

## Educational Philosophy

We want the students of this district to learn to read and write, to learn mathematics, history, the sciences, music and art, and much more. However, such knowledge is only part of our goal. More important are the skills and attitudes necessary for success in coping with the world. Some of these are gained in the classroom, but others come from interacting with teachers and fellow students throughout the educational environment.

We want our students to learn many things during their time here in school, but at a minimum when they leave this district we would like them to be skilled in:

- Comprehending written material
- Self-expression
- Mathematics
- Gathering the data necessary to solve problems
- The reasoning needed for making decisions

We would hope they develop the following attitudes:

- Honesty and fairness in all personal dealings
- A worthy self-concept and character
- Mature, independent judgment
- An appreciation of our country's history and our democratic form of government
- An appreciation for a healthy mind, body and environment
- An appreciation of art, music and language

### Mission Statement

Our mission, as a school district, is to provide a safe environment to enable students to think critically, solve problems, make decisions, and develop necessary skills for productive citizenship and a lifetime of learning.

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***Administration reserves the right, as circumstances dictate, to waive or alter any portion of this handbook as deemed appropriate or necessary for the welfare or safety of the students at Villa Grove Schools.***

## ACADEMICS – VILLA GROVE HIGH SCHOOL STUDENTS

### A. Course Descriptions

Course descriptions and registration guide for students and parents of Villa Grove High School may be found online at [www.vg302.org](http://www.vg302.org). Paper copies may be obtained from the office.

### B. Class Rank and Scholarship Average

In many instances the "class rank" of a student determines whether or not a student may be admitted to a specific college and/or is eligible for scholarships. Class rank is determined by computing each student's cumulative grade point average (GPA) in a particular class, and then "ranking" these grade point averages from highest to lowest. Example, if your class had 86 members; and your cumulative grade point average is 3.60, and 24 students in your class have averages higher than 3.60, but all others have averages below yours; your rank would be 25th out of 86. This would commonly be expressed as 25/86.

### C. Classification of Students

1. In high school, students progress by subjects, rather than grade level. Therefore, it is possible for a student to enroll in a junior American History class and a sophomore English class. It is necessary to classify students as to their year in school by units earned.
2. High School students are classified as follows:

Freshman	must have completed their 8 <sup>th</sup> grade year of school.
Sophomore	must have earned 5 academic credits.
Junior	must have earned 11 academic credits.
Senior	must have earned 17 academic credits.

This classification becomes effective at the beginning of the 2012-2013 school year and students will not move up to the next grade level mid-year.
3. Each student must be enrolled for a minimum of 3 academic credits, with no more than 1 study hall, per semester. Only 5<sup>th</sup> year seniors may enroll and attend school at VGHS on a part-time basis, with high school principal and guidance counselor approval.

### D. Driver Education

1. A student must pass eight classes in the previous two semesters (combined) in order to enroll in the driver's education class.
2. Each student enrolling in the driver's education class will be charged a fee of \$100 for the driving phase of the class **which must be paid before the class begins**. This fee is subject to change.
3. A student is required by state law to receive a minimum of 30 hours of classroom instruction.
4. Tardies or partial class periods will count against the 30 hours minimum classroom instruction.

### E. Eligibility for Holding Office

A class or organization officer should be a leader, have a good attitude toward school, maintain satisfactory grades, and always think of the good of the class/organization and/or school.

A student whose school work becomes unsatisfactory or whose general conduct is below that expected of all students may be removed from office.

Any student who is suspended from school for any reason or for any length of time shall automatically be removed from all offices he/she may hold. He/she shall not be eligible for re-election until his/her behavior meets with the approval of the faculty and student body, but not during the current semester of the suspension.

## **F. Grading System --- GPA, Grades, Report Cards**

### **1. Report Cards**

Report cards are issued at the end of each nine-week session. The nine-week (quarter) sessions are listed on the school calendar. Report cards are usually distributed one week after the nine weeks period ends. The report card issued is the property of the student/family and is not returned to the school.

### **2. Grades**

- a. Letter grades are used to designate a pupil's progress.

90-100% = A

80-89% = B

70-79% = C

60-69% = D

59% and below = F

- b. The grading system is as follows:

A==work is excellent in quality and quantity.

B==work is good and above average.

C==work is average.

D==work is poor and unsatisfactory. Failure may occur unless immediate improvement is made.

E==work is completed and credit is "assigned".

F==work is not acceptable and student "fails".

INC==work is incomplete and a deadline for completion and credit is set.

WF==student has withdrawn - failing from a class.

WP==student has withdrawn - passing from a class.

- c. Grades may be changed only for the following reasons: clerical error, calculation error or misinterpretation by the teacher.

- d. The following steps shall be used when a grade is questioned:

1. Teacher is informed of the alleged error.

2. Teacher reviews the situation.

3. Teacher makes decision to change or not change the grade.

4. Teacher informs the person questioning the grade of the decision

5. If the grade is changed the teacher shall inform the guidance director of such.

6. If the teacher's decision is still in question the building principal shall be informed.

7. The building principal shall then review the matter and make the final decision.

### **3. Grade Point Average**

The official grade point averages and rank are maintained in the guidance counselor's office. Individual students may inquire about their GPA and class rank but the overall information is confidential and will not be released to persons other than teachers, the individual student, and the parents/guardians of the student.

The grade point scale for each letter grade is:

A = 5; B = 4; C = 3; D = 2; E = 1; F = 0

### Weighted Grades

Weighted grade averaging is a process of determining class rank by incorporating class difficulty into the ranking. The higher the level of difficulty, the more points a student earns. These points are used to determine grade point average, rank in class and honor students. Classes designated as "weighted" for the coming school year are:

Anatomy	AP Biology
Calculus	AP Chemistry
Chemistry 1	AP US History
English 101	AP Statistics
English 102	Physics
Pre-Calculus	Psychology – if offered
Spanish 3	Sociology – of offered
Spanish 4	

"Weighted grades" are valued:

A = 6; B = 5; C = 4; D = 3; E = 2; F = 0

#### 4. Incompletes

Any required class work that has not been turned in prior to the deadline established by the teacher. This may include but is not limited to tests, quizzes, projects, homework, etc. All incompletes (INC) are to be made up within two weeks unless a prior arrangement has been made with the teacher. Students failing and/or refusing to make up an incomplete will be failed for the quarter or semester, and credit will be denied. It is the STUDENT'S responsibility to contact the teacher and make arrangements for making up the incomplete. Students with incompletes the fourth quarter or second semester must have all work made up within seven days from the last day of school. Special situations/arrangements may be considered.

### **G. Homework**

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend additional time at home to achieve success. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

It is recommended each student carry a separate small assignment notebook to which they may refer for assignments. This is also useful when referring back in preparation for exams.

### **H. Honor Roll**

A student must have a 4.5 or above grade point average for High Honors. A student will be eligible for Honors with a 4.0 grade point average with no grade lower than "C", nor more than one "C". Only courses 1/2 unit of credit per semester are considered. An honor roll is compiled for each quarter and each semester of the school year.

### **I. Off-Campus Classes/Credits**

#### **1. Correspondence classes – *These classes need to be approved by the school.***

Procedure:

- a. Students who desire to enroll in these classes must submit a completed form petitioning to enroll in these classes to the VGHS building principal. This form must be completed, submitted, and approved prior to enrollment.
- b. These classes may NOT be used to accelerate an academic program.

- c. Remediation (making up a “failed” class) is the only valid reason for enrolling in a correspondence class.
- d. Senior students enrolled in these classes must complete all requirements at least one month prior to commencement.
- e. The high school guidance counselor must grant approval prior to a student enrolling in the correspondence class. The guidance counselor also has all of the necessary information and paper work.
- f. A student may not participate in commencement ceremonies unless ALL requirements have been met PRIOR to commencement time.
- g. Enrollment in these classes is limited to students who have completed their 6<sup>th</sup> semester of attendance.
- h. Students who fail required courses in their freshman, sophomore, and/or junior years MUST reschedule those courses, if possible, prior to graduation.
- i. All financial costs for these classes are the responsibility of the student.
- j. It is the responsibility of the student to make certain that VGHS receives a copy of their final grades in these classes prior to enrollment for the next semester at VGHS.
- k. Students are limited to one (1) correspondence class in their high school career unless there are extenuating circumstances

### 3. Internet classes

Definition: These are classes in which a student may enroll via the Internet through APEX sponsored by the Regional Office of Education.

Procedure:

- a. Students who desire to enroll in these classes must submit a completed form petitioning to enroll in these classes to the VGHS building principal. This form must be completed, submitted, and approved prior to enrollment.
- b. It is the responsibility of the student to make certain that VGHS receives a copy of their final grades in these classes prior to enrollment for the next semester at VGHS.
- c. All financial costs for these classes shall be the responsibility of the student.
- d. Grades earned in these classes shall be figured in the student’s grade point average and class rank but no off-campus class may receive a “weighted” grade.
- e. These classes may be taken for credit recovery purposes only with the cost of each class being paid by the student or parent.

### 5. Concurrent enrollment classes

Definition: These are classes in which a student may enroll while they are a student at VGHS and the class is conducted on a college/university campus. Students are responsible for their transportation to and from the college attended as part of this program. Grades earned at a two/four-year college/university will NOT be figured in the valedictorian/salutatorian ranking.

**6. Dual Credit Classes:** Definition: These are classes in which a student may enroll at a college/university class during the regular school year. VGHS students cannot earn credit through military experience, life experiences and other non-formal educational endeavors.

#### GUIDELINES FOR DUAL CREDIT CLASSES:

- 1) Students shall pay the cost of enrolling in the class; the student will receive the complete bill. Students shall pay the total cost of all textbooks and other materials required for the class(es) each semester.
- 2) Students shall be responsible for all transportation needs for each semester.

### J. Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or administrators by calling the school office at 832-2321. The school may request parent conferences if determined to be in the best interest of the student(s).

#### **K. Physical Education**

- 1 a. All students are required to enroll in, and pass, physical education each semester.
- 1 b. EXEMPTIONS: (Juniors and Seniors only)  
Students who will participate in fall/winter/spring interscholastic sports may opt to not enroll in physical education during the semester(s) in which they participate. Students must indicate which sport(s) they will participate in during the registration process in the spring of each school year. Cheerleading and intramurals are not considered interscholastic sports. Students who must enroll in a course needed for graduation or to enter college may be exempt from physical education as a result of scheduling conflict(s). The guidance counselor and principal will make that determination. Any student not following through on his/her sport for that semester may be required to double up on PE in a future semester.
2. The school will recognize a parent's written request for the modification of a student's physical education activities for a period of not more than two school days; students wishing modification in physical education for a period longer than two school days will be required to obtain a note from a licensed Illinois physician stating the reason(s) why the student is unable to fully participate in the regular physical education class, and the date the student may return to regular physical education activities. The physician's note should also include some type of suggested restricted activity for the student.
3. All students are to wear a standard physical education uniform. Student-owned clothing to be used in physical education classes and/or athletic practice or games shall be labeled with the student's name before it is brought to school. All uniforms must be clean and neat.
4. Physical Education teachers will provide classroom guidelines and expectations during the first class meeting.

#### **L. Placement of Students from Non-Public Schools**

The building principal and guidance director shall review the transcript of the student.

1. Credit may be accepted if any two of the following are met:
  - a. Comparable grade level scores on teacher developed competency tests (4).
  - b. Acceptable scores on a standardized achievement test.
  - c. Student earns a minimum of 4 credits in the first semester on campus.
2. Initial/temporary placement may be based upon any of the following:
  - a. Chronological age, previous educational record, test scores.
  - b. Score attained on district selected standardized achievement test.
  - c. Villa Grove teacher review of student performance results from previous school.

#### **M. Progress Reports**

Midway through each nine week grading period (or at any other time deemed appropriate) teachers may elect to mail progress reports home to the parents/guardians of the students. These reports are intended to provide each student and parents/guardians knowledge of academic progress up to that time.

Parents/guardians are encouraged to contact the teacher to arrange a conference by calling the school office at 832-2321.

- N. Records** --- Student, permanent and temporary. The School will maintain the temporary records of each student for a minimum of five years. The School may also provide a broad disclosure of student records to "juvenile authorities" without parental consent.

Pursuant to Chapter 122, Article 50, of the Illinois State School Code, all student handbooks must include the following information:

1. Permanent student records shall consist of:
  - a. Basic identifying information, including students' and parent's names and addresses; students' birthdate and birthplace; and gender;
  - b. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance exams;
  - c. Attendance record;
  - d. Accident reports and health records;
  - e. Record of release of permanent records information
  - f. Honors and awards received; and
  - g. Information concerning participation in school sponsored activities or athletics, or offices held in school-sponsored organizations.
  
2. Temporary Records may consist of:
  - a. Family background information;
  - b. Intelligence test scores, group and individual;
  - c. Aptitude test scores;
  - d. Reports on psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
  - e. Elementary and secondary achievement level test results;
  - f. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
  - g. Honors and awards received;
  - h. Teacher anecdotal records;
  - i. Disciplinary information which includes information concerning "serious disciplinary infractions" which are defined as infractions involving drugs, weapons or bodily harm to another resulting in expulsion, suspension or the imposition of punishment or sanction.
  - j. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
  - k. Reports or information from non-educational persons, agencies or organizations;
  - l. Other verified information of clear relevance to the education of the student; and,
  - m. Record of release of temporary record information.

