

# **GILLESPIE HIGH SCHOOL**

**STUDENT HANDBOOK 2017-2018**



**R. SHANE OWSLEY, PRINCIPAL**

**612 BROADWAY  
GILLESPIE, ILLINOIS 62033  
(217) 839-2114  
FAX (217) 839-4302**

## INTRODUCTION

On behalf of the faculty, staff, and administration of Gillespie High School, welcome! We are a school that is committed to excellence in academics, athletics, and conduct. We are proud of our school and the many accomplishments that we have been able to obtain. It is our hope that with increased expectations the students of Gillespie High School will continue to thrive and become successful, contributing members of society. This handbook is recognized as a work in progress and that further refinements will need to be made each year. No document can anticipate all of the situations that may arise during the year. Since this handbook will serve as a guide to you, and since you will be held responsible for the information it contains, it is very important that you fully read and understand its contents. As questions and concerns present themselves, please feel free to contact me at any time.

I believe communication, high expectations, and respect are the keys to any learning environment. Students are expected to respect the communicated principles set forth in this document. In addition, students are expected to respect themselves, classmates, faculty, and staff. In turn, respect will be afforded to all students. Together we can continue the proud academic tradition of Gillespie High School.

R. Shane Owsley, Principal

## 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. Disciplinary responses may include but are not limited to the actions described in this handbook.

## GHS MISSION STATEMENT

The mission of Gillespie High School is to provide a safe environment in which students may develop mentally, physically, emotionally, and socially; to educate students in the values and beliefs of our country, and to prepare them to function successfully as productive individuals in society.

## BOARD OF EDUCATION

Mark Hayes, President  
Jennifer Alepra, Vice-president  
Bill Carter, Secretary  
Don Dobrino, Dennis Tiburzi  
Weye Schmidt, Peyton Bernot

## ADMINISTRATION

Joseph Tieman, Superintendent  
R. Shane Owsley High School Principal  
Jill Rosentreter, Middle School Principal  
Angela Turcol, Ben-Gil Elementary Principal

## **FACULTY**

### TEACHERS

Troy Barker	Algebra/Geometry, Calculus
Mike Bertagnolli	Physical Education, Athletic Director, Dean of Students, Boys Track
Jennifer Brown	Psychology, Sociology, Driver Education, Student Council
Kelly Bulla	Special Education Resource
Jack Burns	History, Geography, Drafting, Football, Girls Track
Daniel Edgerton	Algebra, Boys Basketball
Ashlee Gibbs	Algebra/Geometry, Pre-Calculus
Amy Goldasich	English
Mark Goldasich	Construction Trades
Jennifer Houck	Special Education
Mary Kirk	Media Services, Speech
Robert Macias	Physical Education
Holley McFarland	Health, Physical Education
Kevin McNicholas	Social Work Services (South Macoupin Area Special Education)
Jeff Nehls	Adv. Chemistry, Chemistry, Genetics, Physical Science, Asst. Track
Whitney Page	MS/HS Nurse
Katherine Prange	English/Accounting
Kelcie Reinhardt	Special Education
Stuart Ringer	Consumer Education, Computer Applications,
LeAnna Sawyer	Choir
Casey Sholtis	Current Events, History, Social Studies, Government, Boys Basketball, Football
Zach Simon	Band
Michelle Smith	Biology, Anatomy and Physiology, Softball
Rick Spencer	Agriculture, Welding, Horticulture, FFA
Nichole Stoecker	English, Yearbook
Katie Weigand	Spanish, Social Studies
Andrea Williamson	Special Education, Dance Team Sponsor
Beth Zehr	Consumer Ed, Desktop Publishing, Information Processing

### **SCHOOL COUNSELOR**

KALLI ERWIN

### **PSYCHOLOGIST**

MONICA AHRENS

### **SUPPORT STAFF**

Michelle Barker	Paraprofessional
Shelia Katich	Paraprofessional
Heather Ondes	Paraprofessional
Brandi Schoen	Paraprofessional
Marti Tieman	Paraprofessional

### **SECRETARIES**

Tina Gibson, Amy Gill

**DIRECTOR OF MAINTENANCE**

Rob Graham

**JANITORS AND MAINTENANCE**

Tim Hilyard, Gary Striegel, Herman Crainick

**BUS SUPERVISOR**

Gary Niehaus

**CAFETERIA STAFF**

Penny Feeley, Janice Hammann, Lisa Heyen, Nancy Konneker

**SCHOOL SONG**

**On, on great Miner team  
On to the fray  
On, on to victory  
For that's the fairest Gillespie way.  
V - I - C - T - O - R - Y  
The Miner team, the Miner team  
Rah, rah, boom, boom.  
On, on great Miner team  
On to the fray  
On, on to victory  
For that's the fairest Gillespie way.  
Trali, trala, tarah, rah, rah  
Gillespie High School rah, rah, rah**

**RESOURCES**

Facebook

Gillespie CUSD #7 District Page: *Gillespie Community Unit School District #7*

Gillespie High School Page: *Gillespie High School*

Gillespie High School Student Services Page: *GMS GHS Counselor*

Websites

Gillespie CUSD#7 District Website: *gcusd7.org*

- Direct link to Information Now to check grades, discipline and attendance

Gillespie High School Student Services Website: *gmsghs.weebly.com*

- The homepage includes the daily morning announcements
- The GHS events and Activities calendar
- Important documents like the GHS Course Handbook
- Information for students by grade level
- Career and college information

## PERIOD SCHEDULE

The following is a schedule of class periods (see below for Emergency Closing Information):

<u>Regular Schedule</u>	<u>1:40 Dismissal</u>	<u>12: 05 Dismissal</u>
1. 7:45 – 8:31	1. 7:45-8:28	1. 7:45-8:16
2. 8:34 – 9:20	2. 8:32-9:15	2. 8:19-8:50
3. 9:23 – 10:09	3. 9:19-10:02	3. 8:53—9:24
4. 10:12 – 10:58	4. 10:06-10:49	4. 9:27-9:58
5. 11:01 – 11:47	5. 10:53-11:36	5. 10:01-10:32
Lunch 11:50 – 12:20	Lunch 11:36-12:06	6. 10:35-11:06
6. 12:23 – 1:09	6. 12:10-12:53	7. 11:09-11:40
7. 1:12 - 1:58	7. 12:57-1:40	Lunch 11:40-12:05
8. 2:01 – 2:31	No 8 <sup>th</sup> Period	No 8 <sup>th</sup> Period

## SCHOOL SAFETY

The Gillespie School District administration is committed to providing a safe learning environment for all students. If a student or parent obtains information about potential violence, they are asked to report it immediately to one of the following: teacher, school counselor, social worker, principal, or a friend who will report it or call-1-800-477-0024 (State Police Violence Hotline). Anonymity and/or confidentiality will be maintained.

## DELAYED OPENING OR EMERGENCY CLOSING

Students and parents will be informed via the district automated phone system or by radio station WSMI 106.1 FM / 1540 AM if school is to be closed due to extreme hazardous weather conditions. IF A TORNADO WARNING IS ISSUED WITHIN OUR DISTRICT BEFORE SCHOOL IS DISMISSED, STUDENTS WILL NOT BE ALLOWED TO LEAVE THE SCHOOL UNTIL PICKED UP BY A PARENT OR THE WARNING IS LIFTED AND IT IS SAFE FOR THE BUSES TO RUN AND STUDENTS TO LEAVE IN THEIR CARS. *For your child's safety, have a plan in place ahead of time of where to go in case of an early dismissal. If school is dismissed early, all after-school functions are automatically cancelled.*

## SCHOOL OPENING AND CLOSING

School doors are open at 7:15 A.M. When the 7:35 A.M. bell rings, students will go to their locker and then to their first hour class without loitering. High school students are not allowed in the middle school except for classes. School closes at 2:31 P.M. Unless a teacher detains the student, all students must leave the building promptly. Teachers will remain until 3:15 P.M. for detentions make-up work, tutoring, and other student-teacher related activities.

## EXPECTATIONS

**Students have an obligation to help provide and maintain a suitable environment for learning. To help provide and maintain this environment, students must**

- (1) Participate in the learning process,
- (2) Avoid any behavior that is detrimental to their own or other students' achievement or educational goals,
- (3) Show respect for the knowledge and authority of faculty and staff, and
- (4) Recognize the rights and human dignity of all other students.

The following specific expectations are enlisted as a guide to help achieve this broad framework of desirable student conduct. Students are expected to:

- (1) Report to school and all classes regularly and on time;
- (2) Remain in class until excused;

- (3) Complete assignments on time;
- (4) Cooperate in maintaining orderliness and cleanliness;
- (5) Take reasonable care of books and instructional materials;
- (6) Obey school rules and regulations and all reasonable requests and directions from teachers and other school personnel.
- (7) Use acceptable and courteous language;
- (8) Refrain from name calling, fighting, harassing and belittling others, or engaging in deliberate attempts to embarrass or harm others;
- (9) Seek and use the established means for having complaints and grievances heard and acted upon;
- (10) Refrain from gambling, and any use of drugs or alcoholic beverages on school grounds and at school

**STUDENT DROP OFF/PICK UP**

Students being dropped off in the morning should do so by turning onto Oregon St. and driving past the “no parking zone” on Oregon St. where vehicles should be stopped for student(s) to exit the vehicle. For the safety of all involved, do not stop at the corner of Broadway and Oregon or use the high school parking lot as a “short cut” to drop off students. **Student Drop Off Behind School is Prohibited.**

**VISITORS**

All visitors should report to the front door of the building and use the call button to gain entry to the office. Upon entering the building ALL VISITORS MUST REPORT IMMEDIATELY TO THE MAIN OFFICE. Visitors must sign in, identifying their name, the date and time of arrival and the reason for their visit. Visitors will then be given a tag to be attached to their outer clothing indicating they have signed in and are permitted access to the building. Visitors must proceed to their location in a quiet manner. All visitors must SIGN OUT in the main office before leaving the school.

