



## **2019-2020 Handbook**

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### SECTION I: INTRODUCTION

*Dear Parents or Guardians,*

*Thank you for taking the time to review our student handbook. We are proud of our students and these rules, procedures and philosophies have been put in place to ensure a safe learning environment for all stakeholders. Being a Tiger is a great responsibility, one that we take very seriously. In your years in Beardstown Middle School/High School, you will have great opportunities both socially and academically. It is a very exciting time in your life, and we want you to be prepared for success in whatever avenue you choose after graduating. We are here to support and foster a love for education in you. Academics is what we are about.*

*In order to provide an environment that is safe and conducive to learning, we have adopted the following rules, procedures and philosophies. Each year, this document is reviewed and modified. Therefore both parent and student should take an opportunity to read this. Please sign this form at the bottom of the page stating that you have seen, read, understand, and accept the student rules and handbook. These are the rules under which we will operate for the 2018-2019 school year. If you have any questions about our handbook, please call me at 323-3665. I will be glad to discuss our handbook with you. Thank you in advance for your prompt attention to this.*

Bill Myers, Principal 5th-12th Grades

**\*\*\* Refusal to sign does not exempt the student from adhering to all school rules and policies. It is your responsibility to read carefully all information and policies included in this handbook. You will be held responsible for knowing and following all policies and procedures contained in this handbook.**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board of Education's comprehensive policy manual is

available for public inspection through the District's website: [www.beardstown.com](http://www.beardstown.com) or at the Board Office, located at 500 E. 15th Street Beardstown, IL.

The School Board governs the school district, and is elected by the community. Current School Board members are:

President: Mike Seaman  
Vice-President: Barb Hobrock  
Secretary: Kim Watson  
Member: Wells Petersen  
Member: Joe Englebrecht  
Member: Jimmy Hymes  
Member: OJ Simpson

### **Board of Education Meetings**

The Beardstown CUSD 15 Board of Education welcomes public participation in school affairs and encourages citizens to attend Board meetings. School Board meetings are conducted at 7:00 p.m. on the third Wednesday of each month. Meetings are held in the Middle/High School Library at 500 E. 15th St. in Beardstown. Occasionally, meetings may be scheduled at other times and locations, but such changes are announced through the public media. At all meetings, during the period of visitor recognition, citizens will be given opportunities to express their views on agenda items concerning the schools. According to Board of Education policies, these presentations should be limited to three minutes in length.

The Beardstown Community Unit School District 15 Board of Education Meeting dates for the 2019-2020 school year are as follows:

July 17, 2019  
August 21, 2019  
September 18, 2019  
October 16, 2019  
November 20, 2019  
December 18, 2019  
January 15, 2020  
February 19, 2020  
March 18, 2020  
April 15, 2020  
May 20, 2020  
June 17, 2020

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

Superintendent: Ron Gilbert  
Principal: Bill Myers  
Assist. Principal: Matt Klett

Assist. Principal: David Scott  
Athletic Director: Robbi Howard  
Guidance Counselor:  
Academic Advisor: Ashley Eckert

The school is located and may be contacted at:  
500 E. 15th Street Beardstown, IL 217.323.3665

## **BEARDSTOWN HIGH SCHOOL 2019-2020**

### **SCHOOL COLORS**

**Orange and Black**

### **SCHOOL SONG**

**Cheer, cheer, for ole Beardstown High  
Wake up the echo's cheer to the skies  
Send those volley cheers on high  
Shake down the thunder from the skies.  
Tho the odds be, great or small  
Ole Beardstown High will win over all  
While our loyal sons are marching  
Onward to victory rah, rah, rah  
Repeat The B, The B, the BHS  
We are, we are, we are the Best  
are, we are the BHS!**

**Phone Number 217.323.3665 - Web Page: <http://www.beardstown.com>**

### **Disclaimer**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school sanctioned activity is a privilege and not a property right. In addition, the principal may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools. The handbook is only a summary of the Board policies governing the District. The handbook may be amended during the school year without notice.

### **Rating of Beardstown High School**

The general control of the high school is vested by law in the Board of Education consisting of seven members elected by the people of the school district. The administration of the school is vested by the Board of Education in the District Superintendent of Schools and Principal. The Principal is the administrative head of the school and is responsible for all actions taken.

### **Mission & Objectives of Beardstown Jr./Sr. High School**

All individuals involved in education in the Beardstown School District will be encouraged to prepare each student, in partnership with family and community, to graduate with academic, social, and personal skills necessary to participate fully and responsibly as a creative life-long learners in a global and changing society.

#### **Objectives:**

1. Giving all students access to the tools needed to excel in their post-secondary education
2. Giving all students access to the tools needed to excel in their career opportunities
3. Providing all students with instruction in basic cultural literacy
4. Providing all students with instruction in the skills necessary for gaining technological proficiency
5. Providing all students with instruction in the basic competencies, reading and writing, in all areas
6. Giving all students access to the skills necessary to meet the challenges of the rapidly changing future
7. Exemplifying for students the behaviors necessary for the achievement of multicultural and global awareness

## **SECTION II: GENERAL INFORMATION**

### **School Day**

The school day for students begins at 8:10 am and ends at 3:05 pm, with the exception of those students who have zero hour class at 7:10 am or dual-credit courses extending beyond the normal end of the school day. The school building will be opened at 7:40 am. Only those students who have appointments with teachers, practices, various school or other approved meetings should enter the building at this time. All other students should not arrive on campus until after 7:40 am. Students are to report to the High School commons before school starts from 7:40 am – 8:00 am

Students should arrive at school only a few minutes early to allow them time to put up coats and prepare materials before the class actually begins; students should leave school grounds promptly at the end of the school day.

During severe weather conditions, the school doors may be opened earlier.

**Daily Schedule**

The following bell schedule is subject to change Each class will meet daily. A bell rings at the beginning and end of each class period. The teacher will dismiss the student’s class.

| <b>Period</b> | <b>Class Time</b> |
|---------------|-------------------|
| 0             | 7:10 to 7:55      |
| 1             | 8:10 to 8:55      |
| 2             | 9:00 to 9:45      |
| 3             | 9:50 to 10:35     |
| 4             | 10:40 to 12:00    |
| 5             | 12:05 to 1:25     |
| 6             | 1:30 to 2:15      |
| 7             | 2:30 to 3:05      |

**School Improvement Days (SIP)**

SIP days will be utilized by school personnel to improve the craft of educating students. School is released at 11:30 a.m. on SIP days. There are 8 SIP days scheduled for this school year. The dates are:

- Friday, September 20, 2019
- Friday, October 11, 2019
- Friday, November 15, 2019
- Friday, December 20, 2019
- Friday, January 17, 2020
- Friday, February 14, 2020
- Friday, March 20, 2020
- Friday, April 17, 2020

**Safety Resource Officer**

The Beardstown School District along with the city of Beardstown employes a Safety Resource Officer (SRO). The SRO will hold an office on campus and be available throughout the district to help meet the safety needs of all.

**Student-Teacher Rapport**

Teachers are responsible for the success of their classes and have the authority to make rules that are necessary to maintain appropriate conduct. The teachers expect respect from students. The students also have the right to be treated with respect. If a problem cannot be resolved through friendly discussion with your teacher, share your concern with the Principal or Assistant Principal. Visible display of anger has no place in solving problems between teachers and students. The Principal's Office and counselors’ offices are open to students for consultation and conferences. "Bring your problem in before it brings you." Most problems can be resolved through friendly discussion with your teacher. This SHOULD NOT be done in front of others. Ask your teacher to schedule a time to discuss challenges or concerns you may have.

**Video Camera Surveillance**

A video and/or audio monitoring system may be in use on school busses and a video monitoring

system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Due to confidentiality issues, parents/guardians may not view video recorded with the system.

### **Identification Cards**

At the beginning of each school year, students are issued a picture ID card (if needed). Students are required to carry a fully intact school ID card with them while in attendance during the school day and at extracurricular activities. Students must produce their ID card upon request by a staff member or substitute. If a card is lost or damaged, a new card must be purchased at a replacement cost of \$5.00.

### **Enrollment and Registration**

During registration in August, all students are expected to come to the school to pay fees for the school year. High school and Middle school student ID pictures will be taken during registration. Registration for the next year begins soon after the 2nd semester begins. Counselors will distribute information before registration for the next year.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Amanda Wellenkamp at 217-323-3099  
Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **Instructional Material**

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

### **Opt Out Military and University/College Lists**

Federal Law requires school districts to supply lists of student names upon request to the branches of the United States military and to universities/colleges. Parents may opt out their son/daughter from this requirement. In order to complete the necessary form to have a student's name removed from either or both lists contact the High School Office at 217.323.3665 extension 2111 or 2110.

### **Student Information System**

Beardstown CUSD 15 has put into place this student information software that will allow parents and students to login to our system to view many of their records, class assignments, grades, attendance, lunch balances and much more. In order to get the full benefits of this system we need a good email address from one or both parent(s)/ guardians at student registration.

### **School Visitation Rights Act**

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

### **Mandated Reporters**

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

### **Insurance**

All Beardstown CUSD #15 students are covered under the District's Liability plan. This is accident coverage. Generally, students are covered during the school day and during any after school hours or non attendance days while the student is participating in a school sponsored activity. This would include: all athletics, field trips, and the many other numerous school sponsored activities. The School's student accident coverage is a secondary coverage to existing coverage, but can be Primary coverage if the student lacks insurance coverage. Complete information can be obtained from the District's bookkeeper at 217-323-3099 Ext. 6114.

### **Hall Lockers**

Student lockers are provided by the school district for student use during the school year. Each student must use his or her locker as assigned. Combinations should be kept confidential. To avoid the possibility of theft, students are to keep hall and gym lockers locked at all times. Courts have provided a sound legal basis for conducting searches on school grounds. Lockers are the property of the school. School authorities have the right to pursue evidence of violation of rules or law based on reasonable suspicion. The school also has the right to use drug detection dogs in searching lockers. Lockers must be kept clean and undamaged. Locker decorations are to be "only on the inside," must be magnetic, and not offensive. Inappropriate locker decorations will result in discipline. Damage fees will be assessed for destruction or vandalism of lockers.

### **Lost Property and Care of Lockers**

Although the school will make an effort to recover lost property, it will assume no responsibility for the same. Students must assume full responsibility for their property **KEEP YOUR LOCKERS LOCKED AT ALL TIMES.** *Students are strongly advised not to leave money or other valuables in their lockers or desks.* To protect their interests, lockers have locks on them. Valuables and personal belongings should not to be brought to school or kept in lockers. Lockers are only large enough to house books, school supplies, coats, etc. Lockers are school property. A student is expected to keep his/her locker clean and organized. Random locker checks may be conducted throughout the school year. A student is to use only the locker that he/she has been issued. Students are to keep coats and jackets in lockers, and are not to wear them to class unless given express permission by a teacher or administrator. Items such as book bags and books are to be stored in a student's locker during the school day when not in the student's direct possession. Items left in the halls or on shelves will be taken to the office. In the case that a student's daily activities require items too large to fit into a locker (golf or other



athletic bag, items for a school project, etc.), arrangements should be made with the coach, teacher or Office for storage of the item(s).

### **Zero Hour**

Students may have an opportunity to take a class from 7:10 AM to 7:55 AM for enrichment or recovery purposes. Students enrolled in zero hour are still required to complete the school day.

### **Lost and Found**

Lost and Found is located in the Main Jr./Sr. High School Office.

### **Telephone Use by Students**

Students who need to call home must request permission in the Main Office. The telephone in the office is to be used for emergency calls only. Students should get permission from office staff before using the telephone. The school requests that only in absolute emergency situations should parents request messages to be given to students. Parents should not text or call student's personal phones during class. Only in cases of an emergency will a student be removed from the classroom to accept a telephone call.

### **Residency**

When a student registers for school, residency in the district must be established. Residency may be reviewed from time to time thereafter, as circumstances warrant. Nonresident students will be charged tuition according to state and local policies. Parents may be asked to provide proof of residency at any time.

### **Homeless Education Assistance Act of 2001**

The McKinney-Vento Act is designed to address the problems that homeless children and youth have faced while enrolling, attending, and succeeding in school. Under this program, schools must ensure that each homeless child has equal access to the same free, appropriate public education, including a public preschool education as other children. The homeless liaison may be contacted through the school office.

### **Homeless Child's Right to Education**

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

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

### **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement

standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Mr. Trevor Cottle at 217-323-3665.

### **Accidents and Incidents**

Due to the potential liability of Beardstown CUSD 15 and because of the requirements of the insurance carrier for the district, all accidents and incidents must be reported to the appropriate school personnel or to the office. Failure to report an accident or incident could affect insurance

### **Emergency School Closings (Weather / Other Emergencies)**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as quickly as the situation warrants. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. The following radio and television stations will be contacted early in the morning of the affected day: Also posted on school website: [www.beardstown.com](http://www.beardstown.com)

**WRMS - Beardstown**  
**WEAI/WLDS - Jacksonville**  
**WJIL/WJVO - Jacksonville**  
**WICS 20 - Springfield**  
**WGEM 10- Quincy**  
**KHQA 7 - Quincy**  
**Tri States Public Radio - Macomb**  
**Capital Radio Group (WYMG, WDBR, WTYX...)**

In the event of inclement weather conditions strike after school has begun, and a decision is made to dismiss early, that announcement will be placed on the above listed television and radio stations.

- PLEASE DO NOT CALL THE SCHOOLS, BUS GARAGE, OR TELEVISION/RADIO STATIONS
- PLEASE LISTEN TO THE TELEVISION OR RADIO STATIONS FOR INFORMATION.

If no announcement is made, please assume that school will be conducted as scheduled.

Parents are reminded that weather conditions can change rapidly and a decision made regarding

the school schedule can change just as quickly. Please continue to listen to the radio or television station for updates after the first announcement is made. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

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

### **Student Participation In Surveys**

Our School District occasionally seeks input from students and employees through the use of surveys during the course of the school year. Surveys provide us with an opportunity to gather data and information in support of our effort to improve the School District and support various educational research projects. All high school and middle school students participate in completion of a national drug and alcohol survey every other year. If you do not want your child to participate in the survey process, please send each Principal a written, signed and dated statement requesting that your child not participate in surveys this school year.

### **Use Of Facilities**

Beardstown CUSD #15 has developed policies that govern the use of school facilities by both school and non-school groups. Any group wishing to use the gymnasium must have advanced written approval (Facilities Use Agreement) from the administration and/or school board. Facilities such as the gymnasium and weight room may not be used unless under the supervision of an employee of the school. Contact the building Principal for more details.

### **Posters**

All posters or announcements to be displayed anywhere in the school must be approved by the school administration, and care not to damage walls or other surfaces shall be exhibited.

### **School Safety**

Students shall report issues relative to school safety to teachers, administrators, or school staff immediately. This includes knowledge of weapons, drugs, threats to do harm to staff, students, visitors, or to the school, its property, or anything used to carry out the educational initiative. Students are also subject to a school lockdown for safety, search, or weather-related happenings as determined by the administration.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission at least 3 days prior to the field trip. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Forging a parent's name on the permission slip;
- Failure to complete appropriate coursework;

- Behavioral or safety concerns;
- Denial of permission from administration;
- Failing Grades

### **Fundraising**

No person may advertise, distribute or sell any item on school property that would result in personal gain for the individual. Fundraising is limited to those school clubs and organizations that have previous fundraising approval of the administration in writing. Food items cannot be sold during the school day.

### **Care of Property**

Students are to take care of their books and Chromebooks. The student will pay for lost or damaged items beyond normal wear.

### **Birth Certificate**

In compliance with legislation passed by the State of Illinois on August 15, 1986, it is now necessary for the parents/guardians of students new to the District to furnish a certified birth certificate. (NOTE: A hospital record CANNOT BE ACCEPTED). This certificate must be supplied within thirty (30) days of the date of enrollment. If this certificate is not furnished within this time period, two actions must be taken:

1. The person enrolling the student will receive written notice that this certificate must be received within ten (10) days; and...
2. The Local Law Enforcement Agency will be notified of this failure to comply. If compliance still does not occur within this additional time period, the Illinois State Police will be notified, as this law mandates.