### 3. Family Educational Rights and Privacy Act

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

- a. 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 District official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

- b. 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 who 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.

- c. 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 contracted (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.

- d. 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/she 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 members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

You will want to make the information in these records available to prospective employers and colleges during the senior year and later. You will want to do your best to present an acceptable record. Remember: You make your own record, the school only keeps it for you and your future.

#### **O. Semester Exam Guidelines**

Semester exams will be administered on the last three days of the first semester and the final week of the second semester. Semester exams will be cumulative, covering the entire semester. Exams will be counted as 20% of the final semester grade. All students MUST take semester exams for each semester with the exception of second semester seniors who are members of the graduating class of 2018 and 2019 who meet the following criteria:



1. "B" average in the class, are members of the graduating Classes of 2018 and 2019;  
**AND**
2. Have not been suspended, served an In school detention, or served a Saturday School detention during the current school year.  
*(\* If the class is one semester long, the student must have a "B" average for that semester. If the class is one year long, the student must have a "B" average for the entire year.)*  
**AND**
3. **Have no more than 8 absences (excused or unexcused) per semester.**
4. Second semester seniors may opt to voluntarily take semester exams in order to raise their grades.

**Semester Exam Days:**

1. Students are responsible to show up – ON TIME – for their reviews/finals or they will receive a "0". Students are required to be here for the reviews.
2. Teachers will keep students for the entire exam period. Students need to bring something to read or work on that's academic.
3. Students will not be required to report to study hall on semester exam days. We will have a teacher in study hall for those who want to go there. Students must either go to study hall or leave campus, they will not be allowed to wander the halls or help teachers with a pass.
4. If students choose to leave campus during study hall, they must do so on foot. Only those who have last period of the day study hall may leave in their vehicles. Students who leave in vehicles may not return for any exams.
5. The students required to remain in the cafeteria at lunchtime are expected to do so during semester exams. Lunch period is 12:21 to 12:51.

Semester Exam Schedule:

Day 1	periods 1, 2, 3
Day 2	periods 4, 5, 6
Day 3	periods 7, 8, make-ups

Make-up exams may be scheduled for 12:50 to 2:05 on Day 3.

Review/Exam Times:

Periods 1, 4, 7	8:15 to 9:59
Periods 2, 5, 8	10:04 to 11:48
Periods 3, 6	11:53 to 2:05

**P. Textbooks**

Students assume full responsibility for books entrusted and assigned to them. Any item belonging to the school district that is lost, maliciously destroyed, or damaged by any student(s) will be paid for by the student(s) involved.

**Q. Academic Honors**

**Valedictorian/Salutatorian**

The Valedictorian shall be the graduating senior with the highest grade point average and the Salutatorian shall be the graduating senior with the second highest grade point average for their respective careers. (Note: the grade point average shall be rounded to the nearest hundredth.)

If possible, selection of each designee shall be made each year at the conclusion of the third quarter of the school year. In order to qualify for consideration a designee must:

- a. Be a full-time student at the time of selection.
- b. Have been in attendance at Villa Grove High School for their 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> semesters in their entirety.

Only in case of a numerical tie will multiple Valedictorians or Salutatorians be named.

### **Magna and Summa Cum Laude**

1. Magna cum laude honors are earned by having at least a cumulative 4.75 GPA on a 5.0 scale at the end of eight semesters.
2. Summa cum laude honors are earned by having at least a cumulative 5.0 GPA on a 5.0 scale at the end of eight semesters.

### **R. Withdrawal from a Class**

1. Students may withdraw from any class during the first two (2) days of a semester, with principal approval.
2. Students who withdraw from a class required for graduation must make up the class at Villa Grove High School.
3. Extraordinary circumstances may warrant review of the provisions of this policy. A meeting with the guidance counselor, principal, and teacher involved is necessary in such a case.

### **S. Video Policy**

Videos used in the classroom will be age appropriate material only. Prior to showing a video, the teacher must have reviewed the material and determined its educational value.

### **T. Assessment Tests**

Assessment tests will be scheduled as mandated by the State of Illinois.

### **U. Special Needs Program**

In order to provide a free appropriate public education (FAPE) to all students, Villa Grove High School offers a Special Needs Program to assist students who may be struggling in their classes. The school psychologist must evaluate the student to determine if the student qualifies for the program. If the student does qualify, the services provided will be tailor made for that student. Services could be provided on a continuum from resource study hall assistance only to placement in special needs classes. Some of these services may be at off site locations and may include 504s. The contact person for questions or to report an issue is the High School Principal, 400 North Sycamore, Villa Grove, Illinois, 61956.

Students or parents interested in possible services may talk with the principal, the classroom teacher, or one of the special needs teachers, all of whom can put the request for consideration of possible services into motion.

### **V. Intellectual Theft**

Intellectual theft occurs when a student passes off another's efforts as his or her own work. This type of theft includes plagiarism (using another's ideas or writing without acknowledgment), cheating on tests, and copying homework. If a student commits one of these offenses, he or she will receive a zero on the assignment. The following guidelines, taken from "Successful Research Papers in 12 Easy Steps" by Nell Meriwether, can help students avoid plagiarism:

1. Always put quotation marks around any direct statement from someone else's work.
2. Give credit to the author for any paraphrase of his or her ideas or statements, even though quotation marks are not used, because these ideas are clearly not your own.
3. Reference any material, ideas, or thoughts you found in a specific source if it is evident that they came from your reading and are not common knowledge.
4. Do not reference material that is common knowledge. This refers to biographical material such as birthplace, date of birth, death and other general knowledge that people know without having to look up the information. For example, the statement "Skin cancer is caused by too much exposure to the rays of the sun and may not be noticed for years" is information that is common knowledge.
5. Reference any summary – even if it is your own words – of a discussion from one of your sources.

6. Reference any charts, graphs, or tables that are created by others or that you make with someone else's information. Put the reference immediately below the title of the chart, graph, or table.
7. Any student helping another student to cheat shall face consequences that may include academic and/or other disciplinary actions.

## **W. e-Reader Acceptable Use Policy and Agreement Form**

### **Introduction**

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media including, but not necessarily limited to Amazon's Kindle, Barnes & Noble's Nook, Apple's iTouch, and Apple's iPad. In striving to maintain technological relevance in education, VGHS is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege, not a right, and requires extra caution and responsibility both on the part of the students and their parents.

### **Definitions**

*e-Reader* means portable internet or wireless network compatible device which may display pictures and/or text such as an Amazon Kindle, Barnes & Noble Nook, Apple iTouch, or iPad, Blackberry, Playbook, Android device, or other similar tablet.

*District* means the Board of Education of Villa Grove #302 and its officers, employees, agents, and assigns.

*Employee* means person acting at the direction of or on behalf of District.

*User* means student or other person authorized by District to use an e-Reader.

### **e-Reader Acceptable Use Policy**

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use his/her e-Reader at school, and **may be subject to such other discipline as is deemed appropriate at the discretion of the administration and the board.**

1. No e-Reader may be used on the school's grounds without prior-written permission from District administration. Every e-Reader must be registered with the student's building and accompanied by the appropriate Acceptable Use Agreement Form properly signed both by the parents and User.
2. e-Reader shall be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc. while on school grounds.
3. e-Reader shall have cellular and network capabilities disabled (turned off) at all times while the device is at school.
4. e-Reader shall only be used at appropriate times in accordance with school policy and teacher permission. If e-Reader becomes a distraction for User, a classroom disruption, or otherwise an issue for District, District reserves the right to prohibit User from possessing or operating e-Reader at school.
5. User is solely responsible for knowing how to properly and effectively use their e-Reader. District shall not be responsible for operation, maintenance, or updating, use, or damage related to use of e-Reader.
6. User shall not access content prohibited by District's Internet Acceptable Use Policy from or using e-Reader at school, and shall otherwise comply with District's Internet Acceptable Use Policy during use of e-Reader on school grounds.
7. District is not responsible for e-Readers that are damaged, lost, compromised, or stolen. It is the sole responsibility of User to safely store, maintain, and care for e-Reader.
8. If a student changes or replaces e-Reader, it is the student's responsibility to register the new device.

**Villa Grove High School  
e-Reader Acceptable Use Policy & Agreement Form**

**Parent/Guardian Agreement**

I authorize my child to bring his/her e-Reader to Villa Grove High School with the understanding that it is to be used as a tool for reading **only** and that my child will comply with the e-Reader Acceptable Use Policy and Internet Acceptable Use Policy which I have received, read, and understand. I release the school district from any damage, compromise, theft, or loss associated with my child's e-Reader. **I further release the school district, its officers, employees, and agents from any and all liability for my child's use of the e-Reader.** I also understand that a violation of the e-Reader policy will result in my child losing the privilege to bring his/her e-Reader to school and/or appropriate discipline.

Parent/Guardian Name: (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

e-Reader Make/Model: \_\_\_\_\_

e-Reader Serial Number: \_\_\_\_\_

**Student Agreement**

I agree to abide by all guidelines set forth in Villa Grove High Schools e-Reader Acceptable Use Policy and Internet Acceptable Use Policy, which I have received, read, and understand. I understand that I am responsible for the security of my e-Reader. I understand that a violation of the e-Reader policy will result in losing the privilege to bring the e-Reader to school, **and may subject me to further discipline.**

Student Name: (Print) \_\_\_\_\_

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

*(Policy and Agreement have been used with permission from Arcola Schools.)*

**II. ATTENDANCE**

**A. Class schedules**

**Regular day:**

1st period	8:15 – 9:01
2nd period	9:05 – 9:51
3rd period	9:55 – 10:41
4th period	10:45 – 11:31
5th period	11:35 – 12:21
Lunch	12:21 – 12:51
6th period	12:51 – 1:36
7th period	1:40 – 2:25
8th period	2:29 – 3:15

**1:30 Dismissal:**

1st period	8:15 – 8:47
2nd period	8:52 – 9:24
3rd period	9:29 – 10:01
4th period	10:06 – 10:38
5th period	10:43 – 11:15
6th period	11:20 – 11:52
7 <sup>th</sup> period	11:57 – 12:29
Lunch	12:29 – 12:59
8th period	12:59 – 1:30

**11:30 Dismissal:**

Periods 1 through 4 using Regular day schedule

or

Periods 5 through 8 as follows:

5 <sup>th</sup> period	8:15 – 9:01
6 <sup>th</sup> period	9:05 – 9:51
7 <sup>th</sup> period	9:55 – 10:41
8 <sup>th</sup> period	10:45 – 11:31

## **B. Policy (Attendance)**

When a student is absent, a parent/guardian must, if at all possible, call the high school office at 832-2321 before 9:00 AM with the reason for the absence. This call is the responsibility of the parent/guardian. ***Parents are encouraged to be honest when calling in student absences.*** If no reason for the absence is given, it will be considered a "Parent Request". The office also may make calls to the parents/guardians of students who appear on the absence report if the office has not been notified of the absence. If phoning the high school office is impossible, upon return to school, the student must bring a written note from the parent/guardian stating the reason and date(s) of absence. It is the student's responsibility to bring this note to the office prior to returning to classes.

Regardless of the reason and length of absence the student is to report to the office immediately upon their return to school and prior to reporting to classes.

The school seeks and appreciates the honesty, assistance, and cooperation of the parents/guardians when reporting student absences.

## **C. Absence --- Excused/Unexcused**

The progress of a student in school, in which all parents are sincerely interested, depends upon the punctuality and regularity of his/her attendance. Students with excessive absences miss class instruction, discussion, and activities, which are extremely important for academic success. Excessive absences may require a doctor's note. Students who miss more than three days in a row or miss over 5 days in a quarter will need to acquire a doctor's note for each absence beyond that point.

### **1. Excused absences may include:**

- a. Personal illness or illness in the immediate family.
- b. Religious holidays for a family.
- c. Death in the immediate family.
- d. School related and/or sponsored trips.
- e. Accidents, emergencies, and other situations beyond the control of the student will be handled individually.
- f. Doctor/Dental appointments - A parent/guardian phone call or written note is required prior to the appointment. Students are encouraged to bring appointment slips from their medical providers to the office upon checking back into school.
- g. Other reasons for absences will be handled on an individual basis as they arise.
- h. Parent Request – a student may only accumulate eight (8) "Parent Request" days per year. Parent request absences beyond 8 will be considered as unexcused.

### **2. Unexcused absences**

- a. These include all absences not included in item #1.
- b. The student is given no opportunity to make up missed work for credit. Repeated unexcused absences may lead to suspension and eventually expulsion.
- c. Students who are absent from school shall not be permitted to attend "work" that same day. Students who violate this policy shall receive an unexcused absence for the classes they missed that day and their employer shall be notified of such action.
- d. Except for lunch hour and the Interrelated Program, no student shall leave the school property without the WRITTEN CONSENT of the principal or his designee. Failure to check out, regardless of the reason, will result in an unexcused absence.
- e. Parents and students must weigh the importance of absence from school with the classwork missed.