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

**STUDENT RESPONSIBILITY**

**LOCKERS**

Students shall keep all books, papers, pencils, etc., in their assigned lockers. Locks and combinations will be issued at registration time. If for some reason difficulty in locking or unlocking your locker occurs, DO NOT try to force the lock. Obtain assistance in the high school office.

Lockers *must* be locked at all times. The responsibility for student’s personal property, books, etc. rests solely with the student. *Each GHS student will be issued a locker and the locker should not be shared at any time.*

Do not allow anyone to know your combination or use your locker. Only in this way can you be sure that your personal effects are safe. Students are allowed to attach appropriate items to lockers with magnets only. Writing on lockers is not allowed.

Lockers are part of school property and available for student use on a temporary basis. The district, its agent(s), and the administration, have the right to search and seize any articles of contraband, drugs, alcohol, and/or weapons. Any search that produces evidence may result in a suspension or expulsion. Local and state authorities will be notified.

**STUDENT VEHICLES:**

All students shall park their vehicles in areas designated as student parking. Parking permits will be issued only to juniors and seniors. Sophomores will be given parking permits as space allows. All students shall stay out of vehicles from the beginning of school until school is out with the exception of using the vehicle to and from lunch. Excessive speed or reckless driving may result in the loss of the student's parking lot privileges. Students who park illegally are

subject to having their vehicles towed. Students leaving the west exit (middle school side of parking lot) must turn left.

a) District building administrators, with the consent of the superintendent, may request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds, vehicles, and lockers for illegal drugs, and/or weapons, including searches conducted through the use of specially trained dogs.

b) School parking permits will contain a written signature that states the school has the right to search the student vehicle, on school property, for drugs, alcohol, weapons, and or contraband if concurrent with the guidelines for conducting reasonable searches.

c) Students using the school parking lot who have not purchased a parking decal will be notified to purchase a parking decal. If student does not purchase a parking decal, the student account will be billed for the parking fee.

d) Students will not allow any person to use their parking sticker. If a student is found allowing others to use their parking sticker it may result in a loss of the privilege to park on school grounds during a regular school day.

e) When a student is participating in after school activities, their vehicle must remain in their assigned parking sport.

### **FIELD TRIPS**

1. If the trip involves missing school, the sponsor of each trip will provide a list of students and alternates planning to attend to all faculty members and to the office a minimum of two weeks prior to the trip. (If the trip does not take place during school hours, the teacher or sponsor of the trip will provide the list to the office only.)

2. Upon receiving the list of students and alternates, each faculty member must indicate, on that list, any student(s) failing his class and must promptly return that list to the sponsor of the trip. This list must be returned to the trip sponsor a minimum of one week prior to the date of the trip. The trip sponsor must then finalize the list of students attending and turn this list in to the office a minimum of three days prior to the trip.

a. Any student failing a class cannot go on the trip. If an assignment related to the trip is required the teacher must provide an alternative assignment for the student not allowed to participate.

b. Administration has the right to deny any student the privilege of going on the trip because of extenuating circumstances.

3. All school related field trips need parental permission. The sponsor of each trip must collect these parental permission slips and turn them in to the office no later than three days before the planned trip.

4. The sponsor of the trip will issue to the faculty an updated list of students going on the trip.

5. In the event any student going on the trip receives an unexcused absence, the office will inform the faculty of the hour(s) to be unexcused. Students with three or more unexcused *tardies*/absences will not be allowed to attend field trips. An alternate assignment will be given in the event that the field trip will result in a graded assignment.

6. No in or out of school suspensions for that semester.

### **CAFETERIA RULES**

The cafeteria is provided for your convenience and is operated as near cost as possible. All food must be consumed in the cafeteria. No food or beverages should be removed for later consumption. Students may enter the cafeteria for breakfast between 7:15 and 7:30 A.M. Students may only sit in the cafeteria in the morning if they are eating breakfast. Breakfast is sold a-la-carte. Students eligible for free and reduced lunch are also eligible for free and reduced breakfast. At lunchtime, students are to report to the cafeteria in an orderly manner.

Rules for the cafeteria:

1. You may be seated at the table of your choice-limit 8 per table.

2. All food and drinks are to be consumed in the school cafeteria.

3. Diners are responsible for cleaning up their messes on the table and floor, except for accidents.

4. No food, drink or straws may be taken from the cafeteria to any other part of the school campus at lunchtime.

9. Students are not allowed to remain in the restroom for an extended period of time or go into an unsupervised classroom (including the library) during the lunch period.

Students who fail to comply with cafeteria rules may have their cafeteria privileges revoked. A student who wants to buy lunch or milk through the school lunch program but does not have the money may charge. Students may charge up to \$4.00 on their lunch account. Once their account balance has reached this amount they will not be permitted to charge any more items until charges are paid. Charges are expected to be paid promptly. Students are still offered the regular lunch menu regardless of unpaid charges. However, they will not be allowed “extras” which incur a charge.

#### **STUDENT-OF-THE MONTH PARKING**

Parking space number 106, will be reserved for the Student-of-the-Month. The student must drive an automobile owned or operated by the student or his/her family.

#### **ASSEMBLIES**

Assemblies will be called at various times during the school year. All students, accompanied by the teacher, are to move to the gym in an expeditious manner.

#### **TELEPHONE CALLS**

The office telephone is for school business, and students will not use it for personal calls except in an emergency and with staff permission. In the event a student receives a call he/she will not be called out of class unless there is an emergency. Normally, phone calls for students will be handled between classes, during lunchtime, during study hall, or after school.

#### **BOOK FEES**

The book fees are set each year by the Board of Education. A fee will be charged for book rental. Workbooks, shop fees, etc., are extra. The fees are to be paid either at the time of registration or during the first week of school.

Parents or guardians who are delinquent in paying book fees will receive notices via first-class mail at the end of each of the first three nine-week grading periods. By the first Monday in May, those still delinquent shall be sent a notice of fees owed.

#### **CARE OF TEXTBOOKS**

Our textbooks are used on the rental plan. These books are the responsibility of the student. All books lost or damaged will be charged to the student.

#### **ATTENDANCE**

The position of this school district is that attendance is the single most important factor in learning. More failing grades are attributed to poor attendance than any other cause. At GHS, we celebrate both perfect attendance and outstanding attendance by recognizing students throughout the school year.

#### **TRUANCY**

A student is considered truant if he or she is absent from school all day or is absent from school any part of the day without prior knowledge and consent of either parent/guardian or the school. This may include being absent from a class or other assigned area anytime during the school day, including before school and lunch. A chronic truant is a student who is absent without valid cause for 5% or more of the regular school attendance days, as stated in Section 26-2a of the Illinois School Code. Students missing over 5% of the school year will be turned into the Macoupin County Truancy Prevention Program. Students with **excused** and **unexcused** absences will be reported. Consistent attendance is crucial to the success of your student and should be a priority. (see the Appendix for more information regarding County Truancy Ordinances)



## TARDY

- Any student arriving to class after the bell is considered tardy. Anything beyond 10 minutes, is considered an absence for that period.

## ABSENCES

Protocol for parents/guardians when students are absent from school:

- A. Parent will report an absence by calling the GHS main office (217-839-2114) before 8:00 a.m.
- B. Whether or not the parent/guardian contacts the school when a student is absent, the school will attempt to contact the parent via the *School Messenger* calling system. The purpose of this call is to alert parents of the absence. The calls will be made at 10am and then again at 1pm.

### How to excuse the absence:

The absence will be unexcused until the parent phone call, parent note, or professional note is received.

1. The school district understands that not all absences can be documented by a professional. Each student will be allowed five (5) absences per class, per semester. These have to be verified by a note from the parent/guardian.
2. If the parent does not call to notify the school of the absence, on the day of the absence, students are expected to bring the parent or professional documentation to the attendance table in the breezeway or to the main office.
3. If the student leaves school for any medical reason, that absence will require a doctor's note or will count as one of the five parent not/phone call days.
4. Students have 3 days after the day(s) they were absent to bring the parent or professional note to the attendance table.
5. Students must be in line at the attendance table by 7:40 am to turn in a parent or professional note.
6. It is the student's responsibility to check their attendance in Information Now.

### Professional notes

7. A doctor/dentist/orthodontist/chiropractor's written statement dated for the day(s) involved, excusing the student or verifying that the patient was seen.
8. A subpoena stating that the student was subpoenaed to appear on the day(s) involved.
9. A form from a funeral director stating that the student attended a funeral on the date involved.

The school district understands absence because of serious illness or death in the immediate family. Immediate family shall include father, mother, sibling, and grandparent. Students should provide documentation of the services.

10. A statement from any other professional upon the approval of the principal or dean of students.
11. Religious convocation classes.

- C. Any student with medical documentation excluding participation from physical education will not be allowed to participate in any manner and will be reassigned to a study hall for the duration of the exclusion.

## COLLEGE AND MILITARY DAYS / CAREER DAYS/ PRE-ARRANGED ABSENCES

- 9<sup>th</sup> grade) 0 College or career days + 1 pre-arranged absence  
10<sup>th</sup> grade) 1 College or career day or pre-arranged absence  
11<sup>th</sup> grade) 2 College or career days or pre-arranged absence  
12<sup>th</sup> grade) 2 College or career days or pre-arranged absence

#### COLLEGE AND MILITARY DAYS

- Please see the College and Military Day Form.
- Cannot be used during the first 2 weeks of the semester or the last 2 weeks of the semester (necessary- what about the students who don't have to take finals? Or when the seniors leave and less work going on?)
- Students must complete the college day form, which will include information about the experience.
- The form must be signed by all teachers and a parent/guardian.
- Students must be passing all classes.
- Students must bring back proof of attendance.
- These absences are counted toward the 5 parent notes.