### **Safety Drill Procedures**

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

### **Complaint Process and Chain of Command**

The Board wishes to emphasize that a complaint concerning staff members and/or programs pursued through the proper chain of command. Using this procedure, a citizen with a complaint must first address the complaint with the employee directly responsible. If satisfactory results have not been achieved after this step, then the citizen may address that employee's direct supervisor. A normal chain of command for a complaint concerning a classroom teacher, for example, would be to begin with the teacher and continue through the Building Principal, Superintendent, and finally, the Board of Education. The Board of Education will not address complaints concerning operations or programs unless the chain of command has been followed.

Below is the grievance process for Beardstown Middle School/High School.

- Step 1: The parent/guardian meets with the teacher or the appropriate staff member.  
Step 2: If the problem is not resolved, the parent meets with the Principal or other appropriate supervisor.  
Step 3: If the problem still is not settled, the parent meets with the Superintendent.  
Step 4: The final appeal, if needed, is to the Board of Education.

The school strongly encourages parents/guardians to follow these steps. The proper communication process benefits all parties involved in the areas of trust, clarifying and resolving issues and preventing misunderstandings.

### **School Nurse**

All students who come to the Main Office requesting to go home due to illness will be referred to the nurse. Students will not be dismissed without parent approval. **All calls to parents for dismissal from school shall be made by the nurse or office personnel.** Students who call or text home will face disciplinary consequences. In cases of serious injuries where a student should not be moved, the nurse will be called to the student. Parents must accept the responsibility of informing the school if a child is injured on the way to or from school. Please notify the school nurse on the day the accident occurs. If an injury involving a possible insurance claim occurs at school, teachers or staff members will file a written report of injuries. Forms to complete the report are on file in the Nurse's office. Students who have been absent with a contagious disease must be referred to the nurse's office for approval to return to school. The communicable disease policy is on file in the nurse's office for public inspection. All prescription drugs must be administered by the school nurse and kept in her office and is allowed with written doctor's orders. No student is allowed to possess or consume any prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

All students are required to have physical and current immunizations on file by the beginning of the school year.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical 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 the student's parent/guardian submits a completed and signed School Medication Authorization Form. 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.

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 an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, because 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.

### **Physical Exams**

The law of the State of Illinois requires every student entering sixth and ninth grade to have a physical examination before entering school. Proof of immunization against meningococcal disease required for students in grades 6 and 12. This must be completed before the student's registration is complete. The fee is to be paid by the student. Failure to comply with the above requirements by the first day of school will result in the student's exclusion from school until the required health forms are presented to the school. The only exception to this would be new students registering mid-term will be allowed 30 days following registration to comply with the health examination and immunization requirements. All athletes are required to have a physical prior to being allowed to attend/participate in practices.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

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

*For further information, please contact the school Nurse or Building Principal.*

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability,

an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Physical Examinations & Immunizations**

In compliance with the School Code of Illinois, a medical examination signed by a physician shall be required of each student before initial entrance into pre-school, kindergarten, sixth grade, and ninth grade, as well as for any new students that transfer to an Illinois school from out of state. A sports physical is not acceptable for ninth grade students. A "Child Health Examination" form must also be filled out by the physician. A record of such examination from another school system will be accepted, unless the student is transferring from out of state, in which case a new physical will be necessary. The Health History section must be completed and signed by the parent(s)/guardian(s). The examination shall verify that the child has been immunized against the diseases required by law before entrance into school. Please make doctor appointments early so that forms are completed before or at school registration.

All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. All new students, out-of-State, entering the district must also have an eye exam.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

The Hepatitis B Vaccine is required for students entering Pre-school and 5<sup>th</sup> through 12<sup>th</sup> grades. It is a three-dose series. The 2<sup>nd</sup> dose should be given 1 month after the 1<sup>st</sup> dose and the 3<sup>rd</sup> dose should be given 4 months after the 2<sup>nd</sup> dose.

### **General Health Rules**

If a student has a fever (100 or higher), or has vomiting or diarrhea, they need to stay home for 24 hours. In order to reduce illness rate, a student must be fever-free or diarrhea/vomit-free for 24 hours. If a student has been diagnosed with Pink Eye, the student must be on medicated eye drops to treat Pink Eye for 24 hours before returning to school.

### **Home and Hospital 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, hospital or place of care. 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. For information on home or hospital instruction contact the building principal.

### **Communicable Diseases**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Fees & Costs**

All students pay a basic book rental/technology fee, which includes the use of textbooks and workbooks as well as technology use. Student insurance fees are optional. Student fees are as follows: Grades 5-12 Registration, Textbooks & Materials \$90.00

### **Additional course fees listed below**

- Foods I Lab: \$25.00
- Foods II Lab: \$25.00
- Driver Education Behind the Wheel Fee: \$75.00
- Secretary of State Testing Fee: \$20.00
- AP Exam Fee T.B.A. LLCC Dual Credit Course amount determined by LLCC
- Parking permit: \$10.00

### **Breakfast and Lunch Fees**

All students will receive a free breakfast and lunch. Additional complete lunches will have a charge of \$3.00. Ala carte options are also available at additional costs. Adult lunch is \$3.40.

### **Fees, Fines & Charges**

Waiver of Student Fees The school establishes fees and charges to fund certain school activities, including [Listed above]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size.



The building principal/or designee will give additional consideration where one or more of the following factors are present: An illness in the family; Unusual expenses such as fire, flood, storm damage, etc.; Seasonal employment; Emergency situations; or When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the school will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process or for an application, you may contact the office.

### **School Hot Lunch Program**

The Type A lunch is the foundation of the school hot lunch program and provides at least one-third of the student's daily nutritional requirements for good health as established by the U.S. Department of Agriculture.

Money will be collected in the mornings before school. You may pre-pay by the week, every 2 weeks, monthly, etc., whichever is best for you.

It is important that all school-related monies are transported safely to school in a sealed envelope, preferably carried in the child's book bag (not in a pocket). The child's name, grade on the envelope helps in the event that the envelope (money) is lost.

The school is not responsible for lost money. For safety reasons, students should not bring other, non-school related monies to school. For safety reasons, students are not permitted to see/collect money for non school related items at school.

### **Lunch Rules**

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

### **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, cursing, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade, give away, or purchase food for another student.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until directed by staff.
- Students shall follow the instructions of the cafeteria supervisors and other staff and show proper respect toward all cafeteria personnel.

- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

### **Open Campus Lunch (OCL)**

Open Campus Lunch (OCL) will be available for high school students who have completed the written permission form available during registration and meet requirements as established by the administration. These requirements include no unexcused absences, <6 tardies per class, <3 referrals, no Alternative Education Room or From-School Suspensions during the quarterly period, and who has an eighty 80% average (weighted or true score) in a class after completing all the required class work in time for the progress report/semester. All fees and fines must be paid on the student's lunch account. One unexcused absence or truancy is defined as one class period or more. A.E.R. is defined as one day or more of Alternative Education Room placement.

**OCL is a privilege which may be forfeited if the student does not adhere to all the rules and policies of BHS as well as the OCL rules.**

The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day if they are eligible for OCL.
- Students leaving campus must do so immediately upon dismissal from class AFTER signing out.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch. (see above)
- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to the school building on-time.

### **Food and Beverages**

Students may not store open food and beverages, other than water, in lockers, other than what is required for lunch or specific school activities. Water bottles must be clear and see through. Open drinks and food can draw ants and other unwanted pests into the building.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the Main Office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a *visitors tag* identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school stating their time of departure. Visitors are required to abide by all school rules during their time on school property. Visitors who fail to conduct themselves in a manner that is appropriate will be asked to leave. Such individuals may be subject to criminal penalties for trespassing and/or disruptive behavior. Students are not permitted to have visitors or bring younger children or babies on campus during the school day, including during lunch hours, except as arranged as part of the instructional process, and cleared at least one day in advance by the school principal.

Conference with staff members must be arranged by telephone ahead of a visit. Any individual other than BHS or BMS students must have prior approval of administration and are only allowed to visit during the lunch hour of the student they are visiting.

### **Unauthorized Persons**

The Board of Education, School Board President, Superintendent, Principal, Assistant Principal, or a person designated in writing by any of the above has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who “does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution.” This includes students who are under suspension, reassignment, or expulsion. Expelled students may receive counseling services at the school from which they have been expelled after obtaining special permission from the principal of the school. The principal has the authority to tell an unauthorized person that he or she cannot come onto school property at any time, thus barring him or her from school premises. This includes all school-sponsored activities, on or off campus. If a person has been barred by the principal, he or she is subject to immediate arrest if he or she fails to leave or returns after being told by the principal or his/her designee that he or she is barred. Staff members may ask for identification from any person and may ask him or her why he or she wishes to come onto school property. Further, they may ask an unauthorized person to leave. If a person, previously barred by the principal is asked to leave by a staff member, he or she must do so or be subject to arrest.

### **School Volunteers**

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

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

\*Under Illinois Law 105 ILCS 5/24-25, school employees may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act.

The building principal or designee shall seek the immediate removal of any person who: 1) refuses to provide requested identification; 2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment; or 3) engages in an activity in violation of school board policy 8.30, Conduct on School Property.

### **SECTION III: ATTENDANCE**

#### **General Attendance Policies**

It is the responsibility of parents to see that their students are in school. A student is expected to attend school unless he/she is ill, his/her absence is required for “valid cause”, or the absence is deemed by the principal to be absolutely necessary. The school is trying to teach the student responsibility and dependability, and in order to accomplish this goal, the school must know the specific reason a student is absent - NOT “needed at home” or “personal”.

The Beardstown Jr./Sr. High School attendance procedure is as follows: In the event of any absence, the student’s parent or guardian is required to call the school at (217)323-3665 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student’s absence a school official will call the home to inquire why the student is not at school.

Parents need to report absences EACH day a child is absent and include the following information:

- Student's name and grade
- Parent's/guardian's name
- Reason for absence

If no phone contact is made a written excuse must be submitted in a timely manner or it will be considered unexcused (this includes absences for appointments).

If the parent or guardian cannot be contacted the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent / guardian, the reason for an absence will be kept confidential.

Parents/guardians may report school absences on the school answering machine after 4:00 p.m. and before 7:30 a.m.

### **Excused Absences**

A student may be absent from school with valid cause four (4) times during one (1) semester year. Valid cause, as defined by state law 105 ILCS 26-2a includes illness, observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student. When a student has accumulated a total of four (4) absences during a semester, no further absences are excused except for hospitalization of the student, a death in the immediate family, illness excused with a doctor's signature, or those required by law or state agencies.

If a student misses class, it is the responsibility of the student to obtain and complete assigned work. Homework may be obtained by use of the Parent Portal. Previously assigned work prior to an absence, including tests or quizzes, are due the next time the class meets.

The following are examples of excused absences:

- Verified medical or dental appointment- written verification includes appointment time, departure time from medical or dental office, and doctor's or dentist's signature; student is excused for the time of the appointment and reasonable return time.
- Death in the immediate family
- School-sponsored trips or events (Do NOT count towards 4 allowable days)
- Student illness reported by parent/guardian by procedures listed above; may not exceed four days per semester
- Doctor-excused illness with a list of specific days in which student is to be excused.
- Court appearance
- Observance of a religious holiday
- Absence due to extenuating circumstances when approved by the building principal.

*Vacations - Parents are strongly encouraged to take vacations during the regularly scheduled school vacation time! It is not possible to totally recreate missed lessons and activities. A parent conference must be held a week prior to the absence to be considered an excused absence.*

### **Unexcused Absences**

An unexcused absence is any absence from school with parental knowledge and/or approval, but not acceptable to the school administration. All unexcused absences will result in the student receiving a zero for each class missed; and, additional disciplinary action may be taken.

The following are examples of unexcused absences:

- Skipping school
- Oversleeping
- Car trouble
- Serving as a language interpreter

- Parental tardiness
- Staying home to care for younger children
- Visiting friends
- Minor aches and pains or feeling tired
- Any other reason that was not excused by an administrator
- Any absence that exceeds the allowable days and is not excused by a doctor.

### **Consequences of Unexcused Absences**

Absences for invalid reasons and for times missed beyond four (4) times in one semester, as noted above, will be marked as unexcused. These absences may also constitute skipping school:

- A student who is considered unexcused for any part of the day will receive zeros for all work due or completed in class during the time period missed.
- A student who skips a school day or a class period will be marked as unexcused and will receive 1 day of in-school suspension as a minimum.
- Multiple incidents of skipping school may result in longer placement of in-school suspension, out-of-school suspension, consideration for placement in alternative programs, or, in extreme cases, consideration for expulsion.
- A student who skips school during the lunch hour will be placed on restricted lunch time AER for a minimum of five (5) school days.

### **Truancy**

Truancy is defined as any absence without a valid cause for any school day or portion thereof. (105 ILCS 5/26-2a) (from Ch. 122, par. 26-2a) - Sec. 26-2a. Students who "skip" or who miss all or any part of a school day or class without parent or school consent will serve one day of AER for partial truant absences of the school day and a full day's absence will result in two days of AER. Students will receive a zero (0) for work missed during the truancy and that work cannot be made up for credit. Habitual or chronic truancy is defined as unexcused absences that equal or exceeds 5% or more of the prior 180 consecutive school days. Students who are truant may be referred to the Cass County Truancy Officer or the Truant Alternative Program. Letters will be sent to the student's home and to the Cass County Regional Office of Education for students who accumulate five or more days of unexcused absences.

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

### **Tardiness**

Tardy to school is arriving up to 10 minutes late to school. A student who reports to the Junior High School or High School after 8:15 A.M. will be marked as tardy/late for school. All rules for valid and invalid absences will apply. Students arriving on campus after 8:10 A.M. or leaving prior to the end of the school day are to report to the office for check-in/check-out purposes

Tardiness to school and to class is a serious offense and demonstrates a lack of responsibility on the part of the student. Students must be in the classroom when the tardy bell rings or they are tardy. Punctuality is essential for the educational process and is an important life skill. Therefore, the rule regulating this concern will be strictly enforced. Tardies will accumulate for each

semester per class. If a student is 10+ minutes late the student must report to the Attendance Office. A tardy will be recorded by the teacher, and the student will receive an unexcused absence and report to AER for the remainder of the period.

Consequences for accumulated tardies per class per semester are as follows:

- 3rd-5th = 60 minute detention
- 6th-7th = 2 ½ hour detention
- 8+ = A.E.R. (Alternative Education Room) / Social Probation /or other District approved alternative.

### **Notifications and Documentation**

If a student is absent from school for any reason, the student's parents should call (217)323-3665 before 10:00 A.M. If the office does not receive confirmation of the absence by phone, the office will call the student's parents to confirm the absence. The student needs to bring a written explanation upon his/her return. If the explanation is not turned in to the office by 9:00 A.M. of the second morning, the absence will be unexcused.

In the case of a doctor's appointment or visit, a signed doctor's slip or note must be returned to the office for the absence to be excused.

The office will send a letter to parents after a student's fifth and eighth excused absences. The office will make contact with parents in regard to each unexcused absence.

### **Closed Campus**

A student MAY NOT LEAVE the building during the school day unless parent contact is completed and school officials grant permission. All students who leave during the day must sign out in the office and have administrative approval to leave. Failure to follow this procedure WILL result in disciplinary action.

### **Leaving Campus**

Students may only be excused to leave in case of emergency or by permission by the Assistant Principal or Principal or they meet the qualifications for Open Campus Lunch. Medical appointments that must be made during school hours will be honored only if a phone call or note from the parent indicates such a need. When leaving, students must sign-out in the Attendance Office. Upon returning to school, the student must report to the Attendance Office to sign- in and receive a pass to return to class.

Anyone leaving campus without permission will be subject to disciplinary action.

### **Permit to Leave Campus**

If a student becomes ill at school, the office will contact his/her home. The student must get a permit to leave the building from the Assistant Principal or Principal. If a student has a doctor or dental appointment, a note or telephone call from home should precede the departing time. Upon returning to school, the student must present a note from the doctor or dentist's office stating:

- the date of the appointment;

- time arrived,
- time left,
- and the name and address of the place of the appointment.

