name, address, gender, grade level, birth date and place, parents'/guardians’ names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

**Destruction of School Student Records**

The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

**Adverse Action**

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the School Student Records Act.

**Cross Reference:**
Board Policy 7.340, Student Records

**Using Animals in the Educational Program**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with *The School Code*.
Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

The Superintendent shall inform students of:
1. Their right to refrain from performing, participating in, or observing dissection, and
2. Which courses contain a dissection unit and which of those courses offers an alternative project.

Cross Reference:
Board Policy 6.100, Using Animals in the Educational Program

**Physical Education/Health**

Students in all Physical Education and the activity portion of Health classes will be required to wear a standard uniform consisting of a plain (last name in black letters across the shoulders), black P.E. shorts, white socks, and gym shoes. If you choose to have a sweatshirt or sweatpants available in addition to your uniform, sweat clothes must be carried rather than worn to class. Instructors will indicate appropriate times to wear sweat clothes. All articles of clothing should be marked for identification. PE absences need to be made up regardless of reason for absence. Students should discuss make-up options with their teacher upon return to class.

Students must have a padlock available in order to lock street clothes in a Physical Education locker while in class. Clothing and other property should never be left unattended in the locker room or instructional areas. Physical Education lockers may not be used other than during Physical Education class. Unit 5 is not liable for stolen property. Do not leave cash or valuable items in Physical Education lockers.

Exemption from Physical Education/Medical Excuse/Exemption

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician’s request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective.

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician’s request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. Teacher will work with student on alternate non-physical activities to make-up missed classes. If the condition persists into the following school year, a new request must be brought from the physician. Physician’s requests will be kept on file as a permanent document by the School Nurse.

**Religious Exemption**

Students may be excused from physical education courses based on religious prohibitions. A student must present an appropriate excuse from his/her guardian or a member of the clergy. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Cross references:
Board Policy 7.260, Exemption From Physical Activity

**Parental Notification**

**Asbestos Management Plans**

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school’s management plan are available at the administrative office of the school district and at the school’s office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.
McLean County Unit District No. 5

High School Handbook

Parent/Student Forms
Letter to Parents Student Acceptable Use for Electronic Networks

McLean County Unit District No. 5
1809 West Hovey Avenue
Normal, IL 61761-4339

Office of the Superintendent  Phone: 309.557.4400
Fax: 309.557.4501
E-mail: district@unit5.org

We have the ability to enhance your child’s education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed Student Acceptable Use for Electronic Networks and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the Authorization of Acceptable Use of Electronic Networks with your child. If you agree to allow your child to have an Internet account, sign the Authorization form and return it to your school.

Signed __________________________________________ Date ______________________
McLean County Unit District No. 5

Student Authorization of Acceptable Use of Electronic Network

Exhibit

User Signature of Agreement:

I understand any violations to the Student Acceptable Use of Electronic Networks procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print):__________________________________________________________

User Signature:__________________________________________________________________

Date: ________________________________

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District’s computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print):______________________________________________

Parent/Guardian Signature_________________________________________________________________

Date: ________________________________
High School 1:1 Laptop Program Agreement
2018-2019

In addition to the provisions of the McLean County Unit District No. 5 Student Acceptable Use of Electronic Networks Policy and Administrative Procedures (6.235 of the district’s Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is recommended. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

__________________________________________________
Student Name (print)

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions, by this student may result in disciplinary action.

___________________________________  __________________________________  __________
Parent/Guardian Name (print)  Parent/Guardian Signature  Date

March, 2016
## District 87/Unit 5

### Medication Authorization Form

**Name:**  
(Last, First, Middle Initial)  
**Date of Birth:**

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child’s school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician’s office.

<table>
<thead>
<tr>
<th>Date</th>
<th>Parent/Guardian Signature</th>
<th>Home Phone</th>
<th>Emergency Phone</th>
</tr>
</thead>
</table>

**For parent(s)/guardian(s) of students who need to carry asthma medication or an Epipen:**

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self administration of medication (105 ILCS 5/22-30).  

*If you agree please initial:* ____________

**PRINTED PHYSICIAN’S NAME:**

**PHYSICIAN’S ADDRESS:**

**PHONE:**

Medication:

Purpose of Medication/Diagnosis:

Form: (i.e. tab, injection, etc.)

Dose:

Time of Administration:

If medicine to be given “when needed.” Describe indications:

How soon can it be repeated?

Is child authorized to medicate herself/himself?