#### CAREER DAYS

- Please see the Career Day Form.
- Cannot be used during the first 2 weeks of the semester or the last 2 weeks of the semester.
- Students must complete the career day form, which will include information about the career day experience they are choosing.
- The form must be signed by all teachers and a parent/guardian.
- Students must be passing all classes.
- Students must have the professional who they shadowed or interviewed complete the online career day form by going to the link provided on the career day form.
- These absences are counted toward the 5 parent notes.

#### PRE-ARRANGED ABSENCES

- Please see the Pre-Arranged Form.
- Cannot be used during the first 2 weeks of the semester or the last 2 weeks of the semester.
- The form must be signed by all teachers and a parent/guardian.
- Students must be passing all classes.
- These absences are counted toward the 5 parent notes.

## ACADEMICS

### Graduation Requirements

23 Credits required

Minimum of credits required per year to advance to the next class for fall semester:

Sophomore) 4 Credits Junior) 10 Credits Senior) 16 Credits

	GHS Credit Requirements	4-year College (varies by college)
<b>English</b> 4 credits total	4	4
<i>For graduating class of 2018 + 2019</i>		
Literature Strategies	.5	
English I, II, and III	3	
Holocaust or Short Stories or Eng. IV	.5	
<i>For the graduating class of 2020 and beyond</i>		
Speech	.5	
English I, II, and III	3	
Holocaust or Short Stories or Eng. IV	.5	
<b>Mathematics</b>	3	3 or 4
Lewis and Clark recommends that high school students take 4 years		
<b>Science</b>	2	3 (Varies by school)
Please see the IL State schools (page 1) <a href="http://gmsghs.weebly.com/college.html">http://gmsghs.weebly.com/college.html</a>		
<b>Social Studies</b>	2	2-3 (Varies by school)
Please see the IL State schools (page 1) <a href="http://gmsghs.weebly.com/college.html">http://gmsghs.weebly.com/college.html</a>		
US History	1	
Other history	1	
<i>For the graduating class of 2020 and beyond</i>		
US History	1	
Government	.5	
Other history	.5	
<b>Health</b>	.5	
<b>Consumer Education</b>	.5	
<b>Art or Music or Vocational Ed. or Spanish</b>	1	2-4 (Varies by school)
Please see the IL State schools (page 6) <a href="http://gmsghs.weebly.com/college.html">http://gmsghs.weebly.com/college.html</a>		
<b>Physical Education</b>	4	Sometimes students will not be in PE when they are taking drivers ed. or health.
Students who have a PE sports waiver are exempt from PE for that semester.		

## School Counselor

The school counselor at Gillespie High School works in three domains: academic, career and social/emotional. School Counselors in Illinois are encouraged to follow the Illinois School Counselor Association Developmental Model for Illinois Schools.

This model consists of four components:

### 1) Foundation

School counselors create comprehensive school counseling programs that focus on student outcomes, teach student competencies and are delivered with identified professional competencies.

### 2) Management

School counselors incorporate organizational assessments and tools that are concrete, clearly delineated and reflective of the school's needs.

### 3) Delivery

School counselors provide services to student parents and the community in direct services: school counseling core curriculum, individual student planning and responsive services as well as indirect student services.

### 4) Accountability

To demonstrate the effectiveness of the school counseling program in measurable terms, school counselors analyze school and school counseling program data to determine how students are different as a result of the school counseling program.

## SCHEDULE CHANGES

**The following criteria must be met in order to make a schedule change:**

- 1) Must be before or within the first three (3) days of the semester or before the school year begins.
- 2) Students must complete the *Schedule Change Request Form* which includes:
  - a) The initials of the teachers of the class(es) the student is dropping
  - b) The initials of the teachers of the class(es) the student is adding
  - c) Parent/guardian signature
  - d) Reason for the change
- 3) Schedule changes must be submitted to the Student Services Office before school, after school, during study hall or 8<sup>th</sup> hour.
- 4) Students who did not turn in the *Course Request* sheet, completed with Mrs. Erwin in the spring, are not eligible to make schedule changes in the fall. Exceptions to this policy will be made by the principal only when extenuating circumstances apply.

## DROPPING COURSES (after the first 3 days of school)

1. Drops can only be made if the student has 7 academic classes.
  - a) Non-academic courses are study hall, teacher aid, library aid, and office aid.
2. Drops before the first 4 weeks of the semester, no notation will be made on the transcript.
3. Drops after the first 4 weeks of the semester, will result in a failing grade for the semester. The F will be used in computation of class rank and GPA.
4. The student will be given a study hall. The student may not enter another academic course at this time.
5. Dropping a year-long course is only an option when the student has failed first semester. This is when progression into the second semester of work requires a success in the first semester for understanding. The course can be dropped within the first 3 days of the second semester.

## STUDENT RECORDS

Temporary and permanent records are maintained on each student. The permanent record contains the minimum personal information necessary to a school in the education of the student and contained in the school student record. Such information may include the student's name, birth date, address, grades, grade level, parents' names and addresses, attendance records, and such other entries as the State Board may require or authorize. These, by law, must be maintained for not less than 60 years after the student has transferred, graduated, or otherwise

permanently withdrawn from the school.

Temporary records are all information contained in a school student record but not contained in the student permanent record. Such information may include family background information, teacher evaluations, discipline referrals, and other information of clear relevance to the education of the student, all subject to regulations of the State Board. These will be destroyed 5 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent records. No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986, as now or thereafter amended, shall have any right to access to, or inspection of, the school records of that student. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18<sup>th</sup> birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent record.

Such request to inspect and copy records, or to allow a specifically designated representative to do so, must be granted within a reasonable time, and in no case later than 15 school days after the date of the receipt of such request by the official records custodian.

### **GRADING AND REPORTING OF GRADES**

Report cards are issued at the end of each nine-week period. They are to be taken home to the parents. **Parents and students may also access grades online via the Student Information System. Courses shall have regular weights as follows:**

Achievements	Grade Point
A Superior	4
B Above Average	3
C Average	2
D Below Average	1
F Failure	0

#### **Grading Scale**

A+ = 98-100 %    A = 90 – 97 %    B = 80 – 89 %    C = 70 – 79 %    D = 60 – 69 %    F = 0 – 59 %

Each quarter grade is worth 40% of the semester grade, with the semester exam accounting for 20% of the semester grade.

### **HONOR ROLL**

At the end of each quarter an "Honor Roll" of students achieving a grade point average of 3.00 or more on a 4.00 scale will be published. To be eligible, students must receive no grade less than a "C". Those students that achieve a 4.0 will be considered High Honor Roll.

Any semester, during which a student achieves a 3.25 grade point average for the first time, the student will earn numerals and an academic letter. Any subsequent semester, in which the student achieves a 3.25 grade point average, the student will earn an academic insert. Any senior who has not previously earned a 3.25 grade point average will receive numerals and a letter when they achieve 3.25. Students cannot receive an academic letter if earning a D or F for a semester grade, even if a 3.25 grade point average is accrued.

### **EXEMPTIONS FROM FINAL EXAMS**

Students may be exempt from final exams (second semester) only. In order to be exempt a student must have:

- a) a year average of a B for the class in question (each quarter grade is doubled, first semester exam

counts once)

- b) a passing grade for the fourth quarter for the class in question.
  - c) have no more than 3 days absent excused by a parent note during the 4<sup>th</sup> quarter for the class in question (prearranged absences, with the exception of college days, DO count as part of the 3 days. School trips do not count.)
  - d) have no unexcused absences for the second semester for the class in question.
1. No exemptions are allowed from exams in Lewis and Clark classes.
  2. All exams must be taken during scheduled exam periods.
  3. No students will leave the exam room before the end of the exam period.
  4. Students are not required to go to PE or SH on exam days. Those who go to PE or SH must stay the entire period.
  5. Students with unexcused absences during the exam period for the class in questions will be required to take exams during the make-up period or make arrangements with the building principal to make-up the exam(s) at another time.
  6. Students in semester courses must take the semester exam.

\* Students enrolled in Lewis and Clark Community College dual-credit courses must take the semester exam both semesters, regardless of credit earning status.

## **8<sup>th</sup> PERIOD**

The purpose of GHS 8<sup>th</sup> period is to give students an opportunity to achieve better skills and grades through a teacher conducted monitoring process. Freshmen are not eligible to be exempt from 8<sup>th</sup> period. Sophomores, Juniors, and Seniors, are eligible if they meet the following requirements:

1. Students must not have any grade lower than a B-, in any class.
2. The list of students exempt, at the beginning of the school year, comes from the quarter 4 grades from the previous year. The grades are then revisited at the end of each mid-quarter and quarter.
3. A student who fails to return from lunch for 6<sup>th</sup> and 7<sup>th</sup> period and does not have permission to sign out for those periods becomes ineligible for 8<sup>th</sup> period exemption.
4. If a student skips 8<sup>th</sup> period, they are no longer eligible for 8<sup>th</sup> period exemption and will serve a Saturday Detention or an Alternate Detention.
5. The principal reserves the right to retract 8<sup>th</sup> period exemption from any eligible student as a consequence of violation of Gillespie High School Student Handbook rules.

## **EARLY HIGH SCHOOL GRADUATION**

No student will be considered for early graduation with less than seven (7) semesters of attendance.