The student should return to school providing there is at least one period left in the school day. Upon returning he/she should report to the Attendance Office. Once arriving on the school grounds, no student is permitted to leave without permission from the Principal or Assistant Principal.

### **Absences and extra-curricular events**

If a student is ill and absent for any part of the day, he/she may not return to be a spectator or participant at any extracurricular events that same day. Absences from school for funerals and scheduled doctor's appointments do not keep a student from participating in extracurricular events. If a student is sent home for being ill, they cannot attend events or be a spectator. However, if they come for at least 3 hours of academic time they will be allowed to participate in events and attend as a spectator.

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted one (1) day for makeup work for every day of an excused absence he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school *will not be allowed to make up missed work.*

### **Pre-arranged Absences, Jr. High & Sr. High**

Pre-arranged absences are to be turned in by the sponsor, who will then give them to the office. A student may be granted pre-arranged absences that exceed the limits noted in the "valid absence" section above; however, pre-arranged absences will count toward the total of excused absences for the year. In addition, a student arranging a pre-arranged absence of more than one day should advise the Principal's Office 2 days in advance.

For all pre-arranged absences, the student must make arrangements for make-up work with his/her teachers BEFORE HE/SHE LEAVES. Any work assigned MUST BE COMPLETED AS ARRANGED OR THE TEACHER WILL BE JUSTIFIED IN GIVING NO CREDIT. A pre-arranged absence form is required for all pre-arranged absences of one half day or more (1 or more periods).

Once the Pre-arranged is approved; Students will be given one (1) day for every day they are absent to make up their work upon return to school, but it is the students responsibility to get their make-up work from their instructor(s).

Approved field trips and early dismissals for extra-curricular events are not counted as days of absence from school, but students are responsible for school work as if on a pre-arranged absence.



### **Attendance Reports**

Attendance reports will be reviewed at least quarterly. Once a student has missed the third day during the first semester, parents are informed by letter, and concern is shared about their student's attendance. The letter informs parents that, if the student misses 4 enrolled days per semester, a licensed physician's medical excuse will be required for an excused absence the remainder of the year. When a student has missed 8 days for the year, a certified letter stating that, for the remainder of the school year, a licensed physician's medical excuse will be required is mailed to the parents. For a student to have an excused absence, a licensed physician's medical excuse must be presented. If a student has less than 4 absences during the first semester the initial letter of concern will not be sent until the student reaches their sixth absence during the 3rd quarter or not until their seventh absence during the 4th quarter.

*It is the student's responsibility to check weekly all absences and tardies. Corrections to attendance may not be made if not requested in a timely manner.*

### **Funerals**

Students are urged to "pay their respects" in the home, funeral home, or church during non-school hours. Attendance at funerals other than for the immediate family will require a parental request and clearance through the Office.

### **College/Career Visits**

Beardstown High School will allow excused absences for college visitation under the following procedures:

- 1) An appointment must be made in advance by the student or guidance counselor;
- 2) College days are limited to two (2) times during the senior year and one (1) during the junior year. This does NOT count towards the 4 allowable parent excused absences per semester. The student must provide proof of attendance upon return to school. Exceptions may be made on the recommendation of the guidance counselor and approval of the principal;
- 3) A student must be passing all classes and have a good attendance record; and
- 4) A pre-arranged absence form must be completed by the student and returned to the office before the visit;
- 5) The student must provide proof of attendance upon return to school.

## **SECTION IV: ACADEMICS & GUIDANCE**

### **National Honor Society**

The National Honor Society is an organization with a highly selective membership created to recognize and honor students who have shown outstanding qualities of scholarship, leadership, service and character.

### **Selection Process for National Honor Society**

At the end of each semester, the advisor will acquire from the guidance office a list of juniors and seniors who are academically eligible for membership. Those students will be notified of

their candidacy and will be invited to complete an application for membership. On the application, students are asked to list extracurricular, co-curricular activities; leadership positions; service activities; other community activities; and work experience, recognition, and awards. Furthermore, the Faculty Council (five faculty members appointed by the principal) may seek additional information about candidates from faculty and/or administration. The Faculty Council shall then determine each candidate's eligibility for membership. Due consideration will be given to the criterion of scholarship, leadership, service, and character. Candidates will be notified in writing of selection or non-selection.

To be initially eligible candidates must:

- Be of junior or senior class standing
- Carry a minimum of three college core classes (list available from Advisor)

### **Dismissal from the National Honor Society**

Any member who falls below the standards that were the basis of his selection shall be promptly warned of the nature of his violation, the time period given for improvement, and the possible consequences of non-improvement. If improvement is not made in the specified time, that student is subject to whatever disciplinary measures are considered appropriate by the advisor and the Faculty Council. However, "in the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal but a hearing will still be held (15th ed. National Honor Society Handbook, p. 58) to insure due process. Additionally, a student who drops below the required GPA must be dismissed. Additional information concerning the National Honor Society may be obtained by contacting the advisor of the organization.

### **Student Grade Level**

Student grade level is determined at the high school by the number of earned credits a student has at the beginning of each academic year:

|                            |                              |
|----------------------------|------------------------------|
| Freshman 0 – 6 credits     | Sophomore 6.5 – 12.5 credits |
| Junior 13.0 - 19.0 credits | Senior 19.5 + credits        |

Transfer students will be evaluated upon entering school for proper placement. Students will need to have 24.5 credits to graduate.

**HIGH HONORS: A 4.0 G.P.A. REGULAR HONORS: A 3.5 G.P.A.**

Grading Scale: The averaging scale is as follows:

|             |            |
|-------------|------------|
| 100% = A+   | 77-79% C+  |
| 93-99% = A  | 73-76 = C  |
| 90-92% = A- | 70-72 = C- |
| 87-89% = B+ | 67-69 = D+ |
| 83-86% = B  | 63-66 = D  |
| 80-82% = B- | 60-62 = D- |
|             | 59- 0 = F  |

### **Incomplete Grades**

An incomplete grade is given when assigned work has not been completed because of excused absences. The student is responsible for making arrangements with the teacher to make up work immediately upon return to school. If the work is not completed within a reasonable time (time equal to the number of days absent), the grade of "Incomplete" is changed to an "F". Credit for courses taken will be issued on a semester basis.

*Note: Students who fail one semester of a course, who retake and pass that semester of the course will receive make-up credit. Original grades for all courses will be retained on the transcript and used to determine the cumulative grade point average. Re-take grades will be reflected on the transcript, but will not contribute to the cumulative grade average only for the previously failed semester when original "F" grade is increased to a passing grade. In no case will an original passing or failing grade be deleted and replaced with a retake grade and student will receive credit only once.*

### **Grade Point Average**

Only semester grades are used in calculating a student's Grade Point Average. Add up the students total points for each semester grade and divide by the total number of classes and you will have the G.P.A.

### **Honor Roll**

Beardstown Jr./Sr. High School will often print lists of the names of students for honors and/or recognition. Any parent who does not want this information printed for distribution must notify the building principal within thirty days of the first day of school.

### **Class Rank**

There are 5-weight classes in the curriculum that add one point to each letter grade value, each semester, starting at C and up. 6-weight classes will add two points to each letter grade value, each semester, starting at C and up.

*Note: Alternative School and Correspondence Courses count for graduation credit but are placed on the transcript as Pass/Fail grades and are not counted toward GPA or Class Rank.*

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 5, 6, 7, 8 and 11 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;

4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Study Lab**

In an effort to provide the best opportunity for success for students Beardstown MS/JH/HS will provide a Study Lab at the end of the regular school day for students at risk for failure or failing academic classes. Students that are at risk of failure (D) or failing (F) a class as determined by weekly eligibility are encouraged to attend the Study Lab. Transportation is the responsibility of the student and will not be provided by the district. The Study Lab will be manned by staff from all disciplines to assist students in all academic areas.

### **Advisory**

Advisory has been built into the school day. Students can complete homework, attend approved club meetings or participate in enrichment activities. Advisory is a flexible period during the day. Interventions may be utilized by staff to students during this time.

### **Extra Curricular Eligibility**

“No Pass No Play” To be eligible to participate in any extracurricular activity, club or organization, Beardstown High School students may not be failing any classes. Beardstown Middle School will follow the IESA guidelines of “No pass no play”. If a student in grades 9-12 fails a class at semester, he/she will be ineligible for the entire next semester. Any high school student who fails a class at the end of a semester will not be allowed to participate in extracurricular activities the following semester.

### **Work Permits**

Students less than 16 years of age who apply for employment outside of school are required by the prospective employer to obtain an "employment certificate" commonly called a "work permit". These permits are available in the guidance office. To request a work permit, a student must complete an application for a work permit, which includes a statement from the prospective employer of their intention to employ said minor. The student must supply a birth certificate and social security card.

### **Student Driving and Parking**

For the safety of all students, the school administration has the right to take appropriate measures to provide for the safe travel and/or transportation of students to and from school, immediately before or after the school day. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. The administration may take disciplinary action upon receipt of reports of unsafe or reckless

driving, involving students entering or leaving campus, or within the general vicinity of the school campus. This action may include, but shall not be limited to, the removal of driving privileges. Students using vehicles for transportation to and from school are expected to comply with the regulations below. Students and their parents or guardians are responsible for damages. The number of parking spaces sold may be limited to the number of available student parking places. In the event parking availability is limited due the number of requests, a system to sell the tags will be developed by the administration and may be based upon any of the following; graduating class, lottery, birth date of students. In order to purchase a tag a student must register their vehicle in the Main Office providing the make, model, and license number. If a vehicle change is made, the change must be reported to the office within two days. Students are not to loan, give, or sell their parking tag to other students. Students who leave campus without the school's permission will be subject to the loss of driving/parking privileges – whether driving a vehicle or not.

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

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

### **Driver's License**

Illinois law states that any student subject to compulsory attendance who drops out of school will, upon report by school personnel to the state of Illinois, will lose his/her license until age 18.

### **Guidance & Counseling Services**

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

### **Academic Planning**

Meetings will be held in the second semester to review graduation requirements and to select courses for the next year. Students are encouraged to see a counselor concerning their specific academic concerns at any time during the school year. Information about colleges, financial aid

and other educational opportunities are available. Students are encouraged to review these materials. Help is also available in completing admissions and financial aid forms. Parents of students who are experiencing particular academic difficulties are encouraged to use the counselors as a channel of communication regarding study skills, contacts with teachers, etc.

### **Career Planning**

Career information is accessible to students in the Guidance Office in the main high school office. In addition, information from Career Cruising is available on the internet. Information such as entry requirements, duties, condition, employment outlook and salary levels are available on careers. In addition, individuals or groups of students can come in and explore their own abilities, interests and personal characteristics as they relate to jobs by discussing these aspects with the counselor, other students, or volunteer resource persons.

### **Personal Counseling**

Students are encouraged to talk over their concerns or issues with the social worker before they negatively affect the student's everyday living. Social Workers can provide support, understanding and an emotional outlet for students needing assistance. Group sessions may be held for students who need an opportunity to openly discuss and clarify their personal values and feelings about a number of topics. Sessions would be aimed at helping students more accurately perceive and adjust to the world and the people with whom they must live. Information pertaining to social service agencies is available in the Social Worker Office.

### **Testing Program**

Various tests and inventories are available to students for college admission, National Merit Scholar competition, identifying academic strengths and weaknesses, exploring attitudes related to career areas, and identifying career interest patterns.

These instruments may include: Preliminary Scholastic Aptitude Test (PSAT), American College Test (ACT), Scholastic Aptitude Test (SAT), ACT, Aspire, Explore, IAR, and Galileo ATI.

Students should consult with the Guidance Office if they have any questions about test dates, registration procedures, etc.

### **Class Schedule Changes**

All students must carry a minimum of seven four-weight subjects each semester. (IEP Students exempt). No student may drop a required course. A grade of "F" will be recorded for any subject dropped after the end of the 5th school day of a semester and the student can be placed in any available class.

Student/Parent-initiated schedule change requests will not be honored for any of the following reasons:

- desire different teacher;
- desire the same subject, but different period;
- request would result in class size being over or under enrolled;

- changed mind about PE waiver (if waiver offered).

Timeline to change schedules is as follows:

1. First Semester Course Changes All student initiated changes for the first semester must take place during the time between registration and prior to the first day of school. Only school/teacher initiated changes will take place during the first four days of the school year. No student initiated changes will take place without written permission from a parent. Phone calls will not be sufficient.
2. Second Semester Course Changes All student initiated changes for the second semester must take place prior to the last day of the first semester. Only school/teacher initiated changes will take place during the first four days of the second semester. No student initiated changes will take place without written permission from a parent. Phone calls will not be sufficient.

The school reserves the right to make changes in a student's schedule to accommodate class size requirements. Student schedule changes by the guidance department may occur at any appropriate time when deemed necessary with approval of the building principal. Examples of reasons for these changes would be: a student who would benefit if he/she were put in a different level course as recommended by the teacher; approval for special education services; dropping PE for a medical reason, or ELL language issues.

### **Correspondence Course Policies**

Credit for correspondence courses will be permitted only for graduating seniors lacking the number of credits required for graduation due to extenuating circumstances. No more than two units of credit can be applied to the total number of credits required for graduation. The only exception to the above would be as described in District Policy 6:310 (Credit for Non-District Experiences).

### **Report Cards and Progress Reports**

Report cards are available online to students and parents four times during the school year with each quarterly grading period containing approximately nine weeks of school. If a parent/guardian desires a hard copy of their student's report card one may be obtained from Guidance Dept. in the main office by coming to the school and requesting a printed copy. Copies will not be mailed out. Parents can view their child's academic progress at any time utilizing Lumens.

### **Driver's Education Policy**

In accordance with state law, effective January 1, 1994: Before enrolling in a driver education course (Classroom or Behind the Wheel) a student must have passed eight classroom courses during the two previous semesters. Courses will be defined as those same courses used to figure G.P.A. (Grade Point Average). Attendance and behavior may also determine eligibility for enrollment in Drivers Education. Students who do not meet these requirements may make application to the Superintendent for a waiver. Applications may be obtained from the guidance office. Applications must be turned in during the first five school days of the semester in which the student will enroll.

### **Dual Credit Program & AP Courses**

BHS offers a dual credit program in coordination with Lincoln Land Community College (LLCC). Students have an opportunity to earn high school credit and at the same time earn college credit. Placement tests or ACT test scores will be required for all classes. Available dual credit courses may vary from year to year subject to approval by LLCC and LLCC reserves the right to limit the number of dual credit courses a student can enroll in each semester. A transcript of dual credits must be sent from LLCC to the four-year college. The four-year college has the option of accepting the dual credit. In most cases, the final exam is required and may not be opted out. The exam will be comprehensive. AP courses are also available at BHS. A fee is associated with the course determined by the test cost. AP course work is rigorous and requires work outside the classroom. All curriculum is College Board approved.

### **APEX Learning**

The district will utilize Apex Learning to both enrich our students and allow them to recover from failing grades. The school will provide enrichment classes for free, but students taking courses to recover from a failing grade must pay the enrollment cost of \$75. The fee must be paid before a student may enroll in the course. High school students who fail a semester class cannot take an APEX course in order to play sports the following semester. APEX courses must be approved by the administration.

The APEX Learning course catalogue can be picked up in the counselor's office.

### **College Now**

The College Now program is a program allowing second semester seniors the opportunity to take college courses through Lincoln Land Community College (LLCC). College Now allows students to complete an entire semester of college while they are still in high school. Students who have completed their high school curriculum by December of their senior year are eligible to apply. Students enrolled in this program may still participate in extracurricular activities including dances and sports.

### **Guidelines for Graduation in Less Than Four Years**

The Board of Education does not encourage early graduation. High school years are a time of maturation, which is desirable before young people enter advanced training or the working world. No student may graduate with less than three and one-half school years of creditable high school attendance. A school year is defined as a regular nine-month term at any recognized or accredited school. However, graduation is permissible upon completion of requirements established by the Board of Education and shall be governed by the following regulations:

Students must have completed all required subjects as set forth by the State of Illinois and the Beardstown Community Unit High School. Students will need to have 24.5 credits. All required classes must be taken at Beardstown High School unless the principal grants special permission.