- f. Any student who accumulates more than eight (8) unexcused absences in a class will receive zero credit for the semester in that class due to participation points

#### **D. Participation in School Sponsored Activities**

A student shall not be eligible to participate in, or be in attendance at, school sponsored activities (home or away) unless he/she has been in school attendance during the entire school day on the day of the activity (on days when school is in session) and during the entire school day on Friday before a Saturday activity. This includes athletic practices and/or contests, dances and all other school related extracurricular activities. Death or serious illness in the family; accident, routine medical appointments, emergencies, or other situations which are beyond the control of the student or parent; or pre-arrangements made with the building principal, are the only exceptions to this policy. Personal illness of the student is not an exception.

#### **E. Cancellation of School**

In the event school is called off due to bad weather please do not call your teacher and/or principal. All students and school employees will be notified by the School Messenger phone system, watching Channel 3 (WCIA), Channel 15 (WICD) or listening to radio stations WDWS (1400 AM), WIXY (100.3 FM) or WDZ (1050 AM). This information will be given to the station prior to 7 AM, if possible.

#### **F. Change of Address/Phone**

It is important to the school that our files contain accurate current address and phone number of each student. It is the student's responsibility to report any and all changes promptly to the office.

#### **G. Classroom Procedures**

High School students are expected to accept the responsibility of properly conducting themselves while in attendance at school. The following are our expectations of all students:

- a. Be in your assigned seat when the tardy bell rings.
- b. Bring pen, pencil, paper, books and other required items to class.
- c. Listen attentively to comments of teacher and student(s).
- d. Avoid comments which do not add to the discussion of the class.
- e. Respect the rights of others to express their opinion.
- f. Return all classroom equipment to the proper location.
- g. Leave the desks and room neat and tidy.
- h. Make worthwhile contributions to group problems and projects.
- i. Be dismissed by the teacher and not the bell.

#### **H. Dropouts**

1. Any student who drops out as a student at VGHS will be provided information that includes programs which are available to them as a dropout. These will include but are not restricted to the following programs:
  - a. Lincoln's Challenge in Rantoul
  - b. The Storefront School in Champaign
  - c. Urbana Adult Education
  - d. GED classes and testing locations/dates
  - e. Truancy services
2. Students should contact the guidance director for information about "alternative education" opportunities.

#### **I. Leaving Campus Early**

##### **1. Early Departure**

No student may leave during the school day, except during lunch period, unless he/she has permission from the high school office. If a student becomes ill,

he/she should report to the office or to the nurse's office. If a student needs to leave school for any reason, he/she must report to the office prior to leaving the building. If a student is home for lunch and becomes ill, the parent is expected to call the school and report the illness. Failure to comply may result in disciplinary action being taken.

2. Leaving Building/Campus

We have a "closed" campus, which means students may NOT leave the school campus without written permission/request from the parents/guardians stating the nature of the reason for leaving. The principal or his/her designee must approve this permission/request. This must be on file in the school office prior to the time of leaving. Students are NOT to leave campus for any reason without being cleared through the office by the principal or his/her designee, and are required to sign out in the high school office when they leave.

Students may leave campus during lunch period ON FOOT ONLY. Students are not to be in any vehicle (on or off campus) during the lunch period, or at any other time during the school day, except when with a parent/guardian. Driving is not permitted during the lunch period without prior approval from the principal. Students are reminded that all school rules and regulations are applicable during the lunch period regardless of the location of the student. Students are accountable for their actions and words at all times during the school day. Appropriate disciplinary action will be taken when a school rule/regulation is violated during the lunch period.

Lunchroom restrictions can be utilized to keep students on campus or in the cafeteria at lunch.

**J. Make-up Work**

1. Students, with excused absences, will be given one day for each day they are absent to make up all missed classwork. Special cases of prolonged absences will be handled individually.
2. Students whose absences and frequency of absences coincides with tests may be handled differently. Students are not to miss any tests, quarter tests, or semester tests for reasons other than personal illness and/or a death in the immediate family. Teachers will be instructed to provide a totally different test from the original test/exam given.
3. Make-up privileges will be granted, denied, or modified in terms of the nature of the individual case with a heavy emphasis on the general attitude and attendance pattern of the student involved.
4. Make-up assignments will be granted or denied as follows:
  - a. Excused absence -- The student must make arrangements to make up all work if credit is to be given for the work missed.
  - b. Unexcused absence -- The student will not be given credit for work missed but the teacher may require the work to be made up so the student will remain at the same instructional level as the other students.
5. Students who are absent with an anticipated absence must have all homework completed on the day they return to school from the absence.

**K. Residency of Student(s)**

It shall be the policy of Villa Grove Community Unit School District #302 to limit attendance in the District's schools to those students domiciled within District boundaries. In the event a question arises concerning the domicile of a child, the District shall:

- a. Require the child's parent/guardian to complete a questionnaire in order the District may determine domicile. Such questionnaire shall be routine at the time of original

- enrollment, and may be required at such other times, as the administration deems necessary;
- b. Conduct an informal investigation to acquire information, which may aid the District in determining domicile;
  - c. Provide the child and/or parents/guardians of the child an opportunity to present pertinent information to the building principal that would aid in determining residency;
  - d. Permit the child and/or parents/guardians of the child to appeal unfavorable domicile determinations by the building principal to the superintendent of schools, save that the superintendent's domicile determination, after hearing, shall be final and binding; and
  - e. Allow the child to attend Villa Grove schools until the District makes a final determination of the child's domicile, provided, however, the child's parents/guardians shall be responsible for payment of the costs (tuition equivalent) incurred by the Villa Grove schools for this interim period of time the child was permitted to attend Villa Grove schools if the child is ultimately determined to be domiciled in some school district other than Villa Grove. If operation of law or order of court has placed a child in a home other than his/her parent's, the District may require a written copy of such placement order before allowing the child to attend Villa Grove schools. If such placement was made primarily so the child could attend school in Villa Grove on a tuition-free basis, the child shall not be admitted to Villa Grove schools tuition-free.

#### L. Tardiness

A student is tardy when he/she is not in his/her seat in the classroom when the tardy bell rings.

1. The office will determine whether a tardy is excused or unexcused. Students who are late to class must obtain a "tardy pass" from the office prior to reporting to the class.
2. If a teacher detains a student after class, the teacher shall issue a late pass to the next class.
3. Students who are tardy due to a late bus are excused.
4. Car trouble is seldom a valid cause for being tardy to school.
5. Students who are late to any class period (1 through 8) shall be handled in the following manner:
  - a) first tardy – **verbal warning**
  - b) second tardy -- 15-minute detention after school
  - c) third tardy -- 30-minute detention after school
  - d) fourth tardy –60-minute detention after school
  - e) fifth tardy –In-School detention
  - f) sixth tardy – Saturday School detention 8 AM to 11 AM
  - g) Each student begins each quarter with a "clean" tardy record.
  - h) Discipline for further tardies and/or for skipping a detention will be handled at the principal's discretion.
  - i) Any student earning five (5) tardies within one (1) week will automatically be assigned a Saturday School detention
  - j) Any student arriving to school for first period or returning from lunch to sixth period more than 15 minutes late will be marked Absent Unexcused for that period, unless they have been at an appointment.
6. With regards to eligibility to participate in interscholastic activities (see page 33, section G on Interscholastic activities attendance), a student will be allowed one "grace tardy", in which he/she arrives no later than 8:30 a.m. on the day of an activity and is still allowed to participate in that activity.

#### M. Transfer

Students moving out of the school district should:



- a. Contact the guidance director and complete the "transfer/withdrawal" form and return it to the guidance office prior to leaving campus.
- b. Turn in all books that belong to the school (textbooks and library books), athletic equipment, music equipment, and any other items belonging to the school. These are to be returned to the teacher/sponsor involved.

#### **N. Truancy**

TRUANT -- a child subject to compulsory school attendance who is absent without cause from such attendance for a school day or portion thereof.

CHRONIC or HABITUAL TRUANT -- a child who is subject to compulsory school attendance and is absent without valid cause from such attendance for five percent (5%) or more of the previous 180 regular attendance days.

TRUANT MINOR -- a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is truant, chronic or habitual truant or a truant minor. The superintendent, or his/her designee, shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student who is truant, chronic or habitual truant or a truant minor. The diagnostic procedures may include but not be limited to counseling services to the student and the student's parents/guardians, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

One or more of the following supportive services may be offered, where appropriate, to a student who is experiencing an attendance problem:

student conferences; parent-teacher conferences; counseling services by social workers or school psychologists; psychological testing/Special Education evaluations and staffings; alternative education programs; state/county agency services.

When supportive services of the school district have been offered to the student and these measures prove ineffective, or if such services are offered and refused, and the behavior persists, the building principal shall refer the matter to the superintendent. The superintendent may call upon the resources of outside agencies such as the Truant Office of the Educational Service Region No. 11. The superintendent, school district administrators and teachers shall assist and furnish such information, as they have to aid the Truant Officers in the performance of their duties.

No punitive action, including out of school suspensions, expulsions or court action shall be taken against chronic truants for such truancy unless available supportive services and other school resources have been provided to the student, and have proved ineffective, or have been refused by the student and/or his/her parent/guardian.

### **III. EXPECTATIONS**

Inappropriate behavior of Villa Grove students may include any of the following penalties: Saturday School, In-School Detention and any other appropriate disciplinary measures deemed necessary by the administration.

It is the policy of Villa Grove High School to have only a small number of set rules of conduct for our students. It is our expectations students will conduct themselves at all times in such manner as not to interfere with the rights of others and not bring discredit to themselves, their parents, the community, or the school. When necessary any school employee may use reasonable force, as needed, to maintain a safe environment for everyone involved on school property or at a school sponsored activity. Villa Grove Community Unit School District No. 302 prohibits the use of corporal punishment by any school personnel toward a student.

**A. Good Standing:**

***A student who is considered in good standing is one who is passing six (6) classes, is not suspended and maintains a good attendance record. (No unexcused absences, 8 days or less of excused absences per semester.) Properly pre-approved college days do not count toward the 8 days. Students who are excused for campus visits to a post-secondary setting must provide documentation of the on-campus visit, including a signed document from an official college/career representative. Principal can make exceptions with extenuating circumstances and students may petition for exceptions.***

**B. PBIS – Positive Behavior Interventions and Supports**

PBIS is a broad range of proactive, systemic and individualized strategies for achieving important social and learning outcomes in preventing problem behavior with all students. PBIS is just one part of the Rtl (Response to Intervention) process. Data is collected and helps to drive the behavior goals of the school and each student individually. PBIS works toward the SEL (Social Emotional Learning) Goals which are:

- a. Develop self-awareness and self-management skills to achieve school and life success.
- b. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
- c. Demonstrate decision-making skills and responsible behaviors in personal, school and community contexts.

The Villa Grove High School PBIS team selected “Blue Devil Values” as our theme and the tenets of it are: “Be Prepared, Be Present, Be Respectful and Be Responsible.” Rewards may include quarterly drawings for prizes, school-wide parties, etc. Students with zero tardies and 4 or less days of excused absences will be eligible for any prize drawings.

A copy of the Villa Grove High School PBIS Behavior Matrix of Expectations can be found at the end of this handbook.

**C. Bullying**

The school district shall respond promptly and appropriately to address “students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation, bullying.”

Bullying shall be defined as any behavior, which causes, attempts to cause or risks physical and/or psychological harm to someone else, or urges or encourages others to engage in such conduct. Prohibited behavior includes any act of violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct.

In the event school officials identify bullying or aggressive behavior occurring at school or when such bullying or aggressive behavior has a legitimate school connection, parents and/or legal guardians may be notified.

School officials may involve and employ such district and community-based resources as in the sole discretion of school officials are deemed appropriate in instances of bullying or aggressive behavior including but not limited to:

1. Notification and involvement of the school counselor, social worker, psychologist, or other school support service provider;
2. Application of the school district’s discipline procedures;

3. Notification and involvement of appropriate law enforcement authorities;
4. When appropriate, evaluation or referral for special education services;
5. Notification and involvement of community-based support organizations/services.

Leg. Ref. 105 ILCS 5/10-20.14(d) eff. January 1, 2002  
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#### **D. Cyber-bullying**

***Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:***

- 1. Physically, emotionally, or mentally harming a student or staff member;***
- 2. Placing a student or staff member in reasonable fear of physical, emotional, or mental harm;***
- 3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; OR***
- 4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.***

***The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cyber-bullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.***

#### **E. Building -- care, use, hours**

Students are expected to care for school property as their parents expect them to care for their home furnishings. It is both a moral and legal responsibility to do so. Students owe it to the people of the community, and more importantly to themselves, to take care of the school and its equipment.

We are judged individually by the appearance of our school; therefore, each student is expected to refrain from littering the halls or marking on walls or desks. Each student is also responsible for keeping an orderly locker.

Markings on desks or walls or discarded candy and gum wrappers on the floor are common indications of the absence of consideration for others. If furniture is marred, window glass broken, the building defaced, or equipment damaged, you may be required to pay for the damage replacement. Students who deliberately damage, break, or deface the building or any of its contents face immediate suspension and possibly expulsion and prosecution.

Students are expected to respect the right of property owners in the vicinity of the school and should use for recreational purposes only those facilities provided for them.

To keep our building attractive will require the efforts of everyone. Let us keep it in such condition we can all be proud so anyone coming into the building will be impressed with its cleanliness and orderliness.