Any student who plans to graduate before completing his/ her senior year (8 semesters of attendance) must do the following:

1. Complete all graduation requirements by the date of the early graduation. Courses will be specified as listed in the Student Handbook.
2. During the second semester of their 11<sup>th</sup> grade year the student must:
  - A. Notify the principal and the counselor of the intent to graduate early.
  - B. Meet with the counselor to review the student's records. (Requirements, courses taken, credits, etc.)
  - C. The cumulative GPA requirement is a 3.0.
  - D. Students will complete the Early Graduation Form. This includes a written statement by the student of his/her request to graduate early, parental agreement or permission, and the student agreeing that his/her high school experience is officially ended as the date of early graduation (rule of exception; graduation ceremonies).
  - E. Students may not be considered chronically truant.
  - F. Board of Education approval must be received by the May meeting prior to the semester of requested graduation.

- G. Proof of impending college enrollment, entrance into military service or gainful employment is preferred not required.

## **DRIVER EDUCATION**

A student must pass at least 8 courses during the previous 2 semesters to be eligible to take Driver Education (HB418-Effective January 1, 1994). Eligible students may take Driver Education beginning first semester of their freshmen year depending on their birthdate. Driver Education fees are non-refundable and non-transferable.

The following rules apply to the Driver Education course:

1. Students in Driver Education may not miss more than *three (3)* days of class.
2. Students must complete all coursework assigned by the instructor.
3. A parent meeting may be held to keep parents informed on ever changing rules and regulations.
4. Students will be assigned driving time by the instructor and must have permit to drive during said time.

Instructor will distribute the complete course outline on the first day of classroom instruction.

## **STUDENT BEHAVIOR**

### **CODE OF STUDENT CONDUCT**

Grounds for disciplinary action apply whenever the student is in school or school activities, including, but not limited:

1. On, or within sight of, school grounds before, during, or after school hours or time when a school group is using the school.
2. Off school grounds at a school sponsored activity, or event, or any activity which bears a reasonable relationship to school; traveling to or from school or a school activity, function, or event; anywhere, if the conduct may reasonably be considered to be a threat or intimidation of staff member, or an interference with school purpose or function.

### **STUDY HALL CONDUCT**

The purpose of the study hall is to provide a quiet and orderly place to prepare assignments. Study hall provides students a venue in which “Silence Is Golden.” Silence allows students to prepare for courses without distraction, to relax and reflect on information provided during academic courses, and to depend on themselves to productively occupy their thoughts and time instead of relying on social interaction.

Study Hall should be used to Improve grades, Read a book or magazine, Organize the day (make lists, tidy folders, etc.), Create (draw, write, ponder ideas), and/or to Learn more about a personal interest.

#### Study Hall Rules:

- Bring all necessary materials and be prepared to study.
- Be on time.
- A pass from another teacher is needed to sign out.
- No talking.
- No sleeping.
- Follow student handbook rules.
- Follow all library rules.

#### Library rules (during Study Hall periods):

- Maximum of 10 students from the study hall per day.
- Use of a computer requires a pass from teacher assigning work *including the mobile lab laptops*.
- Inappropriate computer use may result in suspended use of district technology.
- Return borrowed materials.
- Magazines must be checked out and back in by the end of the study hall period.
- Group studying must be approved by the Librarian.

## HALLWAY TRAFFIC RULES

1. If you are in the corridors while classes are in session, you must have a pass signed by a staff member.
2. In moving about the building between classes, please keep to the right and keep moving. A reasonable degree of order and quiet is expected.
3. Students may not go to their lockers between 7:45 A.M. and 2:31 P.M. without permission, except between classes and during lunch.
4. No student may leave the building or school grounds during the time classes are in session unless he/she has a pass from the office (off-campus pass).
5. Because of fire regulations and impending traffic, students are asked not to sit or congregate on any steps or in the hallways.
6. Students are not allowed in the stairwells prior to the 7:35 tone.
7. Students must Leave the building promptly after dismissal unless under the supervision of a staff member. No organization shall have a meeting in school unless under the supervision of a staff member.

## LIBRARY RULES

1. All books may be checked out for two weeks and may be renewed. Students must bring the book with them if they want to renew it.
2. An overdue book list will be posted. **Library services will be denied students who mutilate materials, create disturbances or fail to turn in books.**
3. Damage to library materials (beyond reasonable wear) and all losses shall be paid for by the borrowers.
4. During regular class periods, a student must have a signed and dated pass from the teacher they are leaving to be allowed use of the library.

## Open Campus

The school will operate on an "open campus" basis for the lunch period. This means that students may leave the campus on foot or by vehicle providing they return prior to the beginning of the 6<sup>th</sup> period class.

- 1) Students who bring their lunch back to the school may eat in the cafeteria or at the picnic tables weather permitting.
- 2) Students are not allowed to eat lunch in their vehicles parked in the school parking lot or congregate in the parking lot during the lunch period.
- 3) Vehicles should remain parked during the remainder of the school day. If it is necessary to leave for any other reason, it is still necessary to sign out in the school office. Failure to do so will be considered insubordination and consequences of the Student Handbook Policy will apply.
- 4) Students do not have to leave campus for lunch.
- 5) If the student is late for any reason, he/she will be considered tardy.

## VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages; if students willfully destroy school property. Incidents may result in suspension or expulsion from school.

## ELECTRONIC EQUIPMENT

These items are not permitted and should be left at home.



## **ELECTRONIC DEVICE POLICY**

- 1) Cell Phones must be turned off and secured in the student's locker during the school day.
- 2) Students are not allowed to possess or use a cell phone during passing periods or at any time in classrooms (other than transporting to a locker).
- 3) Students may use cell phones during lunch. Students are allowed to use a cell phone in the school building after 2:31 p.m.

Continued misuse will result in consequences including, but not limited to:

1<sup>st</sup> offense – Saturday and/or Alternative Detention

2<sup>nd</sup> offense – Multiple Saturday and/or Alternative Detentions. *A parent/guardian must retrieve confiscated device after 2:31 P.M.*

3<sup>rd</sup> offense – Multiple Saturday and/or Alternative Detentions in addition to possible ban from possession of a device on school grounds.

## **TRANSPORTATION**

Buses will pick up students at designated stops. To insure safety for all, students are expected to maintain proper behavior when riding a bus. Students are expected to:

1. Observe classroom conduct.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside bus.
10. Do not fight, push, or shove.
11. Do not tamper with the bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

Rules of good conduct also apply at bus stops. Students are expected to behave in an orderly, proper manner while waiting for the buses.

The following disciplinary action(s) will take place in the event of inappropriate behavior:

### **I. Driver's Responsibility:**

1. Ask the student to stop inappropriate behavior.
2. Stop student as they are exiting bus and discuss inappropriate behavior.
3. Administrator talks to student.
5. Written referral requesting a meeting with student, parent, driver, supervisor and administrator.
6. Written conduct ticket: Administrator will implement disciplinary procedures listed below.

### **II. Disciplinary Measures:**

1. Days listed below are days of suspension from riding the bus.
2. The administrator reserves the right to implement other disciplinary measures in lieu of suspension(s).
3. A suspension includes suspension from all bus activities including extra-curricular activities.
4. A ticket written on the last day of the year will be implemented the following year.

1<sup>st</sup> Ticket – 1 day    2<sup>nd</sup> Ticket – 1 – 10 days    3<sup>rd</sup> Ticket – 1 – 20 days    4<sup>th</sup> Ticket – 1 – 30 days

5<sup>th</sup> Ticket – 1 day to rest of the year

Remember that these rules are made for the safety of all the children riding the bus. It is the bus driver's responsibility to see that the behavior of a few does not jeopardize the safety of the many.

### **COMMENTS, SLURS, SIGNS, INNUENDOES, LOGOS**

Gillespie High School will not permit any comments, slurs, signs, innuendoes, and logos, (expressed or implied) that are offensive in nature to any race, nationality, religion, or minority.

### **CLASSROOM RULES AND REGULATIONS**

A. Teachers will post the rules and regulations for their classrooms. Students are expected to abide by these as well as all other school rules and regulations and are expected to follow any reasonable request and directions from teachers or other school personnel.

B. A teacher may temporarily dismiss from class to the principal's office any student who, in the teacher's opinion, is disrupting the class. The teacher shall confer with the principal or counselor to provide the necessary information concerning the problem and shall provide a written statement of the problem. The teacher shall readmit the student following a conference with the student and at least one of the following: an administrator, a counselor or a parent. Continued disruptive behavior can result in permanent removal from the class.

### **GENERAL SCHOOL RULES AND REGULATIONS**

The School Code of Illinois states that teachers and other certificated educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

### **Plagiarism**

Any student guilty of plagiarism will receive a "0" on the assignment and/or receive disciplinary action.

#### **Legal Definition of plagiarize**

: to copy and pass off (the expression of ideas or words of another) as one's own : use (another's work) without crediting the source <*the book contained plagiarized material* — *Smith v. Little, Brown & Co.*, 265 F. Supp. 451 (1965)>

: to present as new and original an idea or work derived from an existing source

Merriam-Webster. Merriam-Webster, 09 June 2015. Web. 10 June 2016.

### **Academic Dishonesty**

Any student dispersing or receiving academic information in an unauthorized manner will receive an automatic "0" on the assignment and/or may receive disciplinary action.

### **Dress Code**

Cleanliness and neatness of dress are conducive to good citizenship and good school morale. Students of Community Unit School District #7 are expected to dress appropriately.

- 1) All students must be modestly covered from shoulder to mid-thigh.
- 2) Clothes that are objectionable for reasons of health and safety shall not be worn.
- 3) No tank tops, muscle shirts, halter tops, no hats, no clothing with inappropriate lettering, pictures, or symbols; no cutoffs, no house slippers, no pajama bottoms, no advertising on shirts of beer/alcohol, tobacco, or illegal drugs of any kind.
- 4) Leggings should not be worn without some type of cover up. A cover up might include a long blouse, shirt, or sweater that completely covers the hips.

- 5) Footwear must be worn at all times.
- 6) Coats will not be worn in the classroom without the permission of the teacher or administration.
- 7) Book bags, backpacks, and purses must remain in lockers throughout the school day.