Early graduation candidates and their parents/guardians will be required to meet with the principal to review the reasons for applying for early graduation. Students who elect to graduate at the end of the first semester of their senior year will receive their diploma at the conclusion of



the regular school year. Students may not participate in Extracurricular activities or attend Prom unless invited by a current student. Students must make application for mid-year graduation no later than the end of the first full week of school for the twelfth year of school attendance. The principal and Superintendent of Schools must approve all requests for early graduation. Board of Education approval is also necessary. Students will be notified of approval or disapproval in writing before mid-October. Cases requested after first full week of school will be considered on an individual basis. Students who complete all requirements for graduation at the end of the first semester may participate in baccalaureate services and commencement exercises at the end of the school year. (Subject to the rules and regulations established by the school for graduation.) Class rank for mid-year graduates will be calculated through eight semesters.

### **Final Exams**

Students must be in attendance for final exams and will only be excused by a medical note or family death. Failure to take the final exam on the scheduled exam day/time will result in a failure for the final exam. Leaving school early for family trips, vacations, etc. are not excusable. Administration reserves the right to review individual cases for extenuating circumstances. The final exam will account for 10% of the total grade each semester.

### **Senior Finals-Spring Semester**

Administration reserves the right to apply final exams to Seniors during their Spring Semester or not.

### **Subject Load**

The required subject load is six classes per semester for students to be full time. Full Time status provides certain privileges that part time students may not be afforded.

### **Health & Physical Education Waiver Policy**

All students at Beardstown High School must be enrolled in PE for every year enrolled in high school (all four years). A minimum of 3.5 credits must be earned. In the case of a medical excuse, if it is an extended period another class may be substituted of equal weight or credit. Students who waive Physical Education under provisions granted by State Law will not receive credit. Waivers of any type cannot contribute to the total credits required.

### **Health Education class waiver**

Sex education content request according to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete a class attendance waiver statement and return it to your child's classroom teacher within 5 school days. It should include the following: I request that the District waive the class attendance of my child in a class or courses on:

- Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.
- Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS, Instruction on diseases, Recognizing and avoiding

sexual abuse, Instruction on donor programs for organ/tissue, blood donor, and transplantation.

### **Physical Education Waiver Procedure**

#### **Provision #1 Juniors & Seniors**

Athletic/Cheerleading/Dance Waivers: A student participating on a school athletic team/cheerleading/dance may request a waiver from physical education in order to take another academic subject during either or both semesters they are participating in the activity. If a qualifying student takes an extra full year academic course, in place of physical education, and if all remaining courses for the year are full year courses, the student may be excused from physical education class for the entire school year even if the activity covers less than that time period. If a qualifying student takes an extra course in place of physical education, and if at least one course is one semester in length and offered only in the semester of the sports season of the athlete, the student may be excused from physical education for the entire semester even if the interscholastic sport covers less than that time period. If the sport covers two semesters, such as basketball, the athlete will be allowed to waive the semester of the season which is greater in length. The physical education graduation requirement of qualifying students shall be reduced one-half credit per semester for each approved waiver if the student meets at least one of the following criteria: (This does not lessen the total required credits needed for graduation.) The student completes a full season as a team member in at least one sport during the semester the waiver is in effect. The student completes part of a season as a team member in at least one sport during the semester for which the waiver is granted, but he/she is unable to participate in the full season due to injury. Whenever a student on waiver is cut or quits the team, or is dismissed by the coach for violation of Beardstown athletic policy or team rules, that student shall lose his/her physical education waiver and shall be given the option of dropping an academic class to be placed immediately into a physical education class, or be enrolled in two physical education classes the following semester.

#### **Provision # 2 Local Graduation Requirements**

A senior student who lacks sufficient course credit of one or more courses required by state statute or local school board policies for graduation may request a waiver from physical education to take eight courses in a semester provided all eight courses in the student's schedule will fulfill Beardstown District 15 graduation requirements in areas for which the student is deficient. Students who have failed a required course, transferred into the district with deficient credits, or who lack credits due to other causes will be eligible to apply for the above exemption.

### **Graduation Requirements**

The Beardstown Board of Education determines high school graduation requirements that will provide each student ample opportunity to achieve the goals for which the School District exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all courses as provided in The School Code, 105 ILCS 5/27-22.
2. Complete all minimum requirements for graduation as specified by the Illinois State Board of Education rule, 23 Ill. Admin. Code ~ 1.440.
3. Students will need to have 24.5 credits.

The following rules must be followed in preparation for graduation from BHS:

- Four credits of language arts
- Three credits of mathematics
- Three credits of science
- Two and one half credits of social studies one being of United States History and one semester of civics is required for graduation beginning with the freshman class of 2016-17
- Three and one-half years of PE with a passing grade (unless approved waiver is in effect)
- One-half year of driver education (driving component not required)
- One-half year of health education
- Three credits (taken in fine arts, foreign language or vocational education)
- One credit in computer class (as designated by the Guidance Dept.)
- One half credit in Resource Management

Students who do not earn the requisite credits for graduation will not be allowed to walk through graduation ceremonies with their classmates, and will not receive a diploma until all graduation requirements are complete.

\*Waivers may exempt students from physical education because of medical reasons or athletic participation. Waivers do not reduce the total number of credits for graduation. Students that will be seeking early graduation should note this requirement.

### **Beardstown C.U.S.D. 15 Social Promotion Policy**

A student shall be promoted from one grade to the next grade based upon academic performance measured by standards determined by the Board of Education. The Board of Education shall be the final arbiter of promotion decisions. In no event shall promotion be based upon age or other social reasons not related to the academic performance of the students. Every effort will be made to ensure that students meet minimal local academic standards before consideration of retention at a grade level. Decisions to promote or retain students in a grade shall be based on mastery of local academic standards and curriculum assessments, classroom performance, attendance, and performance on state and national assessments or other criteria established for each grade level.

### **Retention in Middle/ Junior High School**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance. Students must pass 4 of the 5 core classes (reading, writing, math, science and social studies) with 70% or better average for the school year to promote themselves. Students who fail to meet the criteria for promotion to the next grade shall be provided with remedial assistance as deemed appropriate by the district.

### **Academic Integrity: Procedures and Guidelines**

Academic integrity is of the highest priority at Beardstown Jr./Sr. High School. Students are expected to abide by the highest academic ethics. As noted in the discipline section of this handbook, cheating is considered as severe misconduct. Cheating may include, but is not restricted to, the following: 1) copying another student's homework as a student's own work; 2) use of another person's work in term papers or other documents without giving credit to the author; 3) using cheat sheets or any device that contains, provides, or otherwise allows communication of answers to tests or quizzes; and 4) trying to read answers from another student's work. A student who is found to have violated academic ethics will, at a minimum, receive a zero for the work in question. In severe or repeated cases, further disciplinary action may follow, including detention, suspension from school, and removal from the course in which the violation(s) occurred.

The school will notify the parent of any student who does not or may not meet the criteria for promotion as soon as possible by letter. At the end of the second semester, the teachers and principal will meet to discuss the promotion status of any student who does not meet the criteria. Retention or promotion will ultimately be at the discretion of the administration.

Students must pass the Illinois and U.S. Constitution tests in both Junior High School and Sr. High School. Under certain conditions, transfer students may take these tests separate from the US History class, as approved by the teacher, guidance counselor and principal.

### **Valedictorian and Salutatorian**

For all classes, the class valedictorian(s) will be the student(s) with highest ranked GPA. The class salutatorian(s) will be the student(s) with the second highest ranked GPA. A student must have earned at least ten credits through courses offered at Beardstown High School to be eligible to be a class valedictorian or salutatorian.

### **Honors Night**

The Beardstown High School Awards Night is a time to recognize those high school students who have made superior achievements in scholarship and may vary somewhat from year-to-year.

### **Algebra I**

At the end of the seventh grade year, the mathematics faculty and school administration will recommend that certain students be placed in eighth grade Algebra I the following school year. This recommendation is made on observations of student performance in seventh grade mathematics and the student's mathematics teacher's estimation of the student's success in Algebra I. Other factors such as state testing and ATI assessment data will also be taken into consideration.

Students who are placed in Algebra I are expected to maintain a "B-" average during the first semester. Students who do not maintain the required average will be placed in the regular eighth grade math class for the second semester.

If a student who is placed in Algebra I finds that he/she is unable to adequately complete the

work earlier in the semester, the student's parents may request a meeting with the principal and the Algebra I teacher to discuss the situation.

Students completing Algebra I successfully at the eighth grade level may earn one high school credit toward graduation, but must still earn three credits of Math during their high school years. Students who complete Algebra I successfully for high school credit prior to the freshman year may not repeat the course during their high school years.

## **SECTION V: STUDENT SERVICES**

### **Four Rivers Special Education Cooperative**

State and Federal legislation requires a free and appropriate education for all children with disabilities between the ages of 3 and 21. To meet these requirements, Beardstown School District in cooperation with the Four Rivers Special Education Cooperative provides special education programs and services.

Programs and services are designed to meet the needs of students who qualify for services. A multidisciplinary committee of educational personnel determines the child's eligibility for programs and services. When a child is eligible for special education services, an Individual Educational Program (IEP) is written to establish goals and recommend services specific to the child's unique needs.

Parent/guardian consent is required prior to the evaluation and for special education placement. Special Education referral forms may be obtained from the Main Office. Also available upon request are the complete "Explanation of Procedural Safeguards to Parents of Children with Disabilities" and ISBE Regulations governing special education.

### **Education of Children with Disabilities**

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

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

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

### **Equal Opportunity and Sex Equity**

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

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

### **Accommodating Individuals with Disabilities**

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

### **Transfer Students With Individualized Education Plans or 504 Plans**

Federal and state statutes require Beardstown Jr./Sr. High School to recognize and match, within the scope of programs and facilities available to the school district, any current individualized education plan (IEP) or 504 plans that accompanies a transfer student's records. Changes to the previously prescribed IEP or 504 plans must be made during an IEP or 504 meeting. If a student's complete and up-to-date records are not received by the school district within thirty days of enrollment, the school district will schedule a domain meeting to begin collection of the required documentation.

### **Response To Intervention Program**

The RTI program is an organized procedure, as provided for by law, for early identification, intervention, referral, and follow-up of "at risk" students. Problems are generally first noted when a student is observed having attendance, behavior, health, or academic difficulties. Referrals may be made to this group by administrators, teachers, support staff, parents/guardians, students, or through self-referral. Any referrals will be kept confidential. Referrals are most likely to be made when a significant change the following are noted: in behavior as noted by teachers or administrators; attendance as noted by the office; health as determined by the school nurse; or academics as determined by teachers or the guidance counselor. If the RTI team interventions are unsuccessful and the RTI team determines that the difficulties encountered warrant further study, a student may be referred for testing or evaluation. Such testing or evaluation may lead to placement in special education programs or to the development of a 504 plan. Under state and federal law, no student will be referred for testing, evaluation, or placement in a special education program or a 504 plan without the RTI team intervention.

### **Gifted Education**

Beardstown High School provides accelerated classes for students in the various grade levels. Prior grades, test scores, and teacher recommendations determine participation in these classes.

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

1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such

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

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

5. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to: Name Address Gender Grade level Birth date and place Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared 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 Period of Attendance in school Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. 1 Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law. 8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.



The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington DC 20202-4605  
1 This section is only applicable to high schools.

### **Transcripts**

The school or institution to which a student is transferring must make requests for transcript of grades. Under no circumstances will an official transcript of grades be given to an individual or student. The policy of the school is to mail such requests directly to the school or institution requesting a transcript.

### **Transferring to Another School**

When a student transfers to another school or leaves for any other reason, he must pay all school fees and debts owed, turn in all library books, and turn in all textbooks and your school ID. Student records will not be transferred until all fees/debts have been paid and books returned. All exiting students must complete a withdrawal/transfer form required by the Illinois State Board of Education.

## **SECTION VI: STUDENT BEHAVIOR, RIGHT'S AND DISCIPLINE**

It is the philosophy of the school district to have rules and regulations that allow each student the opportunity to work and study in an environment conducive to learning. Students are expected to be courteous, diligent, honest, respectful, and to abide by the rules and regulations of the school district.

### **Student Behavior**

All students shall conduct themselves in an orderly and appropriate manner while at school and while participating in or attending school related events. Disruptive behavior or any violation of the rules of student conduct at a school sponsored activity shall subject a student to the same punishment as if the misconduct occurred at school during the school days which may include denial of the privilege to attend school sponsored activities. Disruptive behavior or violation of the rules of student conduct while riding a school bus shall subject a student to the same punishment as if the misconduct occurred at school which may include denial of the right to ride the school bus for an appropriate period of time. Violation of the rules prescribed for participants in individual extracurricular activities and athletics may result in denial of the privilege to participate in such activities.

The sole reason to assign discipline to students is to change behavior. Discipline in the school is not intended to merely serve as punishment. Rather, it is more importantly intended to be a means of maintaining order and a healthy learning environment in the school. Whenever possible, disciplinary actions are designed to provide a constructive learning experience, emphasizing the importance of each student's responsibility to respect and preserve the rights and welfare of others.

### **Student Responsibilities**

A student has the responsibility to do the following:

1. Be punctual and attend school regularly;
2. Attain the best possible level of academic achievement;
3. Answer and be held accountable for his/her actions;
4. Dress appropriately and practice habits of personal cleanliness;
5. Respect and address the rights of fellow students and school personnel;
6. Respect school and community property;
7. Respect authority both in school and at school-sponsored activities;
8. Avoid engaging in any activity that may disrupt the education process of the district or threaten the welfare of any student, employee, or visitor;
9. Know, understand, and obey all school rules;
10. Obey all city, state, and federal laws;
11. Understand reasons and methods of discipline, including suspension or expulsion;
12. Avoid abusive or profane language, either verbal or written;
13. Avoid actions or language that may offend or discriminate against others.

### **Student Rights**

- I have a right to be happy and to be treated with compassion in this school.
- I have the right to be myself in this school: this means that no one will treat me unfairly based on who I am.
- I have the right to be safe in this school: this means no one will hit me, kick me, push me, pinch me, threaten me, or hurt me physically in any way at any time.
- I have the right to expect my property to be safe in this school.
- I have the right to learn, seek knowledge, ask meaningful questions, seek answers and to learn about others and myself in this school.
- I have the right to be helped to learn self-control in this school: this means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.
- I have the right to expect that all of these rights will be mine in all circumstances so long as I am exercising my responsibilities within the policies of this handbook

### **Student Dress & Personal Items**

The dress and grooming of students in the Beardstown CUSD # 15 shall be the responsibility of parents and students. A student is expected to be clean, neat, and decently dressed. Human beings tend to act as they dress, and appearance is a major factor by which the public judges a school and student body. A student who does not conform to the student dress policy will be required to correct the violation. Refusal to comply may result in disciplinary action. Students who are reminded multiple times will be subject to disciplinary action. Students will call their parents from the office and either a change of clothes will be brought to them or students will be sent home.

1. No student shall wear clothing or practice grooming which is: a) unsafe, b) unsanitary, c) distracting to others, or d) destructive to property.
2. A student is required to wear footwear and shirts.
3. No hats, caps, bandanas, “dew” rags, etc. should be worn in the school building. The hood of any “hoodie” or jacket may not be worn while inside the building.

4. Shorts or skirts must be mid-thigh in length, even with tights or leggings. No pajama bottoms or tops are to be worn at school. No undergarments should be visible whether a student is standing or sitting. If necessary, belts or other devices must be worn to hold pants in place. No jeans or clothing may be worn with torn areas or holes above the mid-thigh. The inside lining of pant pockets should not be visible. As a rule of thumb, a student's outstretched fingertips will be used to judge.
5. Tops must cover the entire torso whether singly or in combination. No midriff area may be visible. Sleeveless shirts must have a strap of at least one-inch width on each shoulder, and must not droop significantly in the underarm area. No undergarments should be visible. No loose mesh or see-through tops nor any clothing garment may be worn unless it is or under a top that complies with these provisions of the dress code. Tops with low plunging necklines are not acceptable. The bottom of a student's shirt should touch the top of their pants.
6. For safety reasons, clothing accessories such as chains and spiked necklaces may not be worn.
7. A student may not wear a coat in class unless given direct permission by a teacher or administrator.
8. Articles of clothing (including belt buckles) that directly advertise or reasonably suggest narcotics, alcohol, profanity, or sex and sexual references/innuendos may not be worn.
9. There will be NO Flip-Flops or Sandals worn in PE classes. A student should wear or bring appropriate PE shoes.
10. Students should not bring any of the following to school: a) water guns b) bean shooters c) tobacco products d) pocket knives e) lighters or matches f) glass bottle products g) portable radio cassette or disc players h) electronic devices.
11. Other information will be added, as needed, throughout the year.