The building will be open to students from 8:00 a.m. to 3:30 p.m. Students are not to be in the building before or after those hours unless under direct supervision of a teacher and engaged in some specific school-sponsored activity.

Although teachers are in the building and available to parents and students from 8:00 a.m. to 3:30 p.m. on school days, many teachers like to work in their rooms, free from interruption before and after these hours. It is for this reason that doors are not opened for student admission until 8:00 a.m. By the same token students are asked to vacate the building immediately after school is dismissed in the afternoon unless there is valid reason for remaining. In no instance is the above intended to discourage student-parent consultation with teachers at appointed times other than those indicated.

Students are asked to abide by the following building rules:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed **before** entering the building.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Skateboards must be stored in lockers during the school day.
4. Water guns, play guns, and/or real guns are not permitted at school. Any potentially hazardous object is not permitted at school and will be confiscated. Parents/guardians may pick up the object from the office.
5. Bookbags, back packs, drawstring bags and purses are prohibited in the classrooms.
6. All books should be school appropriate.

#### **F. Classroom Expectations**

Students are expected to exhibit positive classroom behavior and be respectful to teachers and fellow students. Behavior, which is not conducive to the educational process, will result in the student being “removed from class”.

The following procedure will be used when a student is “removed from class”:

1. First offense – a conference with the student, teacher and principal will be conducted. The student will receive no credit for that class period that day and will not return to class that day.
2. Second offense – same as the first offense and student will be assigned a 60 minute after school detention.
3. Third offense – same as the first offense and additionally, the student may be removed from the class for the remainder of the semester and may be assigned a failing grade for the semester for that class. Student may face further disciplinary action as deemed by Administration. Parents will be notified by mail.

The school may suppress classroom activities and/or projects that are vulgar, lewd, obscene, and plainly offensive or may be disruptive to the educational process. Students involved in these activities and/or projects will face disciplinary action.

#### **G. Clothing and Student Attire**

1. Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning environment. Dress or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency, will be considered inappropriate.
2. The standards should be consistent with good judgment, common sense, decency, respectability and community standards.

Students need to follow the guidelines stated below:

1. Spaghetti-strap tops, halter-tops, and tube tops, are not permitted, nor are any shirts or tops that show cleavage or have altered arm holes.
2. A garment may not expose the torso under any conditions. Shirts, blouses, and tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting or standing posture.

3. No garments may be worn which advertise, promote, or suggest illegal drugs, alcohol, tobacco, sex or gangs, bars or pubs or any other inappropriate images.
4. No garment may be worn that is sexually suggestive. (ex. Hooters)
5. Patches and or decorations may not be suggestive or degrading in nature and may not be suggestive in their location on clothing. No writing on the seat of the pants. Clothing with holes, frays, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. No t-shirts with any portion removed will be permitted.
6. Hats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
7. Street shoes must be worn on school premises at all times.
8. Pants or shorts must be worn at the waist.
9. Students may not wear flannel or any other type of pajama bottoms to school.
10. Unusual or "costume" dress is not acceptable.
11. Shorts, skirts, or skorts must be of reasonable length and fit.
12. Chains of any length are not acceptable. They are potentially hazardous to student safety and can cause damage to property. They can also be a disruption to the learning environment.
13. Clothing must not be exceptionally tight or too baggy, example, spandex-type materials.
14. Certain classes may require more restrictive attire for safety purposes. An example might be welding while wearing shorts – this would be unacceptable for student safety reasons. The instructors will provide the students with appropriate attire guidelines.
15. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
16. Clothing at extra-curricular events: It is our intent to represent Villa Grove JH/HS at all times in a first class manner. We will respect all participants, officials and opponents. We will behave and dress in such a way as to promote Villa Grove JH/HS at all extra-curricular activities. Shirts will be worn at all times during sporting events and while in the school zone. It shall cover the torso and mid-section from the neck to the waist. Arm openings shall not reveal any part of the midsection.

When a student's dress violates the rules or becomes inappropriate for the school setting, then it becomes the responsibility of the school to intervene. Faculty and administration reserve the right of determining whether student dress is appropriate or disruptive to the education process. Students who violate the student dress code shall be immediately required to change their attire. Teachers and administrators are responsible for monitoring the dress of the student body. If you have any questions regarding acceptability of a particular item of clothing, check with one of the administrators before you wear the item to school.

1<sup>st</sup> offense: Warning: must change clothing to something office issued or PE clothes.  
 2<sup>nd</sup> offense: Parent notification, student sent home to change and absence will be unexcused; after school detention assigned. At Villa Grove JH/HS this will result in a Saturday School/parent contact/ODR.  
 3<sup>rd</sup> offense: Parent notification; sent home to change; In School Detention assigned. At Villa Grove JH/HS the student will be sent home and the absence will be counted as unexcused. This will result in an In School Detention at the earliest possible date/parent contact/ODR.

#### **H. Personal Items and Electronic Devices**

Coats and book bags and purses are to be stored in lockers. Personal items of value and all electronic devices are to be locked in lockers or cars, or not brought to school at all. This includes I-Pods and all musical devices as well. Discipline will be at the discretion of the principal.

#### **I. Cellular Phone/Smart Watch Possession and Usage**

Cell phones/smart watches are not to be used during the school day. All cell phones/smart watches are expected to be turned off from the time a student arrives to campus to the time that school is over in the afternoon. ONCE STUDENTS ARRIVE ON CAMPUS, cell phones are to be left in lockers during the school day and turned off. (7:45 AM - - 3:15 PM)

#### Cell Phone/Smart Watch Misuse and Disciplinary Consequences

If you choose to bring a cell phone/smart watch to school, you are expected to abide by the rules. If it is taken anywhere it is not supposed to be, it does not matter whether it is turned on or off (or rings or does not), the below consequences will occur.

Consequences for violating cell phone/smart watch expectations are provided below. ONLY the voice feature of a cell phone can be used on school grounds before and/or after school – no games, cameras, video, PDA, texting or other features.

A Cell Phone/Smart Watch NOT stored away during the day appropriately, left turned on in a Locker, or on the Bus -

1st time – Phone/Watch will be confiscated and turned in to the office. Phone/Watch will be returned to student after the dismissal bell.

2nd time –Phone/Watch will be confiscated and turned in to the office. Parent MUST pick up and student will receive a 30 minute after school detention.

3rd time – Phone/Watch will be confiscated and turned in to the office. Parent MUST pick up and student will be assigned and serve a Saturday school detention.

4<sup>th</sup> time – Phone/Watch will be confiscated and turned in to the office. Parent MUST pick up and student will receive an In School Detention and will lose the privilege to bring a phone to school for one calendar year.

Each classroom has a designated cell phone/smart watch storage area. These must be used, unless authorized otherwise by the classroom teacher.

Further cell phone/smart watch infractions will result in more severe disciplinary actions at the discretion of the principal.

A Cell Phone in the Bathroom or Locker Room

Cell phones with camera features are particularly a problem in these two areas. If there is any proof that a picture was taken, it may result in an immediate suspension and possible police involvement. Students who use this feature will lose the privilege of bringing a cell phone to school. The camera feature of a cell phone is NOT to be used at school bus stops, on buses, on school grounds or anywhere in the school building.

There are phones in the teacher's classrooms and also a phone in the High School office for student emergency use with teacher or office staff permission.

Reference: Illinois School Code – 105ILCS 5/10-20.28

**J. Detentions**

Although it is not the general policy of the school to detain students after school, there may be times when a teacher or administrator will assign a student detention(s). The student will be given the option of one day of grace which allows him/her time to inform his/her parents that he/she must remain after school and to make plans for transportation home.

Students, who serve detentions, are expected to be at the designated location at the designated time with study materials in hand. They are expected to study and/or read during the entire detention time and cooperate with the requests of the teacher/administrator.

Failure to serve assigned detentions, in a timely manner, and/or meet the above mentioned expectations may result in additional detention time or other additional disciplinary actions being assigned and eventually suspension from school.

**K. Exclusion of Students**

It is the policy of the Board of Education to maintain in the school an environment conducive to learning and to the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school

administrators and teachers have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. The Board of Education finds that disciplinary problems in the recent past have become more serious and widespread. In particular, the Board of Education is concerned with the proliferation of random acts of vandalism and violence between and among students as well as student drug and alcohol use. School personnel may impose discipline in instances of student misconduct occurring on or off school grounds, during school events, during school time or at any other time in any instance when the underlying conduct may be disruptive to or interfere with the school activities or the rights of other students or school personnel, when the underlying conduct may have a negative effect on the discipline or general welfare of the school, or when a reasonable purpose for the imposition of such discipline can be shown. Therefore, whenever it is in the best interest of the student, the school, or other students to exclude a student from the educational program or related services, the following procedures shall be followed. During any period of suspension or expulsion, a student shall be excluded from school and all school activities, and shall also be prohibited from being on school grounds.

#### **1. Definitions**

- a. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
- b. "Suspension" means exclusion for a period not to exceed ten (10) school days or until the end of the current grading period, whichever is less.
- c. "Emergency" means a situation where the student's presence poses an immediate or continuing danger to persons or property or constitutes an on-going threat of disrupting the educational process.
- d. "Bus Suspension" means an exclusion from riding a school bus for any length of time.
- e. "Expulsion" means exclusion for a period of more than ten (10) school days but not more than two (2) calendar years.
- f. "Gross Disobedience" and "Misconduct" specifically includes, but is not limited to any of the following acts or behaviors which occur at school, away from school, at any school-related or school-sponsored activity, which interfere with school operations or the rights of other students or school personnel, or which have a direct effect on the discipline or general welfare of the school:
  - 1) Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.
  - 2) Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certificated supervisory personnel, or bus driver.
  - 3) Behavior which interrupts the orderly process of school affairs.
  - 4) Conduct which is or may be physically injurious to any persons or property, including but not limited to other students and school personnel.
  - 5) Truancy - subject to Section 26-12 of the Illinois School Code.
  - 6) Repeated minor incidents of misbehavior that other disciplinary measures have failed to deter.
  - 7) Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule or regulation.
  - 8) Possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of any substance containing alcohol; possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale, or transmittal of drug paraphernalia; or possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of look-alike or substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana or hashish, including any materials which are represented by the student, or the student believes to be

any of the above substances, regardless of their true nature, or the appearance of the substance.

- 9) Being under the influence of, or purporting to be under the influence of any of the substances listed in paragraph (8) above, other than those prescribed by a licensed practitioner for medicinal purposes.
- 10) Excessive unexcused absences.
- 11) Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff or school bus driver.
- 12) Use or possession of tobacco products including lighting devices.
- 13) Being in possession of a weapon. Notwithstanding any other provision of this policy, pursuant to the requirements of the Gun-Free Schools Act of 1994, Title VIII, 20 USC 2701, or any provision subsequently enacted by the State of Illinois as required by the Gun-Free Schools Act, a child who violates this provision shall be expelled from school for a period of not less than one (1) year, except that the superintendent may modify such expulsion requirement for a student on a case-by-case basis. A description of the circumstances surrounding any expulsion imposed by this provision concerning bringing weapons to school shall be reported to the State Board of Education as may be required in any application requesting Federal financial assistance. Students identified as disabled in accordance with the Individuals with Disabilities Education Act and Article 14 of the School Code shall be subject to disciplinary procedures as outlined in those statutes.

For purposes of this paragraph f(13) "Weapon" means:

- 1) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - 2) the frame or receiver of any such weapon;
  - 3) any firearm muffler or firearm silencer;
  - 4) any destructive device as defined in 18 U.S.C. 921, including, but not limited to: any explosive, incendiary, or poison gas bomb, grenade rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than 1/4 ounce; mine or device similar to any of the devices described in the preceding clauses; or
  - 5) knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or look-alike thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, or pens may also be considered weapons if used or attempted to be used to cause bodily harm.
- 14) An attempt or attempts to violate a Board of education policy, rule or regulation.
  - 15) Possessing, selling, using or threatening to use any weapon or instrument capable of inflicting or intended to inflict bodily harm or any object which, by its appearance or shape, could reasonably be believed to be such a weapon or instrument.
  - 16) Intentionally, deliberately, or negligently attempting to or actually damaging, vandalizing, defacing or stealing school property or the property of other students or school personnel.
  - 17) Writing, creating, preparing, distributing, publishing or displaying any profane, obscene, indecent, immoral or seriously offensive written material, gesture, language, or exhibit, including cell phones.
  - 18) Use of intimidation, coercion, force, and/or harassment on or against any person.
  - 19) Verbal abuse or use of profanity or obscenity to students or school personnel.
  - 20) Fighting with, or assault of any student or school personnel.
  - 21) Endangering the physical or psychological well being of the school population by acts such as, but not limited to:
    - a) Improper release of a school alarm or tampering with fire extinguishers.
    - b) Starting a fire in, on or near school property or attempting to do so.
    - c) Setting off explosive devices in, on or near school property or attempting to do so.



- 22) Possession and/or use of any electronic paging device or cellular telephone on school property without proper approval are prohibited.
- 23) Any other behavior, conduct or action which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.

## **2. Expulsion**

The Board of Education may expel a student according to the following provisions, upon a finding the student has been guilty of gross disobedience or misconduct.