Any student wearing offensive clothing will change into a garment provided by the school or a replacement garment. Inappropriate clothing will be held until a parent or legal guardian picks it up from the Principal.

### **Physical Education Dress Code**

**For Hygiene reasons, all students are to change out of their school clothes and into a PE uniform every day.** In addition to the above stated GHS Dress Code, Dress Code for Physical Education classes will be as follows:

1. Black Athletic Shorts (minimum length of 8-9 inches, no pockets, buttons, or zippers allowed)
2. Plain T-Shirt or shirt displaying any of the Gillespie mascots.
3. Orange t-shirt with sleeves
4. Athletic Shoes that are fit for vigorous physical activity (no black soles please)
5. Socks

Athletic shoes secured with laces are required to be worn daily to promote student safety. Teachers will track non-dress days for each student by the semester. For hygiene purposes, each Friday students are expected to take PE clothes home to be laundered. Students should bring back clothes on Monday.

### **Detentions**

- (1) Detentions are a part of the disciplinary procedures of this district and are assigned by teachers or administration to improve or correct student behavior.
- (2) Detentions must be served within the official school day which is from 7:30 a.m. to 3:15 p.m., or during an Alternate Detention time to be determined by administration.
- (3) The teacher or administrator who assigns a detention is responsible for supervising the detention.
- (4) Because of extensive transportation of students, students must be given twenty-four hour notice before serving a detention.

### **Saturday Detention(s)**

- (1) The office will assign the date, hour, and length of the detention. The student will have at least 24 hours' notice, more if possible, so that he/she may plan around it. If the student does not appear, one time, for his/her detention, or if he/she leaves early, he/she will be counted as absent and repeated absences may result in out of school suspension.
- (2) Students must bring school work to keep them busy for the entire detention. Students will not communicate with each other, sleep, chew gum, etc. Students will not go to their lockers or elsewhere during the detention.
- (3) Saturday detentions will be held every other Saturday, with the exception school holidays.

### **Lunch Detention(s)**

- (1) Lunch detentions are served in the study hall (unless otherwise stated) during the regular thirty minute daily lunch period.
- (2) Lunch detentions are assigned by the principal. There is no obligation to give twenty-four hour notice of an assigned lunch detention(s).
- (3) Students are able to obtain lunch from the cafeteria regardless of the amount of money on their school lunch account.
- (4) Students are expected to bring school work or appropriate reading material to occupy the portion of the thirty-minute period in which they are not eating.
- (5) Students failing to serve lunch detention(s) will be considered insubordinate.

## Alternative Detention(s)

- (1.) The office will assign the date, hour, and length of the detention. The student will have at least 24 hours notice, more if possible, so that he/she may plan around it. If the student does not appear, **one time**, for his/her detention, or if he/she leaves early, he/she will be counted as absent and #5 below will apply.
- (2.) Students must bring school work to keep them busy for the entire detention. Students will not communicate with each other, sleep, chew gum, etc. Students will not go to their lockers or elsewhere during the detention.

## Student Behavior

**Arson** the illegal burning of a building or other property: the crime of setting fire to something

**Bomb Threat** a message saying that a bomb is located in a particular place

**Fire alarm** Unauthorized use of a fire alarm system is prohibited

**Physical Assault on School Personnel** Students may not verbally, or in written form, threaten, intimidate or assault school personnel. Any physical aggression against school personnel is prohibited and will be reported to local authorities.

**Weapons** The display, possession, use and transportation of illegal and dangerous weapons (knives, chains, sharp objects and any instrument perceived to be a weapon) and their look-a-likes (including toys) are prohibited on school property, at authorized activities and on the school buses.

Problem	Policy:
<b>Gross Misconduct</b>	Student conduct must be proper, orderly and reasonable on school property, at authorized activities and on the school buses.
<b>General Misconduct</b>	Students are expected to conduct themselves in a manner that is not disruptive in the classrooms, office, halls or other areas of the campus, authorized activities or school buses.
<b>Insubordination/ Disrespect</b>	Students are expected to display respect and obedience for authority at all times. All members of the school faculty and staff have authority over students.
<b>Gross Insubordination</b>	Students must obey proper and reasonable orders given to them by teachers and authorized personnel on school property, at authorized activities and on the school buses.
<b>Group Intimidation, Disorderly Conduct, or Criminal Acts</b>	No student or group may disrupt the educational process or interfere with the operations of the school by acts legally defined as intimidation, disorderly conduct and criminal defamation at any time.
<b>Failure to Sign In/Sign Out</b>	Students are required to notify the high school office when they arrive to school after the 7:45 a.m. bell. Students are required to notify the high school office when leaving school campus for any reason, personal or school related, prior to the 2:31 p.m. dismissal time.
<b>Non-Prescription/ Prescription Medication</b>	Students shall not possess, distribute or use non-prescription or prescription medication at school. If a parent wishes for a student to be able to take prescription or over-the-counter medication such as Tylenol or <i>inhalers</i> , a medication form from a doctor must be on file.
<b>Possession of Matches, Lighters, Cigarettes, Tobacco Products or Electronic cigarettes.</b>	Possession of matches, lighters, cigarettes, or tobacco products on school property, at authorized school activities, and on school buses is prohibited.
<b>Smoking or Use of Any Tobacco Products or Lighters, Matches, Electronic Cigarettes, etc.</b>	Smoking, use of any tobacco or product or lighters on school property, at authorized activities and on school buses is prohibited.

<b>Theft and Damage to School or Personal Property</b>	No person may take or destroy personal or public property. Students will be required to pay restitution for damages to property incurred, up to the maximum allowed by law.
<b>Physical Assault on Another Student</b>	Fighting at authorized activities, on the school buses and on campus is prohibited. Proper authorities will be notified, resulting in possible expulsion in the event that a student assaults another student.
<b>Verbal Assault/Written Intimidation of Another Student</b>	Students may not verbally, or in written form, threaten, intimidate or assault other students. This includes spreading false information about another student.
<b>Initiation/Hazing</b> (as defined by school code)	From GUSD #7 District Board Policy 7:190 The act of engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer network, or other comparable conduct.
<b>Parking Lot Violations</b>	No Parking Sticker, Illegal Parking, Other Minor Offenses. See “Student Parking” section of handbook p.
<b>Failure to Stay for Detention</b>	Students must serve detentions assigned by teachers and administration. A student failing to serve detention will be considered insubordinate and disrespectful.
<b>Anonymity</b>	Students must properly identify themselves upon demand from teachers and other authorized personnel on school property, at authorized activities and on the school buses.
<b>Trespassing</b>	A student who has been suspended or expelled from school is not permitted to be on the school grounds or in the building during school hours or non-school hours at any time during the period of suspension or expulsion except for previously arranged appointments approved by principal. A student found on school property that has been suspended or expelled will be reported to the local authorities.
<b>Pass Abuse and Forgery</b>	Forging a pass or any school document or misuse of a pass in some other manner, or leaving class without permission is not permitted.
<b>Students in Unauthorized/Restricted Areas/Leaving Without Permission</b>	Students' presence in restricted areas of school property without the written authorization or under direct supervision of a teacher or other authorized personnel are prohibited at all times. This includes leaving school premises anytime throughout the course of the school day without permission. The Dairy Queen is considered a restricted area during class times and passing periods.
<b>Obtaining or Attempting to Obtain Confidential Information</b>	Seeking or obtaining confidential information in files, records, computer data, etc. is prohibited.
<b>Students on Another Campus</b>	The presence of a student on another school campus during the school day without written authorization or under the direct supervision of a teacher or other authorized personnel is strictly prohibited at all times.
<b>Removal of Clothing</b>	Students will not attempt to remove another student's clothes or their own.
<b>Gambling</b>	State law prohibits games played for money. No gambling is permitted on school grounds.
<b>Misuse of the Library</b>	The library is to be used for quiet study; research or reading and students must take proper care of all materials.
<b>Fireworks</b>	The use of fireworks is not permitted in the state of Illinois by unauthorized persons. Further, fireworks present a potential hazard to the safety of students

	and school personnel.
<b>Inappropriate Dress</b>	Students must wear reasonable, proper, adequate clothes on campus, on the school buses, in the classroom and at authorized school activities at all times as outlined in the student dress code policy.
<b>Inappropriate Language or Gestures</b>	Profanity/obscene language and references to illegal drugs, written or verbal, slang terms used as profanity, including use of obscene gestures or signs are prohibited.
<b>Academic Dishonesty/Plagiarism</b>	Obtaining or accepting assigned work, answers to tests, copying another student's work, using inappropriate information or materials or any action intended to obtain credit for work not one's own is prohibited. Students guilty of plagiarism, dispersing or receiving academic information in an unauthorized manner will receive an automatic "o" on the assignment as well as disciplinary action deemed appropriate by administration.
<b>Pushing, Tripping or Play fighting</b>	Any activity in which wrestling, pushing, shoving, name-calling or other non-constructive activities that could cause larger problems are involved is not permitted.
<b>Radios or electronic devices brought to school</b>	Students may not bring radios, laser lights, video games, CDs, walkmans or CD players, PSPs, MP3 players, Gameboys, PDA's or any other electronic devices to school.
<b>Violation of Cafeteria Rules</b>	Students must follow all cafeteria rules as presented in Student Handbook.
<b>Misuse of the Internet or any Information on a Computer or Electronic Device</b>	The inappropriate use of the Internet or any information on a computer or electronic device is prohibited.
<b>Displays of Affection</b>	Students shall not hug, kiss, walk with arms linked, around one another or engage in any behavior that requires the physical touching of other students in an affectionate manner.
<b>Use of School Property without Authorization</b>	At all time students must be authorized by school personnel to use district property.