### **Public Display of Affection**

Public displays of affection are to be limited to holding hands.

### **Access to Student Social Networking & Websites**

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

### **Classroom Management Plans**

Each teacher has a Classroom Management Plan which has been approved by the building principal which outlines the types of disciplinary actions that teacher applies to inappropriate behavior in the classroom. If a student's behavior is so disruptive as to require removal from the classroom, the teacher may make an immediate office referral. The following disciplinary actions may be used by teachers in a Classroom Management Plan:

- Verbal reprimand

- Behavior Contract
- Teacher Detention (either before or after school)
- Time Out / Temporary removal from class
- Withdrawal of Privileges
- Conference with the student
- Conference with parents

In all instances of discipline beyond a mere verbal reprimand (unless repeated), parents may be contacted by the teacher.

### **Office Referrals**

A student will be referred to the office when the behavior is persistent, disruptive or of a serious nature requiring the involvement of the Assistant Principal and/or Principal. Students temporarily removed by a teacher from the classroom due to disruptive behavior pursuant to the discipline policies in this handbook shall be given a conference with the Assistant Principal and/or Principal. The student shall be informed orally of the reason for the temporary removal and shall be given the opportunity to reply to the reason at that time. In the event the student is kept out of the classroom for any period in excess of the remainder of the school day, the district shall follow those procedures otherwise in effect for out-of school suspensions.

### **General Building Conduct**

Students shall not arrive at school before 7:40 a.m. and classes begin at 8:10 a.m. and students are dismissed at 3:05 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, hoods and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No audio or recording devices are permitted without permission from the principal.

### **Student Discipline**

Beardstown CUSD #15 believes in a discipline policy that promotes a safe, orderly environment that in turn enhances learning and fosters self-discipline and mutual respect. Video cameras may be used in the school facilities and on the school buses for monitoring purposes. This policy shall be applied in a fair and consistent manner that is motivated by genuine concern and compassion for all students, staff, parents, and our community. Consequences are given to change behavior.

It shall be the duty of the staff to enforce such rules for school and class control as the school administration may establish. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with the policies of the Board and with applicable state laws and State Board of Education directives.

Students are attending school primarily for the purpose of obtaining the best education possible. Students must recognize that teachers and other adult employees are in charge. ANY LACK OF RESPECT ON THE PART OF THE STUDENTS TOWARD TEACHERS OR OTHER ADULTS will result in the administration of appropriate disciplinary measures. When addressing or referring to a teacher or other adult, students shall use a title of respect (Mr., Mrs., Miss, Ms., Dr.).

The following statements shall be included in each Special Education student's IEP: Special Education students will be governed by all the rules and policies covered in the student handbook and discipline policy and administered discipline as appropriate to all students.

1. Students committing acts of gross disobedience or misconduct may be placed on probation, detained during non-school hours, suspended in-school or out-of-school, suspended from riding the bus, expelled from school, expelled from riding The bus, or otherwise disciplined.
2. A student will be permitted to make up schoolwork and examinations missed as a result of an out-of-school suspension.
3. Authorized personnel may place on probation, detain after school, suspend in-school or out-of-school, or otherwise discipline a student. Only the Superintendent and Principal are authorized to place on probation or suspend a student from school or riding the school bus. Only the Board of Education can expel a student.
4. A teacher may remove a disruptive student from his/her classroom who acts in a manner that is detrimental to the academic atmosphere of the classroom environment. The Principal, following a conference with the classroom teacher, shall determine the length of time for which the student will be removed from the class or school.
5. Multiple detentions will result in suspension, as noted in the Detention section of the disciplinary code.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials including electronic cigarettes, e-cigarettes, or any type of "vaping" device or charger.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish or THC vaping juice).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. 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.
- e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
- f. 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.
- g. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Weapons - Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- 5. Theft
- 6. Internet / email threats
- 7. Cheating
- 8. Fighting
- 9. Immoral conduct
- 10. Disruptive behavior
- 11. Improper use of motor vehicle
- 12. Continual petty offenses
- 13. Skipping an assigned detention (time is doubled for each infraction)
- 14. Use of vile or profane language or gestures-also verbal abuse
- 15. Truancy which is not chronic or habitual as defined in the School Code
- 16. Intimidation, verbal or written threat, or attempt to intimidate school personnel or students
- 17. Possession or use of a dangerous weapon or a reasonable facsimile of a weapon
- 18. Disrespect (arguing, talking back, being a “smart aleck”, etc.)
- 19. Insubordination (failure to comply with directives) towards any member of the faculty or staff
- 20. Fire/Bomb, firecrackers, making a bomb threat, setting off a fire alarm, tampering with fire extinguishers, etc.
- 21. Willful, intentional attempt to damage or cause destruction to school property or property of school personnel or students

22. Any other misconduct detrimental to the school environment or acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or students
23. Hazing and/or initiation
24. Bullying
25. Sexual Harassment
26. Using or possessing an electronic device. Cell Phone disciplinary offenses: 1st Offense The device will be confiscated and a parent or guardian will be called and returned to the student at the end of the day. 2nd Offense A 75 minute detention will be given and the device will be confiscated. A parent or guardian must pick up the device in the high school office 3rd Offense An in-school suspension will be given and the device will be confiscated. A parent or guardian must pick up the device in the high school office 4th Offense An out of school suspension will be given and the device will be confiscated. A parent or guardian must pick up the device in the high school office and the student will lose this privilege meaning they cannot have a cell phone in the building.
27. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices are to be *turned off* and locked in the student's locker during the school day from 8:10am-3:05 pm. Students are allowed to use cell phones during lunch.
28. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
29. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
30. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
31. Engaging in teen dating violence.
32. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
33. Leaving the building or campus without permission; leaving class without permission.
34. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
35. Violating any criminal law, including but not limited to, assault, battery, arson, theft (possession of stolen property), bribery, extortion, gambling, eavesdropping, vandalism, identity theft, and hazing.
36. 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.

37. 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.
38. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
39. Making, writing or publishing any type of threat.

### **Harassment**

General harassment or sexual harassment will not be tolerated in the Beardstown Jr./Sr.Schools. Students, teachers, secretaries, aides, cooks, custodians, drivers, or administrators who believe they are being harassed are encouraged to discuss the matter with the Building Principal or other school official/teacher. Appropriate action will occur.

### **Teen Dating Violence Prohibited**

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

### **Sexual Harassment / Bullying / and Intimidation / Hazing Policy**

The Beardstown School District 15 believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with the student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, the Beardstown School District shall not tolerate sexual harassment of students by other students, by employees of the District, or by other adults at the district. Sexual harassment of students is prohibited.

Sexual harassment is defined as follows: "Sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual or sex based nature by anyone, including students, imposed on the basis of sex that has the purpose or effect of:

- (a) substantially interfering with a student's educational environment;
- (b) creating an intimidating, hostile, or offensive educational environment;
- (c) depriving a student of educational aid, benefits, services, or treatment; or
- (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student."

A student who feels he/she is being sexually harassed is encouraged to bring the complaint to the attention of the principal. If the principal is allegedly involved in the harassment, the complaint



should be taken to the superintendent. Such report shall be made in writing detailing the specifics of the charge. The principal will investigate the report and determine a resolution of the case including any necessary and/or appropriate disciplinary action. If the student is dissatisfied with the decision of the principal, the matter may be appealed in writing to the Superintendent. If the student is dissatisfied with the decision of the Superintendent, the matter may be appealed in writing to the Beardstown CUSD 15 Board of Education.

Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

The sexual harassment of one student by another student shall be considered a violation of the Student Disciplinary Code "gross disrespect" as approved by the Board and subject to the appropriate disciplinary actions as stated for this offense.

### **Bullying / Hazing / Intimidation Reporting Procedure**

1. Report the incident to the Principal, Guidance Counselor, Social Worker or Classroom Teacher immediately.
2. This information will be documented and confidential.
3. Parents will be contacted by phone or written correspondence if the situation warrants.
4. Disciplinary action will be taken if the situation warrants.

### **Types of Bullying:**

- Emotional - being actively unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually orientated comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - Internet misuse through offensive website postings, e-mail and instant messaging.
- Misuse of mobile phones through text messaging, camera and video facilities, etc
- Property - damage to or hiding of another's property

### **Bullying Beyond The School**

Schools are not directly responsible for bullying off their premises and this can be a difficult area to manage. The Role Of Parents:

It is clearly helpful where parents are able to support the values and measures represented within this policy and to discuss relationships, incidents and concerns in the same light. Parents, who are concerned that their student may be being bullied, or may be a perpetrator of bullying, should contact the Principal, Social Worker or Guidance Counselor immediately. We advise against contacting other parents to sort out matters.

Our school believes that all children have an absolute right to be educated in a safe and secure environment and to be protected from others who may wish to harm, degrade/put-down, or abuse them. There is no justification whatsoever for bullying behavior and it will not be tolerated in any form. Bullying is the intentional desire to hurt, threaten, or frighten someone else through verbal, nonverbal or physical aggression. This occurs when a person is exposed repeatedly and over time to negative direct or indirect actions.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

**Examples of prohibited conduct** include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual

destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with who the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing in addition to the online reporting system available on the school website. Complaint Managers:

Mr. Matt Klett  
500 E. 15th Street  
Beardstown, IL 62618  
217-323-3665 ext. 2125  
klettmm@beardstown.com

Mr. Bill Myers  
500 E. 15th Street  
Beardstown, IL 62618  
217-323-3665 ext. 2130  
[myersb@beardstown.com](mailto:myersb@beardstown.com)

Mr. David Scott  
500 E. 15th Street  
Beardstown, IL 62618  
217-323-3665 ext. 2128  
scotttd@beardstown.com

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

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

### **When and Where Conduct Rules Apply**

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

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.

### **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 dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Teacher detention or Lunch detention.
4. Withholding of privileges including but not limited to technology, bus, cafeteria, library, driving, extracurricular attendance (social probation).
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure may be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
15. Other appropriate District or administrative consequences.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

“look alike” of any firearm as defined above.

3. Hazardous or noxious chemicals are also not allowed to be in the possession or to be used by a student

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. Any denial of school services made in accordance with this section shall be consistent with the requirements of the federal Individuals with Disabilities Education Act.

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

### **Explanation of Possible Consequences:**

#### **Detention**

Detention is one of the disciplinary options in the district for student misbehavior. There are various types of detention given based upon the severity of the behavior and the repetition:

- Teacher issued detention before/after school/during recess
- 30 minute lunch detention
- 60 minute detention: includes Study Lab time when required
- 2 ½ hour detention

A minimum of 24 hours notice will be given to the student before the detention must be served if transportation is necessary unless agreed upon between parent/guardian and administration. Transportation from home to school for detentions, is the responsibility of the student and parents. Unexcused absence from 60 minute detentions will result in a 2 ½ hour detention. Unexcused absence from 2 ½ hour detention will result in A.E.R. In appropriate cases, detentions may involve work by the student related to the infraction. “Forgetting” to serve is

considered an Unexcused Absence. Excuses must be approved by the Assistant Principal or Principal. Students may not be excused from detention because of employment schedules, athletic/club/group activities or other reasons.

Detentions are to be served after school only, unless otherwise arranged with the teacher or office. Students in detention are expected to bring materials on which to work or read. Students who are disruptive or fail to comply with detention rules (see appendix) will forfeit having served that day.

**BEARDSTOWN Jr./Sr. HIGH SCHOOL DETENTION RULES (for Teacher or Office placement)**

1. Students are to report to detention with all needed books, supplies, and items needed for the entire time.
2. Students are to remain seated in the assigned seat, facing forward, at all times, and are only to get up with permission.
3. Students are not to sleep or put head down on arms or desk.
4. Students may not rock back on chair legs or prop feet on furniture, radiator, or walls.
5. Students may not mark on desks or walls.
6. Students may not talk to other students in detention at any time unless granted permission by the detention supervisor.
7. Students are to keep busy at all times doing homework, projects or reading. A student will receive one warning for failure to comply.
8. Additional rules will apply as needed.

NOTE: Any infraction of the above rules may result in additional time in detention or an in-school suspension.

**Alternative Education Room**

An assignment to the Alternative Education Room (A.E.R.) results in a student spending one or more school days in a room separate from the regular classroom. A.E.R. begins at 8:10 am and goes until 3:05 pm.

Full credit will be given for assignments due and completed on the day in A.E.R. Assignments not completed on time on A.E.R. days will result in a “0” for that assignment and the student may be required to continue reporting to A.E.R. until all assignments are completed satisfactorily. An act of gross disobedience or misconduct in A.E.R. may result in an out-of-school suspension.

At the completion of such an out-of-school suspension, the student will be required to satisfactorily complete the assigned period of A.E.R. Students may not attend any school activities until their A.E. R. has been fully completed including extra curriculars, dances, concerts, meetings, or any other school programs.

BEARDSTOWN JR./SR. HIGH SCHOOL IN-SCHOOL SUSPENSION RULES START TIME:  
8:10 am END TIME 3:05 for high school students pm

1. Students are to report to the office with all needed books, supplies, and items needed for the entire time in the Alternative Education Room (AER).
2. Students are to remain seated in the assigned seat, facing forward, at all times, and are only to get up with permission.
3. Students are not to sleep or put head down on arms or desk. you are to be working at all times. A student will receive one (1) warning for failure to comply.
4. Students may not rock back on chair legs or prop feet on furniture, radiator, or walls.
5. Students may not mark on desks or walls.
6. Students may not talk to other students in the AER at any time.
7. Students are to keep busy at all times doing homework, projects or reading.
8. A student will be allowed one break in the morning and one in the afternoon to go to the restroom and/or to get a drink.
9. ALL HOMEWORK must be turned in BEFORE you leave in order to receive credit. High school students are dismissed at 3:05 pm.
10. Students will be provided with a sack lunch. No outside food is permitted in AER. Students will eat lunch in the AER.
11. While in AER, students must give the AER Supervisor access to their Chromebook.
12. Students can only use technology when approved by Supervisor.

NOTE: Any infraction of the above rules will result in an additional day in the AER, (OSS) out-of-school suspensions or parents may be notified and required to pick their student up from school when students become uncooperative.

**Out-of-School Suspension**

A suspension is defined as any denial of regular school attendance for a period of up to 10 school days. Students will be suspended from all school activities. He/she must not be on school property at any time during the days of suspension unless approval is given by the Principal or Assistant Principal. The Superintendent, Principal or Assistant Principal are authorized to suspend students guilty of gross disobedience or misconduct as defined above for periods not to exceed 10 (ten) school days. Prior to the suspension, the student will be given an opportunity at that time to provide any explanation of the events giving rise to the suspension.

The district is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end appropriate behavioral and disciplinary interventions will be used if there are appropriate and available interventions and resources.

A suspension will be reported immediately in writing to the student's parent or guardian with a full statement of the reasons for the suspension and notice of their right to appear before the Board, or its hearing officer, to discuss the suspension. A copy of the notice will be provided to the Board.

If the parent requests a hearing, they must contact the Superintendent of Schools in writing within ten calendar days of the incident. If a hearing officer is appointed by the Board for review,

the officer will report to the board a written summary of the evidence heard at the meeting. Following the hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

Your child will be given the opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit.

The student and Parent/Guardian must meet with a building administrator prior to he/she returning to regular class from a long term (4-10 days) out of school suspension.

### **Out of School Suspension Policies**

1. The Principal/Assistant Principal will decide when a Suspension shall start and end. The Principal/Assistant Principal will decide whether a suspension shall be in or out-of-school.
2. The Principal/Assistant Principal will attempt to reach a student's parent by phone when a suspension is to be issued. The Principal/Assistant Principal will also send a letter to the parents
3. The Principal/Assistant Principal may request the parent(s)/guardian(s) to appear for a conference.
4. Students may not participate in or be in attendance at any extracurricular activities on a day of suspension.
5. If the suspension is an out-of-school suspension, then the student:
  - a. May not appear on the school premises at any time during the suspension period without the Principal's permission.