- a. The superintendent and/or principal are authorized to initiate proceedings seeking the expulsion of any student. No such proceedings may be initiated unless said person(s) determine:
  - 1) There is evidence the student is guilty of gross disobedience or misconduct, and;
  - 2) Suspension is not an adequate remedy.
- b. The superintendent, or his/her designee, shall cause an investigation to be made of the student's conduct; and based upon the findings, the superintendent shall recommend to the board of education whether formal expulsion proceedings should be initiated. This recommendation shall be in writing and set forth the basis of such recommendation.
- c. The board of education shall review the superintendent's recommendation and decide whether or not to proceed with formal expulsion proceedings.
- d. The board shall act as the hearing officer, fix a time and place for the proceedings and direct the superintendent to prepare and send (via certified mail) a written "request for appearance" to the student's parent(s) and/ or guardian(s).
- e. The expulsion hearing shall be conducted by the board of education and closed to the public.
- f. The hearing shall conform to the following format:
  - 1) The district shall make a tape recording or verbatim transcript of the hearing and a copy of it shall be available to the student, on request, at the student's expense.
  - 2) The hearing may proceed at the discretion of the board of education in the absence of any party who, after due notice, fails to be present.
  - 3) The formal rules of evidence shall not be applicable.
  - 4) Both parties may have attorneys present to assist in the presentation of their cases if they so desire.
  - 5) The administration/board shall proceed first with an opening statement if it so chooses.
  - 6) The student shall next present an opening statement if the student so chooses.
  - 7) The administration/board shall present all pertinent evidence in support of the allegations of misconduct or gross disobedience.
  - 8) The student may confront the administration/board's witnesses by cross-examination.
  - 9) The student may present witnesses in his defense.
  - 10) The administration/board may confront the student's witnesses by cross-examination.
  - 11) The administration/board may present any rebuttal witnesses it so chooses, and said witnesses will be subject to cross-examination by the student.
  - 12) The administration/board shall present its closing statement.
  - 13) The student shall present his/her closing statement.
- g. The superintendent shall submit to the board a written summary of the evidence adduced during the expulsion hearing along with their findings.
- h. The board of education, within ten days, shall render a decision as to whether the findings are supported by the evidence and either to impose or deny the expulsion. This decision shall be in writing with a copy furnished to the student's parents/guardians. The decision shall specify the findings upon which the decision was based.

- i. If the board decides to deny expulsion, any and all notations and remarks in regard to expulsion shall be expunged from all student records. All educational opportunities and services missed by the student, to whom the student would otherwise be entitled, shall be afforded where practical.
- j. A student may not be expelled for behavior which is or results from a handicap defined in the Illinois Revised Statutes, (1975), Chapter 122, Sections 14-1.01 through 14.1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education.

### 3. Suspension

- a. Suspension Authority -- The superintendent and/or principal may suspend a student according to the provisions of III.F.3.d. Upon finding the student has engaged in misconduct as defined in III.F.1.f.8. In all other cases, the superintendent and/or principal may suspend a student according to the provisions of III. F.3.d. upon a finding the student has engaged in an act of gross disobedience or misconduct.
- b. Emergency Suspension Authority -- Subject to the provisions of III.F.3.a. the superintendent and/or principal may suspend a student according to the provisions of III.F.3.d. when an emergency exists. The emergency suspension shall not exceed ten (10) school days or until a hearing on the suspension or an expulsion is held, whichever is less. When an emergency suspension is imposed in accordance with III.F.3.b. the requirements of III.F.3.d. 1) 2) and 3) below shall start as soon as possible.
- c. Bus Suspension Authority -- Subject to the provisions of III.F.3.a. the superintendent and/or principal may suspend a student from riding a school bus in accordance with the provisions of III.F.3.d.
- d. Procedure -- Accept as set forth in section III.F.3.b. above, prior to the imposition of a suspension, the following procedures shall be followed:
  - 1) The suspending official shall provide the student an oral or written notice of the charges that constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges.
  - 2) If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
  - 3) The suspending official shall make a finding, based upon the evidence, whether the evidence supports the charges and if a suspension is in order.
  - 4) As soon as possible after the imposition of a suspension, emergency suspension, or bus suspension, the superintendent or principal shall notify the student's parents/guardians of the suspension via certified mail.
- e. Review -- Requested by Student and/or Parents.
  - 1) Upon receipt of a timely written request for review of the suspension, the board of education shall set a time and place for the review and notify the student's parents/guardians.
  - 2) The suspension review shall be a closed meeting conducted by the board of education in the following format:
    - a) The board shall first hear the statements of the suspending official(s) and all other pertinent evidence.
    - b) Members of the board, the suspended student and/or the parents/guardians may ask questions of the suspending official(s) or other witnesses concerning their statements and evidence.
    - c) The board shall hear the statement of the suspended student, parents/guardians or witnesses on their behalf and other pertinent evidence.
    - d) Members of the board and/or suspending official may ask questions of the suspended student, parents/guardians or witnesses concerning their statements and evidence.
    - e) There will be no attorneys present during the review process unless specifically authorized by the board of education

- 3) Within five (5) days after the conclusion of the suspension review the board shall render a decision either affirming, modifying, or reversing the suspension. The decision shall be in writing and shall specify the findings upon which the decision was based. A copy of the decision shall be provided to the student's parents/guardians.
  - 4) If the board's decision is to reverse the suspension, the student shall be an immediately reinstated and any and all notation or remarks in regard to the suspension shall be expunged from all temporary student records. All educational opportunities and services missed by the student to which he would otherwise be entitled shall be afforded where practicable.
- f. A student may be suspended for behavior which is or results from a handicap defined in the Illinois Revised Statutes, 1975, Chapter 122, Sections 14-1.01 through 14-1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education, if as a result of the behavior the student is a direct physical danger to himself/herself, other students, faculty, or school property.

**L. Corporal Punishment**

The use of corporal punishment is prohibited.

**M. Gambling**

No form of gambling is permitted on school property, at a school-sponsored function, or in the immediate vicinity of school property.

**N. Hall Passes**

In order for students to be in the halls, during class time, a written pass from a teacher or the office, is required. The pass shall state destination, student, time, and date.

**O. Hallway and Corridor Conduct**

The following expectations have served us well over time. Please continue adhering to these expectations.

1. Student traffic should keep to the right at all times.
2. Show your respect of others by not being loud and boisterous while in the hallways.
3. Properly dispose of all paper and refuse in the nearest trash container.
4. Show courtesy and do not block traffic near doorways, water fountains, stairs, etc.
5. Light switches and other controls should be the responsibility of teachers and/or custodial personnel only.
6. Do not be in the hallways and/or corridors during class time unless requested by a teacher and/or the office.
7. Respect the rights of others and you can expect them to respect your rights. This will reduce the opportunities for accidents as well.
8. Proceed to the proper classroom after getting all necessary items from your locker. Do not congregate in the hallways.

**P. Public Display of Affection (PDA)**

Public display of affection is not approved or permitted on school property or at a school function at any time. Proper conduct and behavior by all students is necessary for the correct atmosphere for learning to exist. Students who are asked to refrain from excessive displays of affection will only be asked to do so once. Parents will be notified if the situation is not corrected, upon request, by the students involved. Parental conference and further disciplinary action will be used to deter this type of action.

**Q. Restrooms**

Clean, attractive restrooms need the constant care of each student. Many times a visitor's first impression comes through the type of housekeeping they observe. It is the students' duty and obligation to do their part in keeping the restrooms clean for fellow students as well as visitors. Students are not to loiter in the restrooms at any time.

## **R. Searches and Seizures**

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the schools, as well as personal effects left in those places, and areas by students, including but not limited to purses, wallets, book bags, knapsacks, lunch boxes, etc., without notice to or the consent of the students, without a search warrant. As a matter of public policy, the Villa Grove Board of education finds that students have no reasonable expectations of privacy in these places and areas or in their personal effects left in these places and areas.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

## **S. Study Hall Conduct**

1. Study halls are an established part of each student's educational day and are for learning. Serious students want quiet and order and need the time for study.
2. It is the responsibility of each student to use the time wisely. Planning for proper study hall use should be done prior to reporting to the study hall. If a student has no lessons to prepare he/she is to bring other materials to read and/or study. Students will not be permitted to leave the study hall to "get something to read and/or study".
3. Each student shall have an assigned seat. Roll shall be taken at the beginning of each period and no student is to leave the room until the study hall teacher has completed attendance.
4. Students are not to leave their assigned seat unless granted permission to do so by the teacher.
5. Permission must be granted, by the study hall teacher, for each of the following:
  - a) Restroom pass. Only one boy and one girl may use this at same time. Time will be limited.
  - b) Talk to another student in the study hall. This conversation must be relevant to classroom assignments and conducted in a manner so not to interfere with other students in the study hall. Time will be limited.
  - c) Leave the study hall to go to the library at teacher's discretion.
  - d) Leave the study hall at the request of another teacher or the office.
6. Each group is asked to leave the room clean and orderly prior to leaving.
7. The librarian will establish the number of students who may use the library each period. Those students who do not conform to the policies of the library will be restricted to the study hall for a designated amount of time.
8. Students who are failing classes are not allowed to sign out of study hall. They should stay and study.

## **IV. GRADUATION**

### **A. Requirements (Graduation)**

1. To graduate from Villa Grove High School, a student must successfully complete a minimum of 24 units of academic work.
2. A student may not participate in commencement ceremonies unless ALL requirements have been met PRIOR to commencement time.
3. Requirements for graduation are:

English	4 years	4 credits
Social Studies*	2 years*	2 credits*
Math+	3 years	3 credits
Science	2 years	2 credits
Foreign Language/Fine Arts/Voc.Educ.	1 year	1 credit
Health	1 semester	1/2 credit
Consumer Education	1 semester	1/2 credit
US Constitution	MUST PASS	
Civics	1 semester	½ credit
Science or Social Science	Additional 1 yr	1 credit
SAT must be taken Junior Year		no credit

\*Must include one year (one credit) of U.S. History and 1 semester of Civics  
+8<sup>th</sup> grade accelerated Math will no longer provide high school credit as of the start of the 2017-2018 academic year.

#### 4. Math Sequence

Sequence One: Math 1, Math 2, Math 3, Math 4

Sequence Two: Foundational Math, Math 1, Math 2, Math 3

Physical Education --- All students must pass each semester of physical education in which they are enrolled. This includes daily participation by all students. All semester failures must be made up by taking an additional class of physical education. Effective with the 1998-1999 school year all students successfully (passing) completing a physical education class will receive one-half academic credit per semester.

All students must be enrolled, as a full-time student, for a minimum of seven (7) semesters. All students must be enrolled in a minimum of four credit hours of work each year.

#### **B. Enlistment in Armed Forces**

Students planning on a career in the armed forces should make plans to see a recruiter during their junior or senior year. The guidance counselor can arrange appointments with recruiters.

#### **C. Early Graduation**

Students must declare with the principal and the guidance counselor at the end of their junior year, if they plan to graduate at the end of semester 1 of their senior year.

### **V. HEALTH RECORDS**

#### **A. School Health Program**

If your child has been ill and you feel he/she needs to stay indoors at recess time, you may request in writing to your child's teacher that he/she be kept inside. Your request will be accepted for up to 3 days. After 3 days, you must send a doctor's statement for your child to be kept inside at recess time. Usually, if your child has recovered sufficiently from an illness to return to school, being outside at recess time is a good way to get some fresh air and will not cause a relapse. Asthma problems may be an exception.

#### **B. Vision Screening Notification Title 77 Administrative Code Section 685.110**

"Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months."

These are programs offered at school:

1. **Hearing Screening** – Grades EC, K, 1, 2, 3, special education students and new students. Students in additional grades may be screened.
2. **Vision Screening** – grades EC, K, 2, 8, special education students, and new students. Students in additional grades may be screened.

### **C. Communicable Diseases – Students**

The risk of transmission of disease cannot be known absolutely. Such risk must be determined on a case-by-case basis, and may rest upon information, which is not knowable. Many times such decisions are, therefore, a matter of discretion and judgment. This policy is intended to eliminate decision-making based upon fear or prejudice, and requires decision making on the basis of known information, and current medical knowledge.

The School Board recognizes a student with a communicable disease is entitled to all rights, privileges, services and procedures provided by law and the district's policies. It is the intention of this policy to provide those rights, while protecting public health.

1. The Board directs the Administration to observe all rules of the Illinois Department of Public Health regarding communicable disease. The superintendent shall develop and implement procedures for the district to report known or suspected cases of communicable disease involving a district student as required by 77 Ill. Adm. Code, S690, et seq.
2. There is hereby created a Communicable Disease Review Team for the purpose of evaluating students with serious communicable diseases. The Review Team shall consist of the Superintendent, the Principal, School Nurse, if any, and the Guidance Counselor. The function of the Review Team shall be to consider, on a case-by-case basis, whether the program of a student with a known or suspected serious communicable disease should be modified to protect public health. However, if the student is or should be placed as a special education student, then this policy shall have no applicability, and the student's program shall be modified, if at all, through the rules and regulations applicable to special education students.
3. Upon receiving reliable documental information that a student may be or is infected with or a carrier of a dangerous communicable disease, the Review Team shall be convened by the Superintendent. However, the Team shall not convene unless it is necessary to consider whether such disease is transmissible, and the disease, if transmitted, could cause substantial harm to others. The Review Team shall consult as soon as possible with the student's parents, personal physician and public health authorities, for the purpose of gathering pertinent information. The Review Team shall take all reasonable steps necessary to prevent dissemination of such information to persons who, in order to perform their duties, do not need access to such information. No person without need to view such information shall do so, or attempt to do so. Violation of this policy shall be grounds for dismissal.
4. Upon receiving such information as it is able to gather, the Review Team shall consult with public health officials and review pertinent guidelines of the Illinois Department of Public Health, National Center of Disease Control, and other published public health information. The student or parent shall be invited to provide additional information to the Review Team, including information provided by the student's physician. The Review Team shall make a decision based upon the information obtained, but in case of conflict between information obtained from public health officials and other sources, the Review Team shall rely upon the advice of public health officials. The Review Team is authorized to retain the services of any consultant or other professional necessary to interpret or understand information gathered.
5. When gathering information, or seeking advice in respect to the student's condition, the Review Team shall not release any personally identifying information concerning the

student unless the same is required by law, or in order to protect the legal interests of the district.