\*\*\*Gross insubordination or assault on a faculty member (teachers, substitute teachers, custodians, secretaries, support staff, etc.) may result in a recommendation for Expulsion to the school board.\*\*\*

### **Guidelines for Disciplinary Consequences**

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

1. Warning
2. Lunch Detention(s)
3. Alternate Detention(s)
4. Saturday Detention(s)
5. Student will be required to pay Restitution for damaged district property.
6. Suspension:

If used for legitimate educational purposes, the administration has the authority to suspend students for gross disobedience or misconduct. If a student is suspended, he or she is prohibited from all school activities or any other presence on school grounds. See Board Policy 7:200.

- a. **Three Days or Less:** Students can be suspended for three days or less if their continuing presence in school would either pose a threat to school safety or cause a disruption to other students' learning opportunities.
- b. **Four Days or More:** Students can be suspended for four days or more if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either pose a threat to the safety of other students, staff, or members of the school community or substantially disrupt, impede or interfere with the operation of the school.
- c. **Internet Threats:** Students can be suspended for up to ten days if:
  - i. It has been determined that the student made an explicit threat on an internet website against a school employee, a student, or any school related personnel;
  - ii. The internet website where the threat was made 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
  - iii. The threat could be reasonably be 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.

#### 7. **Expulsion:**

If used for legitimate educational purposes, the administration has the authority to expel students for gross disobedience or misconduct. Students can be expelled if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either pose a threat to the safety of other students, staff, or members of the school community or substantially disrupt, impede, or interfere with the operation of the school. *See Board Policy 7:210.*

If a student brings a firearm, knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm, the student shall be expelled for at least one year.

#### **OFF-CAMPUS MISCONDUCT**

The Board of Education has rule-making authority to discipline students for off-campus misconduct that is directly related to the school. Activities/time periods misconduct that are directly related to school shall include but will not be limited to lunchtime, bussing, and extracurricular events.

#### **GANGS AND GANG ACTIVITY**

Public school secret societies and gangs are prohibited. For purposes of this handbook, a public school secret society or gang means any organization composed wholly or in part of public school pupils which seek to perpetrate itself by taking in additional members from the pupils rather than by free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization.

It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school secret society or gang.

\*\*\*A person who expressly or impliedly threatens to do bodily harm or does bodily harm to an individual or to that individual's family or uses any other criminally unlawful means to solicit or cause any person to join, or deter any person from leaving any organization or association, regardless of the nature of such organization or association, is guilty of a Class 3 felony.

## EXTRA CURRICULAR

### FUND RAISING

Sponsors must have each activity approved by the principal and placed on the calendar. These must be coordinated so as not to provide competition between organizations within the school. Activities requiring additional fundraisers must be approved by the principal.

### SCHOOL DANCES

School dances are for the students of Gillespie High School only, with the exception of the Homecoming Dance and the Junior-Senior Prom. Any student attending must:

1. Be in good standing.
2. If not a current high school student, be a graduate of a state accredited school.
3. Be Under 21 years of age. A driver's license or state i.d. must be provided as proof of age.
4. Be approved by high school principal
5. Have less than five (5) unexcused absences for current semester to attend homecoming dance
6. Have less than ten (10) unexcused absences for current semester to attend prom.
7. A freshman or sophomore student of Gillespie High School may attend if invited as a guest of a junior or senior at GHS.

All GHS Dances are lock-in. Any student attending a dance, as well as his/her date, must stay until the dance is over unless a parent accompanies him/her out.

No student under suspension or expulsion *at the time of the dance* or a dropout student will be permitted to attend a school dance.

### STUDENT COUNCIL

The student council was organized to: (1) create better relationships among the faculty and students, (2) establish a method by which the students can make known ways in which they believe the school can be improved, (3) develop in individuals of the student body a knowledge of the working procedure of parliamentary law and government, and (4) foster enterprises which would be of value to the student and the school.

### NATIONAL HONOR SOCIETY

The mission of the Gillespie High School (GHS) Chapter of the National Honor Society (NHS) is to promote scholarship, service, leadership, and character. Each junior and senior with a cumulative G.P.A. of 3.33 is eligible for membership in the National Honor Society based on the scholarship criteria. Selection into the National Honor Society is a privilege. Students are required to fill out an activity sheet listing all of the school, community and church activities in which they have been involved during their high school career. These are presented to the various coaches and sponsors for a rating of 1-3 based on amount of involvement.

Each candidate's name is presented to the faculty for evaluation on character and leadership. Only those faculty members who have had contact with the candidate are asked to evaluate them.

#### **Minimum community service hours and activities participation to be eligible for consideration are:**

10 hours, 6 activities

A total is derived for each candidate who has the required number of points in service, scholarship, character, and leadership. Faculty voting is subjective based on that faculty member's encounters with those particular applicants. All candidates are then voted on by the faculty council.

Students must abide by the guidelines established in the student contract.

## ATHLETICS

### STUDENT FANS

Any organized student fan group must be supervised by a faculty sponsor at all times.



Students attending extra-curricular events, home or away, are expected to display appropriate behavior and good sportsmanship at all times. Specifically, students attending athletic contests home or away, are expected to adhere to the following rules:

1. No inappropriate, obscene, or disrespectful language, written signs/banners, or body gestures.
2. No inappropriate, obscene, or disrespectful language, written signs/banners directed towards game officials.
3. No inappropriate, obscene, or disrespectful language or written signs/banners directed towards an opposing team, team member, coach, school personnel or fan.
4. Students are not allowed to sit on a row of bleachers on the playing surface – school personnel may move student fans to any location in a playing venue.
5. Any student fan displaying any inappropriate behavior will be subject to immediate removal from the contest location and suspension from attendance at home or away activities.

Student athletes must adhere to the guidelines contained in the Gillespie High School IHSA Sponsored Activities Participation Code.

An athletic fee must be paid in order to participate in any athletic activity. Any student with an outstanding athletic fee will not be allowed to participate in any additional athletic activities until payment is made.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the district's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extra-curricular activity, a student must be doing passing work in at least 25 credit hours of high school work per week and must be tutored in any subject that he or she is failing.

Athletes must be in attendance for hours 4-7(attendance all of the period of all four periods) to participate in an athletic event on the same day unless they have verification from a professional such as an attorney, funeral home director, or doctor.

If a student who is failing a subject refuses tutoring, he/she shall be suspended from the activity. A student must continue with tutoring until he or she receives a passing grade at the end of an eligibility period or until the season end.

All rules that apply to school funded sports apply to non-school-funded sports.

### **CO-CURRICULAR ACTIVITIES**

Participation in school activities (those not IHSA sanctioned) offers opportunity for some of the finest experiences that can be gained while in high school. However, one should not permit these activities to absorb so much energy that a decline in schoolwork is caused. It is recommended that no students belong to more than two clubs.

The School Code of Illinois states that the school boards may make and enforce reasonable rules of conduct for co- and extra-curricular activities or events.

1. Activities include, but are not limited to: Homecoming Candidates - Student Council - King/Queen Candidates - Class Officers - Club Officers
2. Students must have a nominating petition signed by at least 10 students of the same class, and 3 teachers. NOTE: (Teacher signatures must come from the student's current teachers.)
3. Nominated students must meet the following criteria to be eligible:
  - A. GHS IHSA Sponsored Activities Participation Code grading eligibility standards will be adhered to in determining if the student is eligible for the activity. Consequences for ineligibility are as follows:
    - Week 1 Tutoring – No Play/No Dress
    - Week 2 Tutoring – No Play/No Dress – No Away Games
    - Week 3 Tutoring – No Play/No Dress – No Away Games – No Practice
    - Week- 4 Tutoring – No Play/No Dress – No Away Games – No Practice  
Player, Coach, -AD, Parent, and, at coach's discretion teachers, meet

B. No school discipline problems of a major nature for the previous 365 day.

C. Any student who has violated the athletic code the previous 365 days will be ineligible to participate.

4. Nominated students who qualify will be placed on a ballot and voted on by the class or student body.
5. Gillespie High School considers all activities to be treated as a privilege, not a right.

### IHSA SPONSORED ACTIVITIES CODE

This code has been adopted by the Board of Education of Community Unit School District #7, and applies to students in grades 9-12. This policy is in addition to other policies concerning student conduct, and imposes additional requirements on IHSA activities participants. It is intended to promote the health and safety of students, to encourage the development of self-discipline and self-control, which are attributes the Board finds to be necessary to make participation in athletics successful and rewarding for individual athletes as well as for the teams/extracurricular activities in which they participate.

The Board determines that participation in IHSA sponsored activities is a privilege, not a right. If the rules and requirements set forth below are not complied with, the privilege to participate in these activities may be lost.

The rules and consequences set forth are cumulative and apply in and out of season, during summers, holidays, and vacations, on and off campus, and whether or not a violation occurs at a school or school-sponsored activity from the time of eighth grade promotion until the completion of his/her athletic/activities career.

#### I. Definitions

- A. **Student Participant** is a boy/girl in Grades 9 through 12 who participates in any interscholastic activity, including all practices.
- B. **Violations.** Investigations will be conducted into alleged student participation incidents that are:
  - Reported in the media
  - Verified by law enforcement officials
  - Verified by school district officials/employees
- C. **Suspension** means loss of the privilege to participate in IHSA sponsored activities. During suspension, the participant will be expected to practice and travel with the team, but shall not be permitted to dress in uniform and/or perform.
- D. **Exclusion** means loss of the privilege to participate in practice, travel, or participation in contests.

#### II. Academic Eligibility Requirements for Participation

- A. Each participant must pass twenty-five (25) credit hours of high school work per week.
- B. Each participant must have passed twenty-five (25) credit hours of high school work in the previous semester to be eligible for the current semester (except first semester freshmen).