Failure to abide by the rules of an in-school suspension will cause the student to be suspended out-of-school for the remainder of the suspension, with an additional day added to the suspension.

### **Expulsion**

An expulsion is defined as a denial of school attendance for a period in excess of 10 school days but not to exceed 2 calendar years. Expulsion may include a prohibition from being present at all school activities or on school property. The Board of Education may expel students guilty of gross disobedience or misconduct as defined in the Student Discipline Policy of the Board of Education. Expulsion shall be a removal from school attendance, school activities and services and presence on school grounds for a definite period of time in excess of ten (10) days and not to exceed 2 (two) calendar years, as determined by the Board on a case-by-case basis. A student who is determined to have brought a weapon to school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than 1 (one) calendar year, except that the Board may modify the period of expulsion on a case-by-case basis.

Before a student may be expelled, the student shall be given a written notice of the charges and the time and place of a hearing on the expulsion as described in this policy. A written notice to



the student's parents or guardians shall be mailed by registered or certified mail and shall state the charges, the time, place and purpose of the hearing, a request for the parents to appear at the hearing and a copy of this policy. The expulsion hearing shall be before the Board or a hearing officer appointed by the Board. The student, the student's parents or guardians and legal counsel for the student may be present and may participate. At the beginning of the hearing, the charges against the student and the recommended date the expulsion is to become effective shall be read. The hearing shall proceed with the school's representative presenting evidence of the acts charged and the appropriateness of the disciplinary action recommended. Evidence may be presented by the testimony of the witnesses and the presentation of exhibits and physical evidence. The student or the student's representative may cross-examine witnesses presented by the school. After the school has presented its evidence, the student may present any witnesses, exhibits or physical evidence tending to contradict the charges or to show the penalty is not appropriate. The school's representative may cross-examine witnesses presented on the student's behalf. Strict rules of evidence shall not apply. At any time, the hearing officer or members of the Board may ask questions of a witness or ask for further explanation of an exhibit.

The Board, in making its decision, shall determine whether the student is guilty of the charge and, if the student is found guilty, the appropriateness and length of the expulsion. If a hearing officer has been appointed by the Board, the officer shall report to the Board with a written summary of the evidence heard. The Board may take such action upon the evidence presented as it finds appropriate.

### **Terminology/Descriptions:**

#### **Disrespect**

Written or spoken negative comments to a fellow student or to a staff member.

#### **Insubordination**

Failure to follow a staff member's direction.

#### **Restitution**

Students are responsible for payment of damage to school property when that damage is caused by negligent, irresponsible or intentional behavior.

#### **Referrals to Outside Agencies**

When appropriate, referrals will be made to the police or State's Attorney for any criminal action deemed necessary. Any student who is found using drugs or alcohol will be offered the full service of the school's personnel and referred to outside agencies if requested.

#### **Cheating**

Using another person's work as one's own is academic dishonesty or cheating. Students who are detected using cheat sheets, copying another's work or submitting another's work as his/her own will result in a "0" being given for that assignment or test. Students who allow others to copy their work are also subject to disciplinary action or loss of grades for the assignment. On the first offense of cheating, parents will be notified by the teacher and consequences will be imposed by

the teacher/administration. On a second or subsequent offense additional disciplinary action may be imposed. This includes the use of electronic devices for the purpose of academic dishonesty or cheating.

### **Plagiarism**

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. On the first offense of plagiarism, parents will be notified by the teacher and other consequences may be imposed by the teacher and/or an administrator. On a second subsequent offense in the same class, the student may be removed from that class for the remainder of the semester and receive a failing grade for that class for the semester.

### **Disruption with a Substitute Teacher**

When a substitute teacher is filling in for a regular teacher, student behavior is expected to be the same as when the regular teacher is teaching. Students are to treat Substitute Teachers with respect and follow all classroom and school guidelines.

### **Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: chromebook, cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices during non-instructional time, which is defined as before, and after school and during the student's lunch period. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure are subject to the following consequences: 1st Offense The device will be confiscated and a parent or guardian will be called and returned to the student at the end of the day. 2nd Offense A 60 minute detention will be given and the device will be confiscated. A parent or guardian must pick up the device in the high school office. 3rd Offense An in-school suspension will be given and the device will be confiscated. A parent or guardian must pick up the device in the high school office 4th Offense An out of school suspension will be given and the device will be confiscated. A parent or guardian must pick up the device in the high school office and the student will lose this privilege meaning they cannot have a cell phone in the building.

Students may use their phones during lunch as long as the phones are used in the cafeteria.

The school district is not responsible for the loss or theft of cell phones or other electronic devices brought into the school. Electronic study aids may be used during the school day if the use of the device is provided in the student's IEP. Examples of devices that are used as study aids include tape recorders, palm pilots and laptop computers.

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

### **Tobacco, Nicotine, Drugs/Alcohol, Marijuana, Controlled Substances, Paraphernalia, Look-Alikes**

#### **Illegal Substances or under the influence**

Beardstown School District 15 students, found to be under the influence, in possession or in control of, or selling or delivering any controlled substance (alcohol, drugs, drug paraphernalia, look-alikes, marijuana) while in school, on school district property, or at any school sponsored activity at Beardstown, or any other school, shall be subject to disciplinary action. School officials will cooperate fully with law enforcement agencies.

Any student found guilty of one of the following offenses will be subject to suspension or removal from any extra-curricular activity in which he/she participates.

To facilitate implementation of this policy, the following terms are defined:

#### **Smoking/Use of Tobacco**

Smoking and the use of tobacco by students are not permitted on the school grounds, on the school bus, in private cars, across the street or in the building at any time. "Vaping" or possessing or using an item to "vape" is also prohibited. An individual, who is in possession of tobacco/ nicotine products and/or observed smoking on school grounds, and under the age of 22 years old, may be subject to police intervention. "On the School Grounds" refers to any time of the day or any type of activity such as night basketball games, play rehearsals, band concerts, etc. This also applies when our students are representing our school at other schools or on field trips. Smoking has been determined to be detrimental to your health. At no time are cigarettes or tobacco, in any form, to be in the student's possession. The same is true for matches or lighters.

#### **Under the Influence**

Any student who has consumed or used any amount of a controlled substance, marijuana, drugs, or intoxicants, including alcohol, will be considered to be under the influence. Any student portraying to be under the influence will be considered under the influence.

### **Possession**

Any student who has possession or control of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. A substance or item need not be in a student's immediate presence to be in his/her possession or control (e.g. locker, vehicles, etc.). Tobacco or vaping paraphernalia is also considered a controlled substance.

### **Delivery**

Any student, who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, look-al-like, or any drug paraphernalia shall be subject to disciplinary action. It may be considered to be delivery whether or not the substance or item is in that person's immediate presence. Delivery includes but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration. Report of criminal activity or village ordinance violations will be made to the proper authorities.

### **Look-Alikes**

A look-alike substance is a substance which by dosage unit, appearance including color, shape, size, container and/or packaging, markings or by representation made resembles an alcoholic beverage, marijuana, or a controlled substance.

### **Drug Paraphernalia**

Drug paraphernalia means all equipment(s), products and materials of any kind that are peculiar to, marketed for, used in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, charging, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician.

### **Medical Marijuana**

The District specifically prohibits the use of medical marijuana by students while at school or school related activities.

### **Early Intervention Program**

A student and family may elect to have a drug/alcohol assessment. This assessment or other school approved counseling program may reduce the length of school suspension. The disciplinary consequences are listed below.

Self-help: Students using a controlled substance, alcohol or tobacco, may request help from school authorities before discovery by the school without penalty. Services by the school staff, and/or referral to outside agencies are always available.

After a first violation of the policy, students will not have the opportunity for early intervention, regardless of whether the infraction occurs during the same school term or subsequent terms.

Under the influence or possession of alcohol, drugs, or drug paraphernalia -

**First Offense:** A student who has consumed or in possession of any amount of alcohol or drugs will result in up to a 10-day suspension from school and may possibly be requested to appear before the Board of Education. A student may be allowed to enroll in an early intervention or other school approved counseling program for the first offense to reduce

the suspension to four days. If the student elects to enroll in the program, the student will be allowed to return to school after the suspension has been reviewed by the principal and as long as he/she continues in the early intervention program.

**Second Offense:** Automatically results in a 10-day suspension from school and appearance before the Board of Education for possible expulsion from the total school program. Selling alcohol or drugs: Students determined by the administration to be selling alcohol, drugs, or look-alikes will be turned over to the appropriate law enforcement agency and will be suspended from school. Those students will not be given the opportunity for early intervention and will be required to appear before the Board of Education to discuss the student's possible expulsion from the total school program. Any person in possession of any amount of drugs that would be classified as a Class IV felony or more under the State of Illinois Revised Statutes, Chapter 56.5 would be considered a dealer or seller.

### **Drug Policy**

Violation of the Drug Use Board Policy will result in the following acts of disciplinary procedures:

1. The student shall be referred to the Principal/Assistant Principal.
2. The parent(s)/guardian(s) shall be informed by the Principal/Assistant Principal.
3. The Superintendent shall be notified.
4. The Police shall be notified
5. If the parent(s)/guardian(s) cannot be located, and if the student is in a clear and present danger to him/herself or others, the family physician shall be called; and if the physician is not available, the student shall be taken to the hospital.
6. The student shall be recommended for counseling at his/her expense.
7. The student will be suspended from school by the Principal/Assistant Principal. The principal may also refer the student to the Board of Education for expulsion proceedings.
8. The student may be expelled from school by the Board of Education.

### **Due Process**

The Board of Education and Administration intend to protect student's rights. The policy below pertains to discipline matters that involve suspension; students do not have the right to review by the Superintendent or Board for lesser disciplinary measures such as 1) detention, 2) noon supervision, 3) writing assignments, 4) probation, 5) class suspension or other disciplinary measures which might be imposed for minor discipline problems.

1. A student has a right to hear the charges/evidence. The student may deny the charges and give his/her story.
2. A student has the right to be informed of the decision.
3. A student and parents have the right to a hearing with:  
First – Principal, Second – Superintendent, Third - Board of Education

## **Discipline Areas**

A student may be subject to discipline from FIVE (5) different areas depending on the seriousness of the offense and the student's involvement in school activities:

- SCHOOL POLICIES
- ATHLETIC AND EXTRACURRICULAR POLICY: Athletes and members of extracurricular organizations who violate the policies set up by the coaching staff and the sponsors may be placed on probation or suspended from the team or organization.
- NATIONAL HONOR SOCIETY: Students who are selected for membership in this organization are expected to maintain the standards on which they were inducted or they may be removed.
- LOCAL LAW ENFORCEMENT: If students commit serious offenses such as the use of alcohol or drugs, theft, etc., the local law enforcement may be called in and a criminal complaint may be filed against the student.
- HOME DISCIPLINE: The Principal may request that parents/guardians take appropriate discipline measures at home to support the school's effort.

Parents and students should be aware that a student may be subject to discipline from any or all of the five areas described above. School penalties will take precedence over athletic penalties. A student suspended from school or placed on school probation will not be allowed to practice or participate in athletics. In other words, an athlete is a student first, and if his/her behavior creates a discipline problem, then the punishment may affect whether that student is allowed to participate in sports even if the behavior is not a violation of the athletic policy.

## **Corporal Punishment/CPI**

A teacher may use reasonable force as needed to maintain safety for the other students, school personnel or other persons, or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process.

## **Hall Passes**

During the school day, students are not to be in the halls during class periods unless they have a pass from their teacher/administration with them. Failure to abide by this requirement may result in disciplinary action.

## **Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. AGENCY AND POLICE INTERROGATION: Beardstown Jr./Sr. High School cooperates with agencies and law enforcement officials within the boundaries of the Student Records Act (SRA) and Family Educational Rights and Privacy Act (FERPA). Law enforcement officials may request an interview with a student. Beardstown Jr./Sr. High School will make every effort to locate the student's parent prior to such an interview; however, in the case that the parent cannot be located, the principal will sit in place of the parent.

### **School Property/Equipment/Personal Belongings (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.

School administration 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, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. School property, including but not limited to desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant. If a search produces evidence that the student has violated or is violating the law, 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.

### **Bus Conduct**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

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

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

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

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

For questions regarding school transportation issues, contact: Ann Chilton 217-323-3665 Ext. 6112.

### **General Bus Guidelines for Students (regular routes and extracurricular)**

The driver is in charge of the pupils on the bus. His/her relationship with riders should be on the same plane as that expected of a teacher.

- Loud talking and laughing, throwing of paper, coats, etc, on the floor, or through the air:



or extending hands, arms, heads out of the bus window are prohibited.

- Windows are not to be lowered below the black safety marks.
- Standing in traffic lanes while waiting for the bus or trying to get on or off while the bus is in motion is prohibited.
- Riders getting on or off the buses are to cross streets only at bus stops and only under the protection of the bus “stop arm” extension.
- Riders must be on time at the designated bus stop. The driver cannot wait for late/tardy students. The time schedule must be kept.
- Riders are only permitted to depart the bus at appointed bus stops.
- Only regularly scheduled riders are permitted to ride the bus unless special permission is granted. Notes requesting permission must be signed by a parent. The note must be presented in the office and the signature of the principal, assistant principal, or designee must appear on the note before boarding the bus.
- If seating is assigned the rider must occupy that assigned seat.
- Riders must refrain from unnecessary conversations with the driver while the bus is in motion.
- At the bus stops where riders must cross the road, permission must be granted by the driver prior to crossing the road. The crossing shall be made with the protection of the extended “stop arm.”
- Riders are to use the emergency exit only during an emergency. The administration reserves the right to deny students from riding a fan bus or extracurricular bus. This determination will be done on a case by case basis. The decision will be based on a student’s previous behavior on any bus route or attendance at any extracurricular activity.

### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle’s entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

### **Library Media Rules**

- The library will be open from 7:55 a.m. to 3:30 p.m., Monday through Friday.
- Students must be inside the library by the time the tardy bell rings. Students are to remain quiet during their time in the library.
- Keep feet off the furniture and do not damage or deface the furniture, books or equipment.
- Absolutely no open food, gum or drink should be brought into the library.
- Library fines are five (\$.25) cents per school day. If a student has an excused absence the day the book comes due, the fine will start the first day the student returns to school.
- The borrower pays for any book lost while checked out in his/her name. If the book is found and returned within the calendar year, the amount previously paid will be refunded.

- Students taking books from the library without checking the books out will lose checkout privileges for two weeks on the first offense and nine weeks for each subsequent offense.
- Student use of the internet will be in accordance with the “Acceptable Use Policy” which must be signed before surfing the net in the library.
- Many 7th and 8th graders have the capability, as indicated by AR levels, and the desire to read adult literature. We believe that parents have both the right and the responsibility to be involved in their child’s choice of books. We ask, therefore, for your direction and consent for your child to read books located in the high school adult fiction section. Books in the adult fiction section may contain mature content and mature language. Parents must sign the Library Consent Form giving permission or denying permission for their 7th or 8th grader to read these books. The parent has the right to change at any time the status of consent.

### **Assembly Conduct and Seating**

Throughout the year assemblies and meetings of various kinds will be held in the gymnasium and/or auditorium. All students and faculty members are required to attend all assemblies. Attendance will be required and checked before each assembly. Mature conduct is expected of all students. Speakers should be treated courteously and with respect. Students violating this privilege will be subject to disciplinary action.

### **Conduct at Extracurricular Activities**

Students are expected to conduct themselves at extracurricular activities and events in accordance with the same standards, which apply in other school situations. Students shall be subject to the direction of teachers while in attendance at extracurricular activities in the same manner as in other school situations. Student Rules and Regulations are in effect for all extra- curricular activities. Failure to comply may subject the student to denial of attendance at other such events or, where warranted, suspension or expulsion as provided under the policies of the Board of Education and the Student Handbook. Once a student leaves a school activity, they may not return (i.e. basketball games, plays, dances).