6. Upon consideration of all information, the Review Team shall render a decision, based upon the following criteria:
  - a. The nature of the risk (how the disease is transmitted).
  - b. The duration of the risk (how long the carrier is infectious).
  - c. The severity of the risk (what is the potential harm to third parties).
  - d. The probabilities the disease will be transmitted and will cause varying degrees of harm.

The decision shall be subject to review by the board of education upon demand of the parent. The Superintendent shall notify the parents promptly of the Review Team's decision.
7. The Review Team decision may include:
  - a. Removal of the student from the regular program, with provision for home or hospital education services, as required by law.
  - b. Modification of the student's day, or change in locale or manner of provision of some or all educational services.
  - c. The addition of temporary additional rules for the student or others, such as instruction and supervision of hygienic procedures.
  - d. Separate bathroom facilities, physical separation from other students and separate transportation for the student with the communicable disease.
  - e. Monitoring, but no change in the student's day.
  - f. A combination of one or more of the foregoing.
  - g. Any other change in status consistent with board policy, including arrangements made by agreement with the student's parents.

In considering any student, the Review Team may consider the age and maturity of the student, other students, and the district's ability to monitor students effectively, if necessary.
8. The Review Team may, in any case necessary, continue any of the options set forth above, until the student is well or no longer capable of transmitting the disease to others. However, the Review Team shall not modify the student's program to any extent beyond that necessary to eliminate risk of transmittal of serious communicable disease to others.
9. The Review Team may, in any case necessary, modify any of the options set forth above when there is a change in the status of the student, including, but not limited to, deterioration or improvement of the student's condition, change in information available to the Review Team which in the opinion of the Review Team justifies a change in status, or otherwise when in its judgment the interests of the district, its students or employees so requires. However, the parents shall have the right to review by the board of education of the Review Team decision to change or refusal to change the student's program under this policy.
10. The modification of a student's program, shall be reviewed by the Communicable Disease Review Team, at least once every month, to determine whether the condition precipitating the modification has changed. The Review Team shall invite parents to supply additional or updated information, and shall consider information from public health authorities.
11. When a student returns to school after an absence due to communicable disease, the School Administration may require the student to present a certificate from a physician, licensed in the State of Illinois, stating the student is free from disease or otherwise qualifies for re-admission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting.
12. If the parent(s)/guardian(s) disagree with the student's alternative educational placement or program, they shall be offered the opportunity to appeal to the School Board within ten (10) days of their notification of the decision of the Communicable Disease Review Team. The decision of the Board of Education shall be final.

13. The Superintendent or the Superintendent's designee shall be responsible for communicating and interpreting the District's communicable disease policies and procedures to the School District personnel, parents and students.
14. Nothing in this policy alters the obligations of the District to provide special education and related services to students who are handicapped, or to provide homebound or hospital services to students who are otherwise qualified to receive the same.
15. In his/her discretion, the Superintendent, or if designated by him/her, the Communicable Disease Review Team is authorized to disseminate public health information concerning particular diseases, but in no case shall information concerning district students be disseminated.
16. This policy is intended to be and shall be interpreted as consistent with "Management of Chronic Infectious Diseases in School Children" published by the Illinois State Board of Education and Illinois Department of Public Health.

#### **D. Health Records**

1. All students entering grades Early Childhood, Kindergarten, 6th, and 9th must have physical examinations as required by state law. Exam forms may be obtained from the school offices or downloaded and printed from the school website. These forms should be completed by the student's physician and returned to the nurse prior to the start of school in the fall. Physical examinations become a part of each student's permanent health record.
2. Dental exams are required for students in K, 2, and 6. This exam must be performed and signed by a licensed dentist. Proof of a dental exam is required by May 15<sup>th</sup> of the school year. School dental exams must have been completed within 18 months of the May 15<sup>th</sup> deadline. Parents may complete a waiver form for eye and dental exams if you are unable to obtain the exam for the reasons given. Any student not having met physical and immunization requirements by October 15<sup>th</sup> will be excluded from attending school until the requirements have been met. Failure to submit required dental and eye exams will result in holding the student's report card.
3. All students entering Kindergarten or enrolling for the first time will be required to have a comprehensive eye exam. The exam must take place within one year of starting school. Proof of the exam must be submitted by October 15<sup>th</sup> of the current school year. Additionally, eye exams at various grade levels may be required when deemed necessary by school authorities.
4. In cases where a student may appear to have a communicable disease, such student will be sent home from school with a notification to the parents as to the reason for his/her exclusion. Exclusion will be for the State Board of Health specified isolation period and/or until return is approved by the family physician.
5. Illinois law regarding health records mandates a much closer review of our physical forms for proof of routine shots and vaccines. The month, day, and year must be given for each shot the child has received since birth. The school must exclude students whose records are not up to date. These records will be audited by the Illinois Department of Public Health and schools with students not in compliance with these laws face loss of state financial aid. The school needs and appreciates your cooperation in properly handling this matter.
6. The office of the School Nurse is located next to the unit office and is available to those needing the services of the nurse for first aid or other immediate attention.
7. The nurse's office is a first aid center and if you need to come to the office due to injury or illness you will be "excused" for the time you spend in the nurse's office.
8. Students who must leave school because of illness (or any other reason) are required to obtain permission from the unit office prior to leaving campus.

#### **E. Medication at School**

All medications given in school, **including non-prescription (over the counter medications)**, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.



In addition to the licensed prescribers order, a written request shall be obtained for the parents or guardian requesting the medication be given during school hours.

The request must include the name of the student, the parents or guardians name and phone number in case of an emergency.

It is the parents or guardians responsibility to ensure the licensed prescribers order, written request and medication (**both prescription and over the counter medications**) are brought to school.

1. A written order for **Prescription Medications** must be obtained for the student's licensed prescriber. The order includes:
  - Student's name
  - Date of Birth
  - Prescriber, signature and date
  - Prescriber Phone and Emergency Numbers
  - Name of Medication
  - Dosage
  - Route of Administration
  - Frequency and time of administration
  - Diagnosis requiring medication
  - Intended effect and side effects
  - Other medications student is receiving
  - Time interval for Re-evaluation
  - Approval for Self-administration
  - Approval for students to carry emergency medication on their person (i.e. inhaler, Epi-pen)
2. **Prescription Medication:** Must be brought to the school in a container labeled appropriately by the pharmacist or prescriber.
3. **Over the Counter Medication:** Must be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

#### **F. Notice Concerning Asbestos**

You are hereby notified that the required Asbestos Hazard Emergency Response Act (AHERA) inspection and management plans for Villa Grove Community Unit School District Number 302 has been completed and submitted to the Illinois Department of Public Health (I.D.P.H.) as of October 12, 1988. Asbestos Real Estate Consultants, Chicago, Illinois, conducted the inspections and developed the management plans. Copies of the reports are available for inspection in the Administrative Offices of said School District.

Notices have been posted in both the high school and central offices. Our Maintenance Supervisor has been alerted to inspect for any damaged or broken containment or encapsulation.

Please accept this letter as notice that all friable asbestos in the buildings of Villa Grove Community Unit School District No. 302, to the best of my knowledge, is in compliance with federal regulations.

#### **G. Notice of Pesticide Application**

As required by The Structural Pest Control Act (225 ILCS 225/1 et seq.), all parents desiring two day notification of pesticide treatments are asked to notify the school. The school will then set up a parent registry to be notified two days prior to application of pesticides. If parental numbers are such that the school deems that all parents will be

notified, such notification will be done through memorandum handed out to students during the school day.

## **VI. INTERSCHOLASTIC ACTIVITIES**

### **A. Physical Exams**

Physical examinations are required of all students each year for participation in all athletics, cheerleading and dance. All participants in athletics, cheerleading and dance will be required to submit proof of a current (within the past calendar year) physical examination prior to participation in any practice session.

### **B. Athletic Fees**

A charge of \$50 per sport per student, with a maximum charge of \$200 per student per year. These fees are subject to change. Students with financial difficulties should contact the principal or athletic director.

A charge of \$25 per sport per student, with a maximum charge of \$100 per student per year for transportation fees will be charged to students.

### **C. Athletic Training Rules**

1. Participation in athletics, cheerleading and dance at Villa Grove Community Unit School District No. 302 is an honor and privilege for students. It is important students remember they are representing our school, whether they are on the field of play, in the school building, or acting as a general member of society. Training rules and academic levels of performance are established for our student-athletes to insure the highest possible standards for our team's performance, as well as each athlete's personal health and well being. It is the responsibility of each athlete to abide by the following rules.

2. A student-athlete representing Villa Grove C.U.S.D. No. 302 shall exemplify high standards and moral integrity plus good citizenship in and out of school. A neat, clean appearance is expected of all student-athletes.

3. Personal Habits, Problems Involving Civil Authorities -- The following situations will not be tolerated by the Athletic Department of Villa Grove C.U.S.D. No. 302:

- a. Use and/or possession of tobacco on or off school property.
- b. Consumption and/or possession of alcoholic beverages on or off school property.
- c. Illegal use, possession or trafficking of any controlled substance at any time.
- d. Stealing or vandalism of school property.
- e. Conviction of a felony.
- f. Use and/or possession of drug paraphernalia on or off school property.
- g. Any act of gross disobedience or misconduct as defined in Article III, Section H.1.f. of this Handbook. See Handbook pages 19-21.

Penalties for serious violations (determined at the discretion of the school administration) may be enforced as a "second offense".

4. The student-athlete will face revocation of all privileges and honors, including the varsity letter, pin, numerals, certificate and post season awards to which he/she is entitled in accordance with previous performances if a member of the Villa Grove Athletic Staff or any other certified school personnel has unquestionable verification that an infraction has occurred.

5. If a student-athlete confides in a coach or school official that he/she has a drug or alcohol problem and requests help, the student-athlete has the option of submitting to counseling in an approved program for Drug/Alcohol Abuse or suspension from interscholastic competition in accordance with penalties as listed below as the first offense.

6. Penalties – Each year, every student will sign training rules at the end of the eighth grade year, during high school registration, before the first day of athletic practice/camps or similar school-sponsored activities, or the beginning of school, whichever comes first. From that point forward, the rules are in effect. The rules set forth in this policy are cumulative and shall apply to students commencing with entrance into the ninth grade and continue to apply until the completion of their high school careers. The penalties do not begin anew each year. These rules are applicable throughout the calendar year, on or off campus and in and out of

season. The rules apply whether or not the student is at a school-sponsored activity. The training rules will be in effect for 12 consecutive months (1 year, 365 days). **Training rules will expire the night of eighth grade promotion, and new high school training rules will begin upon promotion with each student receiving a “clean slate” entering high school.**

- a. First Offense: Suspension from 25% of the scheduled interscholastic competition for the season commencing with the first date of the coach's or administration's knowledge of the infraction. If there is not 25% remaining of the scheduled season, the suspension shall continue with the next sports season. Reinstatement will be automatic if the student-athlete continues to practice on a regular basis with the team during the time he/she is suspended and if the coach or coaches involved approves of the reinstatement. Reinstatement will only occur if the student athlete completes the season during which the suspension was served. (Penalty for gross disobedience, as defined in the handbook, may range in percentage up to and including 25%).
- b. Second Offense: Suspension from all interscholastic competition from 50% of the scheduled season to at most one calendar year.
- c. Third Offense: Suspension from all interscholastic competition for a period of not less than three (3) calendar years.

7. Training Rules Discipline Committee: A discipline committee consisting of the principal, athletic director, two head coaches, one high school faculty member (non-coach), and one junior high faculty member (non-coach) will meet and discuss discipline issues regarding athletes. The final decision will be by the administration.

8. Varsity lettering policies for all eligible student/athletes will be at the coaches' discretion with administrative approval. These requirements will be disclosed to the participants at the beginning of each season.

#### **D. Use of Equipment**

Students shall be responsible for the care and maintenance of all athletic equipment and apparel issued to them. Each student shall return equipment and apparel within one week of completion of the season for which the items were issued. If a student fails to return an item issued to them, or if it is returned in damaged condition, the student may be charged for replacement or repair.