#### III. Participation Rules

- A. Participants shall not use tobacco in any form.
- B. Participants shall not possess, use, deliver, sell, transmit, or attempt to possess, use, deliver, sell, or transmit any alcoholic beverage, any non-prescribed or illegal drug, or any substance which the student believes or represents to be any of the foregoing, including, but not necessarily limited to look-a-likes.
- C. The Head Coach of each activity (subject to the approval of the Dean of Students and Principal) shall have the authority to specify additional training rules/participation requirements relating to health, safety, conduct, attitude, language use, and the like, and may discipline students for violations of those training rules/participation requirements. Such discipline may include exclusion for serious offenses or when lesser penalties have failed to deter violation.

#### IV. Consequences of Violations

- A. Tobacco Use – Penalty to be at coach’s discretion. Punishment will be applied equally to all participants within that activity.
- B. Alcohol, Drug, or other serious offenses
  - (1) First Offense: Suspension for no less than the equivalent of one-fourth (1/4) of the scheduled contests for the season. The participant and his/her parents will be required to schedule a conference with the coach and dean of students before returning to participation status. If less than one-fourth of the scheduled contests remain in a season, the penalty will continue into the next activity in which the student participates, as long as the participant finishes the season. If a student is participating in two sports concurrently, the penalty will apply to each sport individually.  
If a student self-reports a violation within seventy-two (72) hours to the principal, dean of students, athletic director, or coach/sponsor of the activity the student is currently participating in, the suspension will be reduced to 1/8 of the season.  
The reduction in a suspension as a result of self-reporting applies only to the first offense in a student’s participation career.  
Students will not be allowed a reduction in penalty for self-reporting for the second or third career offense if the first offense occurred before implementation of the revised self-reporting mechanism in this policy.
  - (2) Second Offense: Exclusion from participation for the rest of the season which shall not be less than the equivalent of one-half (1/2) of the scheduled activities. If less than one-half (1/2) of the contests remain, the penalty will continue into the next activity in which the student participates. The participant and his/her parents will be required to schedule a conference with the dean of students and coach of the activity the student participated in at the time of the violation and the next activity in which the student intends to participate.
  - (3) Third Offense: Exclusion from participation in IHSA sponsored activities for the remainder of his/her high school career.
  - (4) Prior to returning to participation following his/her suspension or exclusion, a student must seek and obtain professional help, and provide proof of same.

#### V. Authority for Decision

- A. The coach, dean of students, and principal shall be responsible for decisions relative to the violation of participation rules. Penalties will be imposed based upon the collective judgment of the coach, dean of students, and principal (within the scope of these rules) in the overall best interests of the participant, the activity, the team, and the school.
- B. All accusations or allegations of violations will be investigated as thoroughly and reasonably as possible. No suspension or exclusions will be imposed without the concurrence of the dean of students and principal. In all cases of suspension or exclusion, the student will be given the opportunity to respond to allegations or accusations of violations.

#### VI. Attendance

- A. A participant must attend periods 4-7 on the day of a contest to be eligible to participate in that contest. Exceptions to this rule may be granted by the administration for funerals, family emergencies, doctor/dentist appointments or for other excused reasons covered in the Illinois School Code.

#### VII. Miscellaneous

- A. Every student athlete shall have on file with the dean of students a current physical examination form signed by a licensed health-care professional who is qualified to perform such duties. No student athlete may participate in any practice or contest unless the physical examination form is filed. “Current” refers to a form provided immediately before the start of each academic year unless one student athlete does not participate in a sport at the beginning of the academic year, in which case the form must be on file before practice in the first sport in which the student participates.
- B. Any time a student athlete is seen by a licensed health-care professional for any injury or illness (whether or not related to or caused by the sport); he/she may not resume activities in a sport until the licensed health-care professional issues written permission.

- C. In order to protect the health of student athletes and the financial well-being of his/her family, no student will be permitted to participate in student athletics unless he/she provides proof of health insurance coverage either through a policy offered by the district or through a family policy.

VIII. **Rights and Review in Case of Exclusion**

- A. If a student is excluded from participation in athletics/extracurricular activities, the student and parents shall have the right to request a meeting with the coach, dean of students and principal within seven (7) days of exclusion.
- B. If unsatisfied with the first meeting, a student and his/her parents shall have the right to request a review before the superintendent and then the board of education (or hearing officer which the board may appoint). The coach, dean of students, and/or principal shall present information to the board that violation(s) occurred which justifies exclusion. The student and parents may present whatever relevant information they desire concerning the alleged violation(s) or the penalty, which should be imposed. At such review, there shall be no right of cross-examination or other formal procedures. No attorney shall be permitted to attend the review. The decision of the board of education shall be final.

**NOTIFICATIONS/FORMS**

**TITLE IX**

The School District has adopted as part of its rules and regulations, a resolution committing itself to compliance with the Title IX Federal Law, which outline rules and regulations forbidding discrimination on the basis of sex in educational programs and activities and in employment therein.

It is the policy of the Community Unit No. 7 School District not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to Superintendent, Community Unit School District #7, 510 West Elm Street, Gillespie, Illinois, phone (217) 839-2464, who is the Title IX Coordinator. Copies of the complete policy are available in the office of the superintendent and the building principals.

Should any student or employee feel they are victims of discrimination, he/she should contact the Superintendent, or his designate.

**INTERNET RELEASE FORMS**

Each student and his or her parent(s)/ guardian(s) must sign the authorization before being granted supervised or unsupervised access as a condition for using Community Unit School District #7 Internet connection.

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of the document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. This form is available in the high school office.

**TALENT RELEASE FORMS**

Gillespie High School videotapes many events and programs. Pre-kindergarten programs, Christmas programs, band concerts and high school graduation are some of the programs captured on videotape. Community Unit School District #7 is required to get parental permission to do events where students will be videotaped. Parents/Guardians of students attending Community Unit School District #7 are requested to complete a "Talent Release Form" at registration for this purpose. This form is available in the high school office.

Medication Administration

Students **MAY NOT** take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being, as certified by a physician licensed to practice medicine in all of its branches. Before a student is permitted to take medication during the school day or during any school-related activities, a physician's statement identifying the medication and dosage is required. In addition, a *School Medication Authorization Form* must be completed by the student's parent(s)/guardian(s) before taking any medication.

Epinephrine Notification/ Self-Administration of Asthma Medication

The Gillespie CUSD #7 does maintain a supply of undesignated epinephrine auto-injectors. A school nurse or other trained personnel may administer an undesignated epinephrine auto-injector to a student when they, in good faith, believe the student is having an anaphylactic reaction.

In addition, a student may possess an epinephrine auto-injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*.

### No Liability/Hold Harmless – Medication Administration

Gillespie CUSD #7 and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of medication to a student (with orders from a physician licensed to practice medicine in all of its branches), the student's self-administration of asthma medication or an epinephrine auto-injector, the storage of any medication by school personnel, or the administration of an undesignated epinephrine auto-injector by a school nurse or other trained personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of administration of medication to a student (with orders from a physician licensed to practice medicine in all of its branches), a student's self-administration of an epinephrine auto-injector or asthma medication, the storage of any medication by school personnel, or the administration of an undesignated epinephrine auto-injector by a school nurse or other trained personnel.

### 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. 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.

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### **INSURANCE**

Students may purchase insurance for a small premium through the high school office. In the event of injury, a form is to be filled out by the student as soon as possible after the injury. In emergencies, these forms must be filled out as soon as practicable. The school does not pay for injuries; therefore, it is important that you carry your own insurance. No student is permitted to participate in sports unless he/she has school insurance or a waiver of insurance signed by parents and on file in the school office. This also applies to cheerleaders.

### **SCHOOL LIABILITY COVERAGES**

Gillespie Community School District #7 and its employees are insured by Blue-Cross Insurance Company. Although employees are covered for bodily injury and property damage arising from actions taken in the performance of their duties, the policy does not cover actions of the students.

If the company feels the school is not negligent or liable, they will decline any coverage. Property is generally not covered. For example, anyone parking a personal auto does so at his/her own risk. Should a ball hit a car, it would not be considered a liability on the school's part. Therefore, coverage would come from the owner's own comprehensive coverage. This statement also covers any accidents that students might experience.

## MACOUPIN COUNTY TRUANCY ORDINANCE

### SECTION 1: Purpose

Absenteeism from school by students under the age of 18 has become a significant problem, and in many instances police records establish that persons under the age of 18 who are frequently absent from school become involved in offenses of vandalism, drug abuse, alcohol consumption, disorderly conduct, and other offenses constituting crimes in the State of Illinois. The purpose of this Ordinance is to take appropriate action to cause a reduction in absenteeism from school by students under the age of 18.

### SECTION-2: Definitions

For the purposes of the Ordinance, the following terms are defined as set forth below:

- (a)MACOUPIN COUNTY SCHOOL DISTRICT. Macoupin County School District is hereby defined to be one or more of the following school districts situated in Macoupin County Illinois:
  - Carlinville Community Unit School District No. 1
  - North western Community Unit School District No. 2
  - North Mac Community Unit School District No. 34
  - Mt. Olive Community Unit School District No. 5
  - Staunton Community Unit School District No. 6
  - Gillespie Community Unit School District No. 7
  - Bunker Hill Community Unit School District No. 8
  - Southwestern Community Unit School District No. 9
- (b)MACOUPIN COUNTY STUDENT. A Macoupin County Student is hereby defined to be a student under the age of 18 enrolled in one of the Macoupin County School Districts.
- (c)PARENT/GUARDIAN. Parent/Guardian is hereby defined to be the natural, legal guardian or other person having custody or control of a Macoupin County Student.
- (d)TRUANT OFFICER. Truant Officer is hereby defined to be a Truant Officer employed by one or more of the Macoupin County School Districts, or by the Calhoun, Greene, Jersey, & Macoupin Regional Office of Education, under 105 ILCS 5/3-13
- (e)TRUANT. A Truant hereby defined as a Macoupin County Student who is absent from attendance in school without valid cause for such absence.
- (f)VALID CAUSE FOR ABSENCE. Valid Cause for Absence is hereby defined as illness, observation of a religious holiday, death in the immediate family, family emergency, and/or other such situations beyond the control of the Macoupin County Student, as determined by the Board of Education of the Macoupin County School District in which the student is enrolled, or such other circumstances which cause reasonable concern to the Parent/Guardian for the safety or health of the Macoupin County student.
- (g)CHRONIC OR HABITUAL TRUANT. A Chronic or Habitual Truant is hereby defined as a Macoupin County Student between the ages of 7 and 16 years of age who is absent without valid cause from attendance for 10% or more of the previous 180 regular attendance days in school.