### **School Dances**

Attendance at school-sponsored dances is a privilege. Throughout the course of the school year, the school may sponsor dances or other activities. These include Homecoming and Prom. Any school dances and other activities must be approved in advance by the school administration.

Any school student wishing to bring to a school dance a date who does not attend Beardstown Jr. /Sr. High School must notify the school of such intentions when the school requests.

Beardstown Jr./Sr. High School reserves the right to use a Breathalyzer or to call the police to test attendees at a dance who are suspected of drinking alcoholic beverages or using other restricted substances. Any attendees failing or refusing such a test will be asked to leave the dance. Further consequences may also ensue.

1. All school rules, except as noted in other handbook provisions, are in effect at dances and other school activities.

2. Only High school students may attend (9<sup>th</sup> -12<sup>th</sup> grade). No Jr. High School students are allowed. Students wishing to bring a guest from another school must obtain prior approval 3 days.
3. Students may not bring dates over the age of 20 to any dance. Students wanting to bring a guest who is not a student at Beardstown High School must obtain permission from administration 3 days prior to the dance. Guests from another school must turn in a permission form signed by their current school's administration.
4. Only Beardstown Junior High School students may attend these dances or other activities (7<sup>th</sup> & 8<sup>th</sup> Grade). No high school students are allowed.
5. Students must arrive within 45 minutes of the start of the dance (unless prior approval from administration has been granted) to be admitted into the dance.
6. Any students leaving the dance will not be allowed back into the dance without prior approval from administration.
7. Dresses must not reveal any torso area and must have a strap. Undergarments should not be visible. If a student is concerned whether their dress meets the school policy, a picture should be shown to administration for final approval.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

- Use, possess, distribute, purchase, or sell tobacco materials.
- Use, possess, distribute, purchase, or sell alcoholic beverages.
- Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
- Vandalize or steal;
- Haze other students;
- Behave in a manner that is detrimental to the good of the school; or
- Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **False Alarms**

Under the provisions of the "Criminal Code of Illinois", Chapter 38, Section 26.1, it is deemed a Class A misdemeanor to knowingly transmit to another a false alarm that a bomb or other explosive of any nature is concealed in a place (including a school building) that its explosion would endanger human life, knowing at the time of such transmission there is no reasonable ground for believing this. False alarms and false 911 emergencies carry the same penalty. In all cases the individual(s) will pay fire department for expenses incurred.

### **Sex Offender Notification Law**

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

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

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

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

A violation of this law is a Class 4 felony.

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

### **Student Records**

School student records are confidential and information from them will not be released other than as provided by law. The school and 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, addresses, email 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.*

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of a portion of a student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

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

Temporary student records are destroyed five (5) years after the student ceases attendance at Beardstown Jr./Sr. High School. Any former student or his/her agent wishing copies of the temporary record must do so in writing prior to this time. The school district will attempt to contact students with special education records in order to send those records to that student. In the event that the school is unable to contact the student or an immediate relative of the student, the records will be destroyed.

In accordance with Illinois law SB404 (PA 93-0462), Beardstown Jr./Sr. High School does not broker, sell, purchase, or solicit the purchase or sale of student information. A copy of any court order that may affect the dissemination of student records must be on file with the school office in order to be enforced by the school.

The No Child Left Behind Act (NCLB) of 2001 requires that local education agencies provide military recruiters and institutions of higher education with contact information (student name, address, and telephone listing); however, the law also provides students or their parents with the opportunity to deny release of this information without consent. Any student or parent who wishes to deny release of contact information to military recruiters and institutions of higher education should inform the school in writing. The letter should include the student's name and the date written. The letter will be placed in the student file and will be in effect until written instructions are received to the contrary.

## **SECTION VII: INTERNET ACCEPTABLE USE POLICY**

BHS/BJHS is pleased to make Internet access available to students. To use the school's access to the Internet, each student and his or her legal guardian must sign this Acceptable Use Policy (AUP) after having read the document. Once the AUP is signed, it will be assumed that the student agrees to adhere to the document's content when using school Internet connection. The signed document is valid only for one school year after which a new AUP document must be signed prior to a new school year. All student user accounts must be picked up prior to October 1st except for new students who move into the district after October 1st.

Beardstown Junior/Senior High School offers Internet service, in collaboration with the Illinois State Board of Education (ISBE), with the expressed purpose of supplementing a student's educational experience at BHS/BJHS. The school cannot guarantee a constant connection to the Internet or the accuracy of the information found on the Internet.

### **General Internet Policy**

Access to the Internet will enable students to explore thousands of libraries, databases, and other knowledge repositories linked together through the network called the Internet. Students may use the Internet to participate in distance learning activities, to seek answers from experts, or to find information related to learning assignments given in classes. Our school library media specialist and classroom teachers will assist a student to develop skills and etiquette necessary to discriminate among information sources, identify appropriate information for their assignment, and to evaluate the truthfulness of information found on the Internet. Be aware of the fact that all information sent or received on a school computer is considered not to be confidential and may be viewed or accessed by school authorities. Making Internet access available to a student carries with it a potential for encountering information not appropriate for students. It is not easy to control website content ahead of going to a web site. Creating a "safe Internet environment" for a student is an important goal for our school, but cannot be perfectly achieved without assistance from all participating parties – student, parent, and school. Each student must be aware this school is not giving "unlimited access" privilege to the student. Instead, the student only receives authorization to visit web sites related to educational assignments given to the student. Parents must assist the school with this task by insisting their child be a "responsible" Internet user. Parents should encourage their child to visit only proper web sites and should monitor Internet activities of their children when at home. The school will bear its share of the responsibility "attempting" to limit access to non-educational websites through the use of Internet filtering. The student will carry his or her share of the responsibility to limit their access to web sites not associated with a class assignment.

### **Student Privilege to Use the Internet**

Using the Internet at BHS is, indeed, a privilege and not a right for each student. It is entirely possible for a student to receive an education without access to the Internet. Therefore, each

student must be aware there is a consequence for inappropriate use of the Internet that will result in immediate loss of privilege to use the Internet by the student. Depending upon the nature of the infraction, the length of time the student is kept off the school's Internet service will be determined on a case-by-case basis. If the circumstances surrounding the infraction are warranted, other disciplinary measures may be necessary as outlined in the BHS Student Handbook.

### **Unacceptable Student Use of the Internet**

The list below represents major issues related to unacceptable Internet use. It is impossible to cite all possible unacceptable uses of the Internet. Thus, the student is aware that he or she may be cited for "other" unacceptable uses not specifically listed here. Our advice to students is to err on the side of caution when in doubt about a particular use of the Internet being acceptable or unacceptable. When a student is in doubt about a particular use of the Internet, he or she is encouraged to speak with a staff member, building administrator, or the director of technology to receive clarification on the issue.

1. Posting personal information about yourself or another person including, but not limited to, such items as address, telephone number, or certain school information
2. Entering into or initiating an Internet chat session using Instant Messenger, Yahoo Messenger, IRC, etc. unless monitored by a staff member and as a part of a classroom assignment or project
3. Downloading or sending files over the Internet unless this activity is under the supervision of a staff member and for a class assignment or project
4. Viewing websites on the Internet not directly related to a classroom assignment. The exception occurs when a staff member gives a student permission to view websites not directly related to a classroom assignment as an enrichment activity.
5. Using inappropriate language while using our school network of computers to transmit a message of any kind or material posted to a web site
6. Violating copyright law by illegally using information the student does not have proper permission to use.
7. Any additional activity not specifically listed that uses the school's computer network to violate any conduct code specified in the BHS Student Handbook.

### **Illegal Use of BJHS/BHS Computer Resources**

BHS staff and administrators hope that each student will always make good decisions about appropriate use of the Internet accessed through our school computer network. We know that when a student is using a computer often there is a feeling of being "distant" from authority. This feeling incorrectly cloaks the user into a feeling of "not being seen". The feeling is an illusion. The technology staff monitors computers remotely. Your identity can be established on any school computer you use. Beardstown High School willingly cooperates with local, state, or federal agencies accountable for policing Internet use. All school Internet abuse incidents will be investigated as completely as possible utilizing all enforcement agencies whose jurisdiction warrants inclusion. In cases where state or federal law is broken by student use of the Internet, evidence residing on school computers and routing devices will be available to law enforcement officials to use for prosecution of those responsible for the act.

**Possible situations that students should avoid include, but are not limited to:**

1. Vandalizing school computer hardware or software. This would include marking or scratching any computer, stealing computer hardware components, tampering with a computer or software, pirating software, or attempting to install software on school computers. 2. Posting any personal information about a person without his or her consent to any Internet site using a school computer over our network. 3. Attempting to gain unauthorized access to any computer that is a part of the Internet including file and web servers. In addition, the act of simply probing another computer to find computer security weaknesses is considered an illegal activity. 4. Viewing, copying, or deleting any computer or server files with the exception of the user's own home directory. 5. Using another student's network account information to gain access to a school computer. This includes a situation when another person willingly provides you with illegal network user account information. 6. Attempting to disrupt normal computer operation or network operation in any fashion so that users are limited or stopped from accessing other computers on the network (including the Internet). Activity such as downloading a file onto a computer or spreading a virus over a network of computers constitutes an illegal action. 7. Engaging in any other illegal activity not specifically listed above using the school computer network and/or computers will be pursued to the full extent of the law.

**One – to – One Initiative**

Information will be provided through student and parent/guardian meetings.

**SECTION VIII: EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT**

Beardstown CUSD 15 is committed to providing all students with a variety of opportunities to learn the skills necessary for them to reach their potential as student leaders and citizens. The extracurricular program expands the learning opportunities available to students and enhances the academic program. The district offers an extensive and diverse extracurricular program to provide expanded learning opportunities to students who wish to develop special skills and talents to a higher level. While involvement in these activities is voluntary, it is also a privilege and not a right to participate; and students choosing to participate take on extended responsibilities as special representatives of their school and community. These responsibilities hold the student to a higher standard of conduct as a condition of participation.

The goal of extracurricular programs is to offer students direction in developing healthy living habits, discipline, leadership, teamwork, citizenship skills and respect for structure, rules and responsibility. Individual initiative, character and teamwork can only be developed when there is team cooperation with established procedures. This code outlines the expectations for those who choose to be involved in the extracurricular program. The code is in effect for 365 days a year for all students who choose to participate. It also defines the rights of our students that will accompany such responsibilities. These rights include a due process which is designed to be



consistent and fair to all concerned. The school expects that all students who choose to participate in the extracurricular program will honor these guidelines. The school must clearly communicate the expectations of this code to all students and respond to violations in a fair and expedient manner within the guidelines defined in this code. We believe these rights and responsibilities for students and the school will help make participation in our extracurricular program a stronger and enduring learning experience. We hope that the experience will be meaningful and enjoyable for all involved and will increase learning opportunities for all students.

**Extracurricular activities covered under this code include:**

**Junior High School**

IESA Sanctioned Activities Baseball, Softball, Basketball, Speech, Cheerleading, Track, Cross Country, Volleyball, Wrestling, Scholastic Bowl Fine Arts Activities Clubs, Organizations & Activities JFL Football, Literary, Student Council, Yearbook

**High School IHSA Sanctioned Activities**

Baseball, Basketball, Cheerleading, Dance, Cross Country, Football, Golf, Scholastic Bowl, Soccer, Softball, Speech, Track, Volleyball, Wrestling  
Fine Arts Activities Pep Band, Elite Choir, School Play and or Variety Show

**Clubs, Organizations & Activities**

Class Officers, FCCLA, Homecoming Court, National Honor Society, FFA, Prom Court, Science Club, Key Club, Spanish Club, Student Council, BEAST or any other school organization/club.

*All items placed in this handbook will be subject to a yearly evaluation by the administration, coaches, faculty and student body with the purpose of making changes as required by new circumstances and conditions.*

**Principle I. Objectives of the Extracurricular Program**

A. To encourage the development of good sportsmanship and fair play through competitive experiences with other participants B. To exemplify the highest standards of moral integrity and good citizenship both in and out of school C. To stress the fundamentals of all sports at all levels and to raise the skill level through additional practice D. To increase enjoyment and social growth through participation E. To develop an overall team concept through disciplined competition F. To develop a competitive spirit through participation

**Principle II. Administration**

A. Principals

1. The administrative heads of extracurricular activities are responsible to the Superintendent of Schools and to the State Association for the conduct of the school's activities.
2. Implement policies as stipulated by the Board of Education and the Superintendent of Schools
3. Direct and supervise the Athletic Director and serve as a resource for both the AD and

all head coaches

### **Principle III. Extracurricular Committee**

A. Purpose - To help foster better communication between coaches, parents, participants and the student body in governing the extracurricular program through the written policy.

B. Membership - All senior high and junior high school coaches and sponsors, principals and the president or representative from each class. Presiding over this committee will be the Activities Director and/or Principal.

C. Committee Function - This committee will serve to improve policy, interpret rules, enforce rules and in matters of discipline, those members of the extracurricular committee who will participate will include the Principal, Activities Director and coaches involved.

### **Principle IV. Student Information**

A. Interscholastic Teams are in compliance with Title IX. Students will be eligible to participate on an interscholastic team according to participation requirements approved by the I.E.S.A. and the I.H.S.A.

B. Requirements for participation in athletic activities

- A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:
- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association “Pre-Participation Physical Examination Form.”<sup>1</sup>
- A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
- Proof the student is covered by medical insurance.
- A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.<sup>2</sup>
- A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

C. Eligibility Requirements – Eligibility for most athletics is governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to these policies. No pass/No play Policy: To be eligible to participate in any extracurricular activity, club or organization, Beardstown High School students may not be failing any courses. Students must maintain a cumulative passing grade for the semester in which he or she is enrolled. Cumulative shall be defined as the semester grade that a student would

be assigned if they transferred to another school on the date of eligibility verification. All Middle School participants must fulfill the requirements as stated in the I.E.S.A. Eligibility Rules (Passing all subjects). Students who are failing a class or classes on a weekly basis must attend the supervised Study Lab until the "F" grade(s) are within the passing range. If students do not attend these sessions, they will not be able to play. Students who fail a class(es) for the semester will also attend the Study Lab the following semester until mid-quarter. Transportation will be the responsibility of the student and/or parent/guardian. It is understood that a pupil's attitude, conduct, and general school spirit, in and out of contests, must be acceptable in order for him/her to enjoy the privilege of representing this school.

### **Additional Eligibility Rules**

1. Any participant who is absent from school part of the school day may not be permitted to attend practice that day or night. Participants must be here before noon to be eligible to participate or two periods excluding lunch. Exceptions: Dentist or doctor appointment (validation of such visit must be received by the school office, funeral or other excuse is subject to approval of the principal or assistant principal).
2. Any participant who is absent from school part of the school day of an athletic contest will not be permitted to participate in the contest nor will they be allowed to make the trip on the bus unless they arrive to school by noon that day or are here for two periods excluding lunch. (Exception: Dentist or doctor appointment (validation of such visit must be received by the school office), funeral or other excuse is subject to the approval of the principal or assistant principal). Any student who leaves school ill will not be allowed to participate in practice or any activities that day.
3. Any participant who is unexcused from school the day following an athletic contest will not be permitted to participate in the next contest.
4. Any participant who is truant from school on the last school day preceding a non-school day contest will not be allowed to participate.
5. In case of injury, the coach may require the participant to attend practice, but participation is not mandatory.
6. If a participant goes to a doctor for an injury, he or she must obtain a written release from the doctor before he or she may return as a participant.
7. Students suspended in school will not be eligible for practice and games the day of the suspension(s). (A.E.R.)
8. Students suspended from school will not be eligible to participate in games or practice. (Out of School)
9. Participants must have permission from the coach or sponsor to be excused from missing a practice or contest. If not the participant may be suspended additional games.

### **Principle V. Extracurricular Rules and Regulations**

- A. The coach may reduce the number of team members to the number the I.H.S.A. or I.E.S.A. allows to dress for a tournament.
- B. The coach may reduce the number of members of the squad to a lower number than specified by state organization (I.H.S.A. - I.E.S.A.) because of disciplinary action.
- C. If another school activity conflicts with practice or a game, the coach should be notified

immediately so the conflict may be resolved. Activities outside the school should not conflict with practices or games unless cleared through the coach.