#### **E. Dual Sports**

Students will designate primary and secondary sports. Cheerleaders and dancers will designate this as well. A student going out for a dual sport and serving a suspension will serve the suspensions as follows: a 1<sup>st</sup> offense = 15% of the primary, 10% of the secondary. 2<sup>nd</sup> offense = 30% of the primary, 20% of the secondary. Dancers would miss a percentage of performances (ex. Football/basketball games, as well as at least 1 competition.) Student athletes must complete and sign the Dual Sports Participation agreement. This form must be completed, signed by the athlete and parent(s), and filed with the athletic director prior to the first practice or tryout of the earliest starting date between the two sports.

#### **F. Awards**

If a student serves a suspension that spans more than one sport, that student will lose awards during the first season only and be eligible for all awards during the subsequent season, even though they may be finishing out their suspension.

#### **G. Attendance**

A student shall not be eligible for participation in school-sponsored activities unless he/she has been in school attendance during the entire school day on the day of the activity (on days when school is in session) or during the entire school day on Friday before a Saturday activity. This includes athletic practices and/or contests. Death or serious illness in the family; accident, routine medical appointments, emergencies, or

other situations which are beyond the control of the student or parent; or pre-arrangements made with the building principal are the only exceptions to this policy. Personal illness of the student is not an exception.

#### **H. Eligibility Rules – High School**

Villa Grove High School is a member of and subscribes to the respective rules and policies of the Illinois High School Association. IHSA Eligibility Rules for the current school year are listed in the back of this handbook.

Students duly enrolled as full-time students in member schools shall be passing six (6) academic classes (excluding driver education, and constitution) per week to maintain eligibility for the following week's competition. Students are allowed one (1) "F" warning week (per sport). The student may pass a minimum of 5 classes for 1 week only. If the student continues to have 1 "F", dropping them below 6 passing classes for 2 weeks in a row or has another "F" at another time during the season, dropping the student below 6 passing classes, that student would become ineligible. Any student that is ineligible for 3 weeks in a row will be dropped from the team (the 1 "F" warning week is not included). Students must pass 6 academic classes per semester to be eligible for interscholastic competition the following semester.

#### **I. Extracurricular Activities**

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conforms to the policies of Villa Grove Community Unit School District No. 302. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses.

#### **J. Insurance**

The Villa Grove Community Unit School District provides accident coverage for all students. Only accidents, which occur during school sponsored and supervised activities, including participation in interscholastic activities, are covered. This plan of insurance is excess only. It will not duplicate benefits paid or payable by any other insurance or plan including H.M.O.'s or P.P.O.'s.

#### **K. Transportation Policy**

1. Student Participants -- student participants in any extracurricular activity must ride to and from the scheduled destination in the school owned vehicle provided unless:
  - a) The coach, sponsor, chaperone, bus driver, or administrator is provided with a written permission statement signed by the parent/guardian of the student, that student participant may ride to or from the scheduled destination with the following: parent/guardian, grandparents. The coach/sponsor may insist the student ride the school owned vehicle in order to build team spirit, etc.
  - b) If a student is a participant in two separate school sponsored activities that are scheduled at nearly the same time the building principal has the authority to approve alternate plans. Such alternate plans must be in writing and signed by the parent/guardian of the student.
2. Student Spectators -- Student spectators not riding school owned vehicles are responsible for their own transportation.
  - (a) If a student spectator is transported by a school owned vehicle, he/she must ride to and from the scheduled destination in the school owned vehicle unless: The coach, sponsor, chaperone, bus driver, or administrator is provided a written permission statement signed by the parent/guardian of the student, that student spectator may ride to and from a scheduled destination with the following: parent/guardian, grandparents.

## **VII. STUDENT ACTIVITIES**

### **A. Assemblies**

School assembly programs are scheduled periodically throughout the school year. The success of every assembly program will depend upon the audience.

1. Program assemblies -- From time to time these types of programs presented by members of the school to the entire student body. Parents and other district residents are welcome to attend these assemblies.
2. Pep assemblies -- Prior to athletic contests, pep assemblies may be held. These short assemblies consist of music, cheers, and a pep talk by the coach(s) and/or players. Our student-athletes feel they perform their best when they have the support of the student body. Parents and other district residents are welcome to attend these assemblies.

### **B. Field Trips**

In order to participate in field trips, students are required to obtain and complete the field trip permission form. This form must be signed by a parent/guardian and by each of the student's classroom teachers and returned to the field trip sponsor. Students must be passing all classes and be in good standing during the current semester with regards to attendance and disciplinary issues. Should any of the student's teachers and/or the principal deem a student not in good standing, that student will be denied participation in the field trip and will be expected to attend regular classes that day.

### **C. Dances – Villa Grove High School**

Students wishing to attend school dances must be in good standing during the current semester with regards to attendance and disciplinary issues. The principal shall make this determination.

There shall be no holiday dances sponsored by the school, and admission to all school sponsored functions shall be restricted to school students, except by special permission from the high school principal or superintendent. Special permission may be granted for boy friends or girl friends of students enrolled and to special situations involving visitors in the community, in which case they are guests of the administrator in charge. Out of school dates must be approved in advance under the conditions of the date request form, which may be obtained in the high school office several weeks prior to the dance. No Jr. High students or individuals over the age of 20 may attend dances.

### **D. Prom**

Students wishing to attend prom must be in good standing during the current semester with regards to passing all classes, attendance and disciplinary issues. The principal shall make this determination. (See definition of good standing.)

Students may choose to escort students that do not attend Villa Grove High School. However, out of school dates must be approved in advance under the conditions of the date request form, which may be obtained in the high school office several weeks prior to the dance.

The following guidelines/expectations are for all VGHS students and their guests who attend the Villa Grove High School prom activities. The post prom trip is also included in these guidelines/expectations. It is the intent to provide these guidelines/expectations as clarification for all students, guests, and parents/guardians as they plan for a very enjoyable and safe prom weekend.

#### **1. Pictures – Meal – Program – Dance**

- a. Pictures will be taken in the designated area beginning one hour prior to the meal.
- b. Students, and their guests, who are registered to attend the prom will be restricted to the designated area as described and explained by the prom sponsor

and/or principal during the class meetings prior to the prom. All areas, which are not described and explained by the prom sponsor and/or principal, are off limits during the prom activities.

- c. Students, and their guests, who leave the prom activities prior to 11:00 p.m. will be expected to leave the premises of the prom activities. These people will remain under the guidelines and expectations as listed and will not be permitted to return to such premises until the completion of the prom dance.
- d. All school rules, policies, and regulations apply to all students, and their guests, who are present at the prom location from the starting time for pictures until the completion of the dance regardless of where they may be located on the premises during that time period.

## **2. Post Prom Trip**

- a. Students, and their guests, who sign up for the post-prom trip are expected to report to the loading areas prior to the departure time.
- b. Students, and their guests, who ride the bus to the post prom activities site are expected to ride the same bus on the return trip to Villa Grove. Only the trip chaperones may change any seating/transportation arrangements.
- c. Students, and their guests, who attend the post prom activities but do not ride the sponsored transportation to the activity site are not considered as part of the VGHS post prom activity group.
- d. All school rules, policies, and regulations apply for the duration of the post prom trip. Trip chaperones are representatives of the school district and are therefore required to report any violation of school rules, policies, and regulations.

Students, and their guests, who violate any part of these guidelines/expectations will be subject to disciplinary action by the school. Since reservations, favors, etc. are paid for in advance, all prom and post prom fees are non-refundable.

## **E. Non-School Hours**

Unless under the direct supervision of a teacher/sponsor, students are not to be in the building earlier than 8:00 a.m. or later than 3:30 p.m. Advisors of special groups using the building at night or on non-school days must obtain prior approval from the principal. Students should be informed of the time the activity begins and ends. Advisors/sponsors are responsible for the members of their organization.

## **F. Posters**

1. There are several bulletin boards throughout the school. The office, prior to being put on display, must approve any information placed on these boards.
2. All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must also be approved by the office. Attach only to surfaces that will not be marred. Do not attach to painted walls or varnished surface.
3. It is understood that all signs posted will be taken down after a reasonable length of time.

## **G. School Spirit**

1. School spirit may be divided into three categories:
  - a) Courtesy -- toward teachers, fellow students, and the officials of school athletic activities.
  - b) Pride -- in everything our school endeavors to accomplish and has accomplished.
  - c) Sportsmanship -- the ability to win and lose gracefully.
2. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her best to keep his/her scholastic and activity standards at the highest level.
3. Students are expected to sit on the home side of the bleachers during games.

## H. Visitors

1. We make every effort to be gracious and hospitable, but we cannot allow visitations that in any way may interfere with the educational setting of the school.
2. People desiring to visit the high school are welcome. They should register in the office where assistance will be provided and arrangements made for a proper visit.
3. People coming to meet students should wait at the entrances outside the building rather than at the student's locker or classroom.
4. Students wishing to bring houseguests or out-of-town visitors to school should make arrangements with the high school office at least one day prior to the visit. The advance notice is requested because there are certain times during the school year when visitors are not permitted. Visitors will not be allowed during the first or last week of a semester or on days immediately prior to a vacation period. Former students who have dropped out of school or students who are younger than high school age will not be issued a visitor permit.

## I. Junior Volunteer Fire Department

Any student requesting to wear a pager to school to answer fire calls must adhere to the following requirements:

1. Must be a senior student in good standing with at least a "C" average and prior approval of the fire chief and high school principal.
2. Approved students will be allowed to leave school on the 2<sup>nd</sup> call only, and must first sign out in the HS office.
3. Under no circumstances will an approved student be allowed to leave for the call if doing so will cause him/her to miss a test or a quiz in the class he/she is attending when the page comes.

## VIII. STUDENT SERVICES

### A. Internet Access Policy

#### 1. Authorization for Internet Access Policy

- a. Each student and his or her parent(s)/guardian(s) must sign a copy of the *Parental Consent Form* before being granted Internet access. Please read this document carefully before signing the *Parental Consent Form*. If you have any questions please contact the school. The *Parental Consent Form* can be found at the back of the handbook as Exhibit A.
- b. All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about network and Internet use. It does not attempt to state all that may be required of users, or prescribed behavior. **The failure of any user to follow the terms and conditions of Internet access will result in the loss of those privileges, and may result in disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability of the students and/or his or her parent(s)/guardian(s).**
- c. The purposes of providing Internet access in the school environment are to provide access to new means of gathering information, to provide research experiences, and to teach responsible use of computers, networks, and the Internet. To that end the Villa Grove Community Unit School District #302 reserves the right to limit access by students, and to prohibit student access to network resources, Internet files, information or sites which certified employees believe are not appropriate to the educational activity assigned or permitted.

## 2. TERMS AND CONDITIONS

- a. Access – Access to the Internet must be for the purpose of education or research, and be consistent with the educational objectives of the school. Access to any use of Villa Grove Community Unit School District #302's Internet connection is subject to such limitations as may be established by the administrators of the system, and may be changed from time to time.
- b. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School personnel responsible for providing networking services and school certified employees have the right to make all decisions regarding whether or not a student has violated acceptable rules, and may deny, revoke, or suspend student access at any time.
- c. Unacceptable Use – A student is personally responsible for his or her actions and activities involving school computers, the network or the Internet. The Board of Education, Administration, and individual teachers may make additional rules at any time regarding student use of computers, the network or the Internet. Some examples of unacceptable uses of school computers, the network or the Internet are:
1. Any illegal activity.
  2. Violation of copyright, intellectual property rights, or unauthorized use of property of others.
  3. Downloading of a file without authorization, regardless of whether the file is software or data, or whether it is copyright or devised.
  4. Using or downloading a file for a purpose other than that authorized.
  5. Use for commercial or private financial gain.
  6. Wastefully using resources such as file space, processor time or network time, including any use that hinders, delays or obstructs others in their use of computers, networks, or Internet.
  7. Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, databases, and files, or information contained therein.
  8. Invading the privacy of others.
  9. Using or attempting to use another user's account or password or other identification.
  10. Posting material authored or owned by another without his or her consent.
  11. Posting anonymous messages.
  12. Use for commercial or private advertising.
  13. Submitting, posting, publishing or displaying any material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing. Accessing material, which is obscene, profane, or sexually oriented.
  14. Use or attempted use while privileges are suspended or revoked.
  15. Failure to follow network security rules.
  16. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the Villa Grove Community Unit School District #302.
  17. Attempted or actual use, possession or creation of any computer virus or other software, or physical or electronic device intended to or capable of causing damage to any computer, network, or file. Computer and network vandalism is prohibited. Vandalism is defined as any act of a user which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network.
  18. Use of computing facilities knowingly to disrupt the work of another student, faculty member, school official or any other person or entity.
  19. Use of computing facilities knowingly to disrupt normal operation of any computing system.