### SECTION 3: Violation and Penalties

- (a)It shall be unlawful for any Macoupin County Student to be absent from attendance, without valid cause for absence, for all or any part of a school day in the Macoupin County School District in which the Macoupin County School is enrolled. It is the responsibility of the Parent/Guardian who has custody or control of any child between the ages of 7 and 16 to cause that child to: (1) enroll in one of the Macoupin County School Districts (thereby becoming a Macoupin County Student); and (2) attend some public school in the district wherein that child/Macoupin County Student resides the entire time it is in during the regular school term, and/or any summer or other special term in which Macoupin County Student may be enrolled. Any Macoupin County Student violating, or Parent/Guardian of a Macoupin County Student violating the terms of this ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCS 5/5-1113 upon conviction:
  - 1. A fine of not less than \$25.00 shall be imposed for the first violation by a student during a given school year.

2. A fine of not less than \$50.00 shall be imposed for the second violation by a student during a given school year.
3. A fine of not less than \$100.00 shall be imposed for the third violation by a student during a given school year.

Each day, or portion thereof, upon which a violation occurs, shall constitute a separate violation, with each separate violation being subject to a separate penalty, as provided herein.

- (b) Both a Macoupin County Student, and that student's Parent/Guardian, may be charged and convicted with the violation of this Ordinance when the student shall be found to be in violation of this Ordinance. However, the payment of all applicable fines imposed against with the Macoupin County Student or the Parent/Guardian for a given violation by either Parent/Guardian or the Macoupin County Student shall operate to relieve the non-paying party from any obligation to pay fines arising from the same violation.

#### SECTION 4: Enforcement

- (a) The Truant Officers of any Macoupin County School District or of the Calhoun, Greene, Jersey & Macoupin County Regional Office of Education, the Sheriff and Deputy Sheriffs of Macoupin County and any other law enforcement officer of any city, village or political subdivision within Macoupin County, together with any other law enforcement officer lawfully exercising jurisdiction within Macoupin County, are hereby empowered to enforce this Ordinance by the Issuance of tickets, specifying the date and time of violation, and the Macoupin County School District or enrollment of the Truant Macoupin County Student and are hereby given discretion to determine whether the violation shall be dealt with by the issuance or a written or verbal warning or by the issuance of a ticket, and whether such ticket may be disposed of by the payment of the minimum required fine to the Circuit Clerk of Macoupin county, or whether a Court appearance will be required.
- (b) All tickets issued hereunder shall be delivered by the issuing officer to the Macoupin County Circuit Clerk, who shall assign to the same a case number for each ticket and shall notify both the State's Attorney, the issuer, and the offender of all Court dates for each ticket.
- (c) Upon the issuance of a ticket hereunder, a violation of this Ordinance shall be prosecuted by the State's Attorney as a petty offense, pursuant to the Illinois code of Criminal Procedure. All tickets issued hereunder must be prosecuted within 12 months of issuance.

#### SECTION 5: Operation

The terms and provisions of this Ordinance shall be in addition to, not in substitution for or in replacement of, any provisions, laws or regulations concerning truancy (including, but not limited to 105ILCS 5/26-7 through 5/26-8(b), 5/26-10, 5/26-11 and 105 ILCS 405/3-33), except that this Ordinance shall supersede any and all Truancy Ordinances previously enacted by the Macoupin County Board.

#### SECTION 6: Implementation

This Ordinance shall be effective upon its lawful adoption by the County Board of Macoupin County, Illinois, and the Board of Education of one or more of the Macoupin County School Districts. The Ordinance shall be binding upon each Macoupin County School District when adopted and approved by the Board of Education for that Macoupin County School District. If any one or more of the Boards of Education of the Macoupin County School Districts fail or decline to adopt this Ordinance, such failure or declination shall not affect the enforcement of the Ordinance within those Macoupin County School Districts wherein their Boards of Education have adopted this Ordinance. The Ordinance may also be adopted and approved by any city or village situated within any Macoupin County School District, with the understanding that the failure or declination of any city or village to adopt this Ordinance shall not affect the enforcement of this Ordinance if it is adopted by the County Board of Macoupin County and the Board of Education for the Macoupin County School District within which the city or village is situated. The adoption and implementation of the terms of this Ordinance shall be deemed an intergovernmental agreement under 5 ILCS 220/3 and related statutes.

#### **ASBESTOS NOTIFICATION**

##### **To All Organizations, Parents, Legal Guardians, Teachers, Employees and All Other Occupants:**

In accordance with Federal Register 40 CFR 763 Asbestos-Containing Materials in Schools, Final Rule (Asbestos Hazard Energy Response Act, AHERA), Gillespie High School has an Asbestos Management Plan located in the office. The plan may be reviewed during normal business hours.

#### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The district official will make arrangements for access and notify the

parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the district to amend a record that they believe is inaccurate or misleading. They should write the district official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contacted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

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 responsibilities. Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) 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, S.W.  
Washington, D.C. 20202-4605.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

### **Bullying**

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 is an important District goal.

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

1. During any 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 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health



3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation of impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electron means of a communication to more than one person or the posting of material on an electron medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* mean a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) swerve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. 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 whom 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 Complain Manager or any staff member. Anonymous reports are also accepted.

#### **Complaint Managers:**

Joseph Tieman, Superintendent	Angela Turcol, Principal
<a href="mailto:jtieman@cusd7.org">jtieman@cusd7.org</a>	<a href="mailto:aturcol@cusd7.org">aturcol@cusd7.org</a>
217-839-4828	217-839-4828

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardians(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work served, counseling, school psychological services, other interventions and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation with 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parent and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measure, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, with limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is no available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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

The district shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, of the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and

a review procedure.

The district may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

District #7 Section 504 coordinator is:

Kalli Erwin  
Community Unit School District #7  
612 Broadway, Gillespie, IL 62033  
217-839-2114

## HOMELESS STUDENTS

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find affordable housing

Then, your school aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You should do the following:

- Contact Gillespie CUSD #7 liaison for homeless education, Kalli Erwin, at 217-839-2114 for assistance.
- Contact the school office and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number 1-800-308-2145 or go to [www.serv.org/nche](http://www.serv.org/nche).

## Board of Education

Gillespie CUSD #7 2:260

### Uniform Grievance Procedure

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding anyone of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et ~.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 !LCS 5/27-23.7
8. The misuse of funds received for services to Improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, 820 !LCS 180;
11. Illinois Equal Pay Act of 2003, 820 !LCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 !LCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff~~.)
15. Employee Credit Privacy Act, 820 !LCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to

the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As listed in this policy, "school business days" means days on which the District's main office is open.

### I. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

### 2. Investigation

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The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his OJ: her parent(s)/guardian(s) JhattheYJl1ay Page I of 3

attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, 01' (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### 3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the time lines in this grievance procedure shall not prejudice any party.

### Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

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Nondiscrimination Coordinator:

Joe Tieman

510 W. Elm

Gillespie, IL. 62033  
217-839-2464

Complaint Managers:

Name: R. Shane Owsley, Jill Rosentreter  
Address: 612 Broadway, Gillespie Illinois 62033  
Telephone No, 217-839-2114

LEGAL REF,; Age Discrimination in Employment Act, 29 U.S.C. §621 ~~,  
Americans with Disabilities Act, 42 U.S.C. §12101 ~~,  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C,  
§2000e~~,  
Equal Pay Act, 29 U.S.c. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.c. §2000ff ~~.  
Immigration Reform and Control Act, 8 U.S.C, § 1324a ~~.  
McKinney Homeless Assistance Act, 42 U.S.C, § 11431 ~~,  
Rehabilitation Act of 1973, 29 U.S.C, §791 ~~.  
Title VI of the Civil Rights Act, 42 U.S.C. §2000d ~~.  
Title IX of the Education Amendments, 20 U.S.C. § 1681 ~~.  
105 ILCS 5/2-3,8, 5/3-10, 5/10-20,7a, 5110-22,5, 5122-19, 5/24-4, 5/27-1, 5/27-  
23,7, and 4511-15.  
Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
Illinois Whistleblower Act, 740 ILCS 174/ .  
. Illinois Human Rights Act, 775 ILCS 5/,  
Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code  
Palt 280.  
Equal Pay Act of2003, 820 ILCS 112.  
Employee Credit Privacy Act, 820 ILCS 70/.  
23 Ill.Admin.Code §§ 1.240 and 200-40.

CROSS REF.: 5: 10 (Equal Employment Opportunity and Minority Recruitment), 5:20  
(Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6: 140  
(Education of Homeless Children), 6: 170 (Title I Programs), 6:260 (Complaints  
About Curriculum, Instructional Materials, and Programs), 7: 1 0 (Equal  
Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7: 180  
(Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating  
Individuals with Disabilities), 8: 110 (Public Suggestions and Concerns)

ADOPTED: December 20, 2010

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### **SEXUAL HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other personnel of the District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a teacher, administrator, or other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For the purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act promptly to investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation: to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