D. Hair must be kept in a manner that will not hinder or be dangerous to an athlete or cheerleader's performance and will be at the coaches discretion.

#### E. Practice and Games

1. Before their first practice, students must have a current (within 1 year) physical on file with the school nurse in their building and have a signed extra-curricular form on file with the athletic office or they will not be allowed to participate.
2. No participants with an unexcused absence from school will be allowed at games or practice sessions.
3. If there is any reason why participants have to miss a practice, he or she should notify the coach personally. Notifications must be as far in advance as possible. Consequences will be determined by team rules.
4. All participants must cooperate in seeing that equipment is not damaged or lost.
5. All participants are responsible for their equipment and must pay for each item damaged or lost.
6. All managers will keep medical equipment clean and in good repair.
7. The coaches' offices are off limits to students.
8. Squads may lift weights only if the coach is present in the weight room.
9. Locker rooms should be left in an orderly fashion.
10. No cleats or spikes are to be worn in the building or on the bleachers.
11. All participants must ride the bus to away contests, but may return with their parents or legal guardians with prior administrative approval. A written note must be given to the principal prior to the contest and permission may be granted depending on the need. If an administrator cannot be contacted, head coaches in extreme circumstances may allow players to ride home with a parent ONLY. A parent or legal guardian will sign their child out and the student must ride home with that parent. If a player fails to ride with the parent, this privilege may be forfeited.
12. When in route to and from scheduled contests, and in the presence of the public, athletes not attired in team uniforms should dress to the standards set by the respective coaches. The school dress code in applicable.
13. Curfew: 11:00 p.m. weeknights 12:00 midnight - Friday and Saturday; Night before a game-determined by the coach; Additional in-season curfew restrictions may be imposed by the coach.
14. When the school is closed due to inclement weather, athletic and cheerleading practices shall be held only with the consent of the respective school Principal or Activities Director (If an athlete or cheerleader cannot participate, no recourse will be taken).
15. Students quitting or dismissed from the squad after the first contest, will not be allowed to participate in open gym or start a new sport season until the previous season ends for that sport in which they were involved without the permission of the administration and both coaches involved.
16. Students failing a class may not be allowed to miss that class for early dismissal for contests. The teacher and coach will confer on what is in the best interest of both

programs.

17. In order for the consequences from a suspension due to handbook violations to count, a student must complete the entire season in good standing. If a student drops from the team and then desires to participate in a future activity, the student will start the original consequences over that were in effect for previous activity.

18. Sunday practices will not be allowed for any extracurricular activities, including “open gym” type practices during the season of that sport.

#### F. Injuries

1. All participants in the athletic program must be covered by school insurance or a signed insurance waiver stating they have comparable insurance. Student participants will not be allowed to participate in extracurricular practices or activities until a signed student/participation form is received by the Activities Director.

2. Any school-connected injury shall be immediately reported to the coach. The school nurse and Principal shall be notified as soon as possible.

3. If an individual has any special medical problems, the Athletic Director, coach and nurse shall be informed.

4. It is the responsibility of the athlete to bring the coach a written release from the doctor if that athlete has received a disabling injury. The school nurse will keep such releases on file.

#### G. Uniforms

1. All equipment and uniforms issued will be the responsibility of each individual team member with respect to care and maintenance.

2. No awards will be given until the equipment and uniforms have either been turned in or paid for by the athlete.

3. Equipment and uniforms are not to be worn at any time other than the athletic contest or at the direction of the coach.

### **Principle VI. Cheerleading Participants**

1. Purpose - The purpose of this organization shall be to promote and uphold school spirit, to develop a sense of good sportsmanship among students, and to better the relationship between schools during athletic events.

2. Membership - The membership of this organization shall consist of all duly elected cheerleaders. Eligibility for cheerleaders shall be the same for all I.H.S.A. athletes.

3. Responsibilities and Duties

a. Pep assemblies should be planned one week in advance. The building Principal must approve the pep assembly.

b. Be courteous to other schools

c. Be neat in appearance

d. Work to develop school spirit

e. Work with the administration to maintain crowd control

4. Selection of Squads - Cheerleaders will be selected by procedures devised by the Principal, Athletic Director, and cheerleading sponsor. Such procedures shall be reviewed annually and revised as deemed necessary.

5. All rules and regulations for the athletic program also pertain to the cheerleaders.

### **Principle VII. Preseason Meetings**

Extracurricular Preseason Meeting The Board of Education, administration, and coaching staff of Beardstown Community School District 15 are requesting your assistance in improving our extracurricular programs. We feel communication between the school and parents is imperative for good programs. Beardstown MS and High School administrators and coaches feel it is extremely important to maintain an open line of communication between the home and the school. To facilitate this communication, each coach will hold a pre-season meeting for all members of the teams representing Beardstown in the Illinois High School Association, Illinois Elementary School Association, and the Illinois Music Educators Association.

Parent/guardian and students will also be required to sign an extracurricular form. The form provides proof of insurance, serves as an emergency medical treatment release form, media release consent form, and shows acceptance/knowledge by parents/guardians and students of the rules and regulations set forth in this handbook.

The preseason meeting allows the coach the opportunity to communicate the rules and procedures for Beardstown teams to the parents of participating students. All participating students, parents, guardians, or principal/athletic approved person, **MUST** attend a preseason meeting before the student may participate in a contest(unless there are extenuating circumstances). If the parent/guardian or approved person cannot attend the announced preseason meeting; he/she must contact the coach to receive information on the time and the place of a make-up meeting.

This meeting is not intended as a punishment, but a way to guarantee that all parents and participants understand the rules and requirements for participation in the Beardstown extracurricular program. School and association rules on attendance, grades, practice, contests, behavior, drug and alcohol policies, and team regulations will be covered. This information will also be available on the district web site and all students will be notified within the first week of school as to provide notice as to rules and procedures of extracurriculars.

### **Guidelines for Basketball and Volleyball Games**

Students are encouraged to attend extracurricular contest at Beardstown. There are certain guidelines that need to be reviewed with all students from elementary through high school.

- Once students enter the gymnasium area, they are not to leave the building. Students that leave the building will not be allowed to enter again.
- Students should remain seated in the bleachers during the game. Students are not to be running up and down the bleachers, nor should students be under the bleachers without permission.
- Students should only be in the hallway at halftime of the game or between games.
- Students may take candy, popcorn, bottled water & bottled soda into the gym.
- Students should stand for the National Anthem and the school song. Good sportsmanship should be displayed at all times.

### **Sportsmanship Code**

*Never dispute the decision of an official. Never "boo" the opponents. Win without boasting. Lose without apologizing.*

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

#### **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood- altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the

extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

### **IHSA/IESA Sanctioned Activities Code of Conduct**

#### **Level I**

- Use or possession of tobacco or tobacco products.
  - A conference with parent(s), coach & Activities Director will be held. In addition consequences will include one or more of the following: Recommended participation in an approved counseling program when appropriate at the expense of the parent(s) or guardian(s).
  - Suspension from the team(s) or squad(s) for up to 25% of season
  - Development and completion of an approved school/community service plan for up to

20 hours may be considered in conjunction with or as an alternative to suspension

#### **Level II**

- Repeated Level I Offense
- Use or possession of alcohol
- Actions detrimental to the team, athletic program, and/or school (including but not limited to theft, vandalism, fighting, hazing, unsportsmanlike conduct, and insubordination on or off the field/court)



- A conference with parent(s), coach & Activities Director will be held. In addition consequences will include one or more of the following: Recommended participation in an approved counseling program when appropriate at the expense of the parent(s) or guardian(s).
- Suspension from the team(s) or squad(s) for up to 50% of season
- Development and completion of an approved school/community service plan for up to 40 hours may be considered in conjunction with or as an alternative to suspension

### **Level III**

- Repeated Level II Offense
- Use or possession of cannabis, a controlled substance, an inhalant, Lookalike substances, inappropriate use of prescription drugs, or drug paraphernalia
  - A conference with parent(s), coach & Activities Director will be held. In addition consequences will include one or more of the following: Recommended participation in an approved counseling program when appropriate at the expense of the parent(s) or guardian(s).
  - Suspension from the team(s) or squad(s) for up to 100% of season
  - Development and completion of an approved school/community service plan for up to 80 hours may be considered in conjunction with or as an alternative to suspension

### **Level IV**

- Repeated Level III Offense
- Sale or distribution of cannabis or a controlled substance
  - A conference with parent(s), coach & Activities Director will be held. In addition consequences will include one or more of the following: Recommended participation in an approved counseling program when appropriate at the expense of the parent(s) or guardian(s).
  - Removal from the team(s) or squad(s) for up to two years
  - Development and completion of an approved school/community service plan for up to 160 hours may be considered in conjunction with or as an alternative to suspension

### **Fulfillment of Obligations**

Any suspension that cannot be fulfilled by the conclusion of the current season will be carried over with the balance of the suspension served during the student's next sport and/or activity. All suspensions and school/community service hours must be completed prior to a student regaining his/her eligibility. All school/community service hours are in addition to any required for graduation or by the judicial system.

### **Self-Report Provision**

A first time violator who notifies the activities director or principal within 48 hours of the violation will have a reduction in his/her consequences of 50%.

*Honesty Clause - If honest the first time questioned, students found to be in violation of the extracurricular code of conduct may be given some leniency when consequences are issued.*

### **Second Chance Provision**

A one time violator of levels I, II, or III who completes an approved counseling program & does not have a second violation at any level within one calendar year from the date of the first infraction would regain his/her status as having no previous violations. A student is eligible to exercise this provision only once.

### **Due Process**

Following a reported violation the activities director will investigate the alleged violation. The student involved will have an opportunity to talk with the activities director and provide information regarding the alleged violation. Following the activities director's investigation and subsequent meeting(s) with the student, the activities director will determine whether or not a violation occurred. In situations in which the activities director decides that a violation did occur, he/she will administer consequences that are consistent with those listed in the Code of Conduct.

### **Appeal Process**

Any student found in violation of the policy & his/her parent(s) not in agreement with the decision rendered by the activities director have the right to appeal, in writing, within three (3) days to the building principal. The principal will notify the council and the council will meet within one week of the receipt of the letter of appeal to make a determination. Violations that occur during the summer or breaks during the school year will be heard within 5 days of school reconvening. The student and parent(s) will have the opportunity to appear before the council and present information regarding the alleged infraction and the ruling by the Director of Activities.

### **Extracurricular Council of Appeals**

If the student & his/her parent(s) do not agree with the activities director's decision they may appeal to the Extracurricular Council of Appeals. The council, appointed by the Superintendent of Schools or his designee, will consist of the building administrator, a member of the academic staff, a coach (not the student's current coach), & an organization/club sponsor, (not the student's current sponsor).

### **Drug and Alcohol Testing Program**

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

#### **Student Athlete Concussion and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association/ Illinois Elementary Sports Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

#### **Student Athlete 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.

#### **Jr High Extra Curricular Activities (IESA)**

Students must pass all subjects including band and chorus in order to participate in athletics, cheerleading, and organizations. Eligibility reports are ran weekly. Any student failing would be declared ineligible for the following week starting on Monday.

The Illinois Elementary School Association, of which we are members, states in Section 3.020 - 3.0223 that:

A student shall be doing passing work in all school subjects as determined by the local school district, and the school shall certify compliance with this By-Law. Use of a player, contestant or participant shall be deemed such certification. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. The eligibility check shall be the same day each week except when school is not in session, then it must be taken on the last day of student attendance that week. Grades shall be accumulated for the schools grading period.

Generally, it is a practice of coaches to have four (4) days of drills prior to the beginning of the season. Then on the fifth day, the coaches hold tryouts. The size of our teams is generally fifteen (15). The cheerleading squad ranges from six (6) to eight (8).

Be aware that these rules and regulations will be enforced.

### **High School Extracurricular Activities (IHSA)**

Beardstown High School offers students a variety of extra-curricular activities. Students should remember that it is a privilege to represent the school in these activities; therefore, it is important to represent the school well through exemplary behavior and good sportsmanship. Peers often look to those involved in extracurricular activities to set a positive example, and younger students may see them as role models. Failure to follow the school rules, the athletic code, and the prescribed rules in each activity may result in the loss of privilege to participate in further extra-curricular activities.

Fans are also subject to rules of behavior at games and activities. Student non-participants are expected to show good sportsmanship and to follow the rules of the school, even at away games. Failure to follow these expectations may result in not being allowed to attend extra-curricular events.

Parents and other fans are expected to follow the rules of good sportsmanship as well.

### **Extracurricular Eligibility**

The Tiger Athletic Code defines eligibility for all extracurricular activities offered to Beardstown High School students. This code has been adopted by the Board of Education. No student may be involved in extracurricular activities until the Approval of Athletic Code and Permission to Participate form has been completed and returned to the school. No athlete may participate until the Athletic Emergency Form has been completed and returned to the school.

As noted in the Tiger Athletic Code, students must be passing all subjects for the current quarter in order to participate in extracurricular activities. This policy is enforced on a weekly basis with eligibility ran on the next-to-last day of each school week. A student failing any class will be declared ineligible for the following week starting on Monday.

A student who fails any class for the semester will be ineligible for extracurricular participation the following semester.

Other eligibility rules, as noted in the school athletic code and the IHSA bylaws, will be enforced. Prom dance is not subject to extracurricular grade eligibility rules.

### **Athletic Insurance**

It is the policy of the Beardstown CUSD 15 Athletic Department that every student who participates in sports, including football\*, provide verification (name, policy number, and the expiration date) of insurance coverage provided by the parent or purchase of the student insurance. Students will not be allowed to participate in any sport without some form of insurance.

### **Student Insurance Through The School**

A student insurance program will be available through the school. Brochures can be picked up at registration.

Two options are available:

- A. School-Time Accident Coverage
- B. 24 Hour Accident Coverage

Football players will have to purchase additional insurance.

# Beardstown CUSD 15 Junior/High School Parent/Student Handbook Sign-Off Sheet

## Student Handbook and Permission

I am aware the Parent/Student Handbook will be available in August online at [www.Beardstown.com](http://www.Beardstown.com) I will read the Handbook and will ask questions should I have concerns regarding the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this Handbook may be amended during the year without notice. This Handbook is the latest version and is applicable to all students upon the implementation of any change. The Administration will notify all parents and students in writing, where possible, of any changes to the Handbook as soon as is practicable. Beardstown CUSD 15 Junior/High Schools and become aware of the Discipline Policies and Procedures and the Attendance and Promotion Policy, as well as the other Beardstown CUSD policies and procedures presented therein. In addition, I give my permission for the following: (check all that apply)

\_\_\_\_\_ Yes - My student may watch movies rated up to and including PG

\_\_\_\_\_ Yes - My student can be photographed for school-related purposes, such as sport/club/activity photos to be used in school-related publications including newsletters, school website, yearbook, and local newspapers

\_\_\_\_\_ Yes - My student's name and grade may be included in the Daily Announcements posted on the school website in the event he/she receives special recognition for sport, club, or academic achievements/ accomplishments

\_\_\_\_\_ Yes - My student's name and grade may be included in the Honor Roll listing published in any local media outlet if his/her grades warrant, and may be included in a program for any school-sponsored event.

### Authorization for Access to District Technology System by Students

This form must be read and signed by each student and by his/her parent/guardian as a condition of using the District Technology system. By signing this Authorization, I acknowledge that I will access the "District Acceptable Use Policy for Students" approved by the Board of Education, and that I will read, understand, and agree to follow the Technology Use Guidelines listed in the Parent/Student Handbook. By signing this Authorization, I acknowledge that access to the District Technology System is provided as a privilege by the District and that inappropriate use may result in discipline, as may off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment. By signing this Authorization, I consent to my student using educationally appropriate online resources including, but not limited to, Google Apps for Education and Assessment Technology Incorporated (ATI). In addition, I authorize the School District to provide my student's full name, username, password, and related information to the online resources for the purpose of accessing the educational online resources. I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT TECHNOLOGY SYSTEM, AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR USE OF THE SYSTEM.

Please complete and sign for all the above mentioned items

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have a question, please see your child's teacher and/or building principal. Thank you for your

cooperation.