List significant side effects:

Length of time this treatment is recommended:

Must this medication be administered during the school day in order to allow the child to attend school or to address the student’s medical condition that may arise at school? 

---

**Date**  
Physician’s Signature Only  
Physician’s Telephone

---

Nurse’s Initials ____________

11 December
High School Handbook 2018-2019

**Athletic Permission Record and Student Information**

<table>
<thead>
<tr>
<th>Please Print Legibly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>Parent/Guardian Name</td>
</tr>
<tr>
<td>Emergency Contact</td>
</tr>
<tr>
<td>Family Doctor</td>
</tr>
</tbody>
</table>

Any Current or Recurring Medical Conditions? Explain: ____________________________

List Medication(s) Being Taken: ________________________________________________

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates): ____________________________

☐ Heart condition  ☐ Diabetes  ☐ Asthma  ☐ Requires child to self-administer medication

☐ Epilepsy  ☐ Allergies:  ☐ Requires student to carry EpiPen®

☐ Other: ____________________________

*Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:*

Name of Insurance Company: ____________________________ Policy #: ____________________________

Expiration Date: ____________________________

Does this student reside full time with parent, custodial parent or court appointed legal guardian?  
Yes ________ No ________

Is this student new to Unit 5 this year?  
Yes ________ No ________

**This box is for office use only**

Fall Sport ________ Physical Date ________
Winter Sport ________
Spring Sport ________ Obligation ________

---

62
To Be Read and Signed By The Student:

1. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.

2. Before I am allowed to participate, I must: (a) provide the District with a certificate of physical fitness [the Pre-Participation Physical Examination Form from the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) serves this purpose], (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, IHSA Sports Medicine Acknowledgment and Consent Form, Acknowledgement and Consent.

3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches’ instructions, playing techniques, and training schedule as well as all safety rules.

4. I understand that Board policy 7.305, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.

5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

6. I wish to participate in co-curricular athletics that are circled:

<table>
<thead>
<tr>
<th>Sports Offered: Please circle all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Cheerleading</td>
</tr>
<tr>
<td>Cross Country</td>
</tr>
<tr>
<td>Golf</td>
</tr>
<tr>
<td>Football</td>
</tr>
<tr>
<td>Soccer-b</td>
</tr>
<tr>
<td>Swim-g</td>
</tr>
<tr>
<td>Tennis-g</td>
</tr>
<tr>
<td>Volleyball-g</td>
</tr>
</tbody>
</table>

Student Signature

Date
To Be Read and Signed By The Parent/Guardian of The Student:

**School Activity Transportation and Athlete Code**

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases, it will be the responsibility of the parent to arrange safe transportation.

As the parent/legal guardian of the above-named student, I give permission for him/her to practice and compete in any of the IHSA interscholastic sports or activities offered. By signing below, I grant my permission for my child to receive treatment at my expense from a physician, nurse, or other professional medical personnel including transfer to any hospital reasonably accessible, which may be needed, in my absence due to injuries sustained while participating in athletics for a Unit 5 school. Furthermore, my son/daughter and I have read and understand the Athletic Code as set forth by High School of Unit District No. 5, and agree to abide by it.

**IHSA Steroid Random Testing Policy Consent**

As a prerequisite to participation in IHSA athletic activities, we agree that the undersigned student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have read this form and understand that the student may be asked to submit to testing for the presence of performance-enhancing substances in his/her body, and the student does hereby agree to submit to such testing and analysis by a certified laboratory.

We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in the student’s high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol that is available on the IHSA website at www.IHSA.org. We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject the student to penalties as determined by IHSA. No student-athlete may participate in IHSA competitions unless the student and the student’s parent/guardian consent to random testing.

1. I am the parent/guardian of the above-named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above Agreement to Participate and understand its terms.

2. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

__________________________
Parent/Guardian Signature

__________________________
Date
Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete’s safety.
If You Think Your Child Has Suffered a Concussion

Any student even suspected of suffering a concussion should be removed from the game or practice immediately.

No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student should continue for several hours.

IHSA Policy requires students to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the student sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:

http://www.cdc.gov/headsup/youthsports/index.html

Printed Name of Student Athlete ____________________________ Signature of Student Athlete ____________________________ Date ____________

Printed Name of Parent/Legal Guardian ____________________________ Signature of Parent/Legal Guardian ____________________________ Date ____________

Board Policy 7.305, Student Concussions and Head Injuries
Board Policy 7.305-E1, Exhibit – Concussion Information