20. Posting of messages or material under a false name. The deletion, examination, copying or modification of files and/or data belonging to another user is prohibited.
  21. Use of computers, network or the Internet to engage in any theft or fraud.
  22. Accessing material related to illegal drugs and/or illegal drug paraphernalia is prohibited unless the material directly relates to assigned, current coursework and prior, specific approval has been given by the teacher of the course.
  23. E-mailing without teacher's permission.
  24. These rules may be supplemented at any time at the discretion of the Villa Grove Community Unit School District #302. Any supplemental rules will immediately be binding upon all students.
- d. Network Etiquette – While using the Internet students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited to, the following:
1. Be polite; do not become abusive in your messages to others.
  2. Use appropriate language. Do not swear or use vulgarities, or any other inappropriate language.
  3. Do not reveal the identification, password, personal addresses, or telephone numbers of others.
  4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of violations of school rules may result in discipline; those relating to illegal activities may also be reported to law enforcement authorities.
  5. Do not use the network in any way that would disrupt its use by other users.
  6. Consider all communications and information accessible via the network to be private property.
- e. No Warranties – The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the network, the Internet, or the accuracy, correctness, completeness or reliability of any information, files or software. The school is not responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The Villa Grove Community Unit School District #302 specifically denies any responsibility for the accuracy or quality of information obtained through use of the network, or Internet.
- f. Indemnification – The parent or guardian, by signing the *Internet Access Parental Consent Form*, in consideration of the Villa Grove Community Unit School District #302 providing his/her student with network and Internet access, agrees to indemnify the Villa Grove Community Unit School District #302 for any losses, costs, or damages, including reasonable attorney fees, incurred by the Villa Grove Community Unit School District #302 relating to, or arising out of, breach of these or other School Rules by the student in using computers, the network, or the Internet.
- g. Security – Network security is a high priority. If a student identifies a security problem or failure on the school computers, the network, or the Internet, the student is required to notify the building principal. The following rules apply to network security:
1. Students must not demonstrate any security problem or security defeating technique to any other users.

2. Students must keep accounts and passwords confidential. A student providing an account or a password to another, or using or attempting to use another individual's account or a password violates this rule.
  3. Attempting to log onto or use school computers, the network or the Internet using any other person's account, password or identification is a violation of these rules.
- h. Telephone Charges – The Villa Grove Community Unit School District #302 assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Ordinary Internet and local network access and use will incur no such charges. Any such charges are the responsibility of the Parent or Guardian signing the *Parental Consent Form*.
  - i. Privacy – Electronic communications and downloaded materials may be monitored or read by school officials, who may edit or remove any material they, in their sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.
  - j. Sanctions – Sanctions may be enforced for students who fail to follow one or more of the above policies.
    1. Violations may result in a loss of user privileges and network access.
    2. Removal from course.
    3. Restriction/prohibition from taking future courses.
    4. Additional disciplinary action may be effected by the user's grade level in line with existing practice regarding inappropriate language or behavior.
    5. When applicable, law enforcement agencies may be involved.

## B. Announcements

A clipboard will be available in the high school office for all daily announcements. Teachers and/or sponsors or any club or organization may write announcements on this clipboard. We prefer this be completed prior to the beginning of school each day. The principal, or his/her designee, will review all announcements before they are posted on the school web page. Teachers will print them or display them and read them to their second hour classes. A copy is also posted outside the high school office for students to read throughout the day.

## C. Cafeteria

The hot lunch program provides "class A" lunches to all students and operates on a non-profit basis. Hot sandwiches, cookies, and fruit will be made available to student in a separate line. These meals are nutritionally balanced and are served at a reasonable price. All students are expected to observe the following rules to make the lunch period enjoyable for everyone.

1. Lunch tickets will be on sale in the office from 8:00 AM until 8:15 AM.
2. All lunches are to be eaten in the cafeteria. This includes students who carry their lunch to school as well as those who purchase their lunch here at school. Students may eat their sack lunches on the school lawn provided all papers and containers are properly disposed in the available trash containers.
3. During the lunch period **high school students** may leave campus, **via walking only**, to eat lunch. **Any student who leaves campus in any vehicle is subject to discipline from the principal. This discipline may include a campus restriction during the lunch hour for a period of time to be determined.** Students may use only the following "designated areas" during the lunch period: cafeteria and east side of building (outside). All other areas are "off limits" to students during the lunch period unless prior approval has been granted by the principal or his/her designee.
4. High School students will only be allowed to charge one lunch at a time. This charge must be paid off before any additional charges can be made. If a need arises at

home that requires use of a charge for more than one day, a parent must call the school or send a note requesting a charge for those specific days.

5. The Villa Grove Community Unit School District No. 302 offers a breakfast program for students. Free and reduced prices thirty cents (\$.30) for breakfast are available to those who have qualified by completing proper paperwork. Breakfast must be paid for on the day the student eats. Breakfast tickets will be sold in the Elementary office. You may purchase up to twenty days per ticket. We would like to sell at least a minimum of five days per ticket. Breakfast is served at 7:45 AM on regular school days.

#### **D. Drills -- Fire and Disaster**

1. Fire -- Signaled by repeated blasts over the alarm system. You should proceed to the nearest exit, at your teacher's direction, with the rest of your class or study hall. You are not to return to the building until directed to do so by your teacher. Walk at all times!
2. Disaster/Tornado -- The school district is in constant contact with the Civil Defense officials. We will be warned in ample time if a tornado or disaster is imminent to our safety. A disaster/tornado warning is signaled by three (3) quick blasts on the alarm system. Your teacher has been instructed on the various areas of safety within the building. Stay with your teacher and members of your class at all time during the alarm. Pay close attention to the directions given by your teachers and follow those instructions closely for your safety. Walk at all times! Do not leave your designated safety area until directed to do so by your teacher.
3. Your cooperation during drills, fire and disaster/tornado is important to the overall safety and success should an actual disaster and/or fire occur.

#### **E. Guidance**

Students are expected and encouraged to use the services of the guidance counselor. He/She is a person whom a student may seek for help and suggestions related to school as well as those not related to school. He/She is qualified and willing to discuss colleges and universities concerning entrance requirements, appropriate choice of attendance, fields of study, and financial aid programs and grants. He/She is anxious to assist each student to plan future employment and/or choice of vocation. The guidance counselor also handles questions and concerns with your individual class schedule.

#### **F. Insurance**

The Villa Grove Community Unit School District provides accident coverage for all students. Only accidents that occur during school sponsored and supervised activities, including participation in interscholastic activities, are covered. This plan of insurance is excess only. It will not duplicate benefits paid or payable by any other insurance or plan including H.M.O.'s or P.P.O.'s.

#### **G. Library**

1. In the library, students must observe the rule of quietness at all times. The library has been established with the purpose of furnishing students and teachers the reference and supplementary materials that they may need in their regular class work. Current magazines and periodicals must be returned at the end of each period.
2. No student shall be allowed to leave the library with a book unless it has been properly checked out with the librarian. Students who do not return a book at the proper time will pay a fine for overdue books. Students who return a book in poor condition will pay to replace the damaged book.

#### **H. Lockers**

1. When you are assigned to a locker anywhere in the building, (hallway or locker room) it is understood you assume all responsibility for its content and condition. The board of education or its employees cannot be liable for losses, which may occur. Lockers while unattended must be kept closed and secured at all times.

2. Student lockers are provided for the use and convenience of students, but remain under the jurisdiction and control of school authorities.
3. Students are required to pay for repairs to damaged lockers.
4. All lockers are provided with combinations (built-in and padlock). Learn your combination as quickly as possible and do NOT give this combination to another student. If you need assistance with your locker please notify the nearest teacher or the office.
5. If your locker needs repair, report this to the office immediately.
6. Students should refrain from posting personal items on the outside of their lockers.

#### **I. Lost and Found**

1. The office maintains a "lost and found" location for items misplaced-placed by students throughout the school year. If you have lost something please contact the office for permission to "look through" the lost and found items. If you must bring valuables to school please check them in at the office prior to the start of the school day. The school is not responsible for lost money, jewelry, and other valuable articles.
2. Students are to write their names (first and last) on the inside covers of each textbook and all other personal property they value here at school.
3. Items unclaimed at the conclusion of the school year will be discarded.

#### **J. Telephone**

1. A telephone, for student use, is located on the wall in the high school office. Personal long distance calls will not be permitted unless the principal or his/her designee has granted prior approval.
2. Students placing long distance calls on behalf of a student organization are asked to record all such call in the book beside the phone or notify the secretary. This will permit charging the call to the correct organization.
3. Incoming calls, for students, will be screened and students will not be called from a class, for a phone call, unless an emergency exists. Students will be notified of non-emergency calls and may return the call during study hall, lunch period, or after school.
4. Cell phones: see expectations, section I, pages 21 and 22,

#### **K. Work Permits**

1. Illinois law requires that most youthful employees hold work certificates issued by school officials prior to employment. In general, a person must be over sixteen years of age, have parental consent if under sixteen years of age, have proof of age, and have a written statement of employer's intention to employ him/her before a permit is issued.
2. All students who are in need of work permits or certificates are to see the high school secretary who handles all details of this matter. There is no charge for this service.

### **IX. STUDENT TRANSPORTATION**

#### **A. School Traffic**

Buses have the Right of Way. The drive in front of the school will be one way, North to South. The South drive will be one way- West to East between the hour of 7:30 AM and 8:30 AM and 3:00 PM to 4:00 PM. At all other times, this drive will be two way. Please do not double park in the front drive. Drivers should pull over to the sidewalk and have students exit the vehicle on the right side. Parents are asked not to park along the highway in front of the school for student pickup. Please obey all State traffic laws regarding fire zones and handicap parking.

#### **B. Vehicles -- Rules and Regulations**

Student vehicles are under the jurisdiction of school authorities while on school property. Students who find it necessary to drive to and from school must adhere to the following regulations:

1. If you drive to school, the vehicle must stay parked until you leave after the school day is completed. If the vehicle must be moved, a note from home stating the reason(s) for leaving is to be filed by the student in the high school office in advance.
2. Students are not to be in any vehicle (on or off campus) during the lunch period, or at any other time during the school day, except when with a parent/guardian. Driving is not permitted during the lunch period without prior approval from the principal.
3. No vehicles are to be parked in front of the school building from 7:45 a.m. to 4:00 p.m. If you drive to school you may park in the lot west of the school. Please use caution and good judgment when leaving the school property at the completion of the school day.
4. Driving and/or parking privileges may be suspended and/or revoked because of reckless or dangerous driving, illegal parking, and any other violation(s) of school rules. Parents will be notified if action is taken.
5. All vehicles must be registered in the high school office and assigned a parking tag. Students who drive more than one vehicle must register all vehicles. The parking hangtag must be displayed in the student's registered vehicle at all times when on the school premises. Students driving vehicles that are not registered in the office will be asked to remove them immediately or pay for having the vehicle towed.
6. Upon arrival at school, students must park in a proper manner (within the lines and nose first) in the designated student parking area, and leave the parking lot. No loitering in vehicles or in the parking area is permitted.
7. Vehicles parked on campus should be locked at all times. The school assumes no responsibility for loss of personal property or damage to vehicles parked on school property.
8. Student parking is limited to the west parking lot when students are in attendance at school. Students are not to park in the areas reserved for staff and visitors. Those areas are the north parking lot, the east drive, the east side of the west lot, the area between the school and the bus garage area, and the area immediately west of the bus garage.
9. Students may not move their vehicles from the school property without prior permission from the principal or his/her designee.

### **C. Bicycles**

All bicycles are to be properly parked in the available racks. The school assumes no responsibility for the safety and protection of your bicycle. Bicycles are not to be ridden on school property except to arrive and leave for the school day. Violation of bicycle rules may result in the loss of the privilege to ride bicycles to school.

### **D. Skateboards**

Skateboards will not be allowed on school property at any time.

### **E. Buses -- General Information**

1. Student safety is a major concern of all persons responsible for student transportation. Because improper behavior on a school bus can contribute to accidents, state and local regulations must be obeyed. State law authorizes denial of riding to those students guilty of violations.
2. Parents are responsible for the supervision of their child until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.
3. Once a student boards the bus -- and only at that time -- does he/she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.
4. In cases when a student does not conduct himself/herself properly on a bus, such instances are to be reported to the principal by the driver. The transportation director

may inform the student and parents of the misconduct and request parental cooperation in improving the conduct of the student.

6. Students who become serious disciplinary problems on the school bus may have their riding privileges suspended and/or revoked. In such cases, the parents of the student involved become responsible for seeing the student gets to and from school safely.

#### **E. Buses -- Rules and Regulations**

It is very difficult for the bus driver to maintain good order and not sacrifice his/her attention from his/her sole purpose of driving the bus in a safe manner. Knowing that you are interested in your own safety, we are asking your cooperation by studying the listed "bus rider rules" so as to impress upon you the absolute necessity of your cooperation.

1. The driver is in complete charge and must be obeyed.
2. Students will occupy assigned seats if deemed necessary.
3. Be on time at the designated bus stop in order to keep the bus on schedule.
4. Stay off the road at all times while waiting for the bus.
5. Wait until the bus comes to a complete stop before attempting to board the bus.
6. Be careful when approaching the spot where the bus stops.
7. Do not move toward the bus at a loading zone until the bus has made a complete stop.
8. Keep hands and head inside the bus at all times while you are on the bus.
9. Assist in keeping the bus safe and sanitary at all times. Paper and rubbish should be placed in the nearest container and not on the floor of the bus.
10. Remember that loud talking and laughing or unnecessary confusion diverts the attention of the driver and may result in a serious accident. Unnecessary conversation with the driver is to be avoided.
11. Never tamper with the bus or its equipment.
12. Any damage to the bus is to be reported to the driver immediately.
13. Never leave books, lunches, or other articles on the bus.
14. Treat bus equipment as you would valuable furniture at home.
15. Help look after the safety and comfort of smaller children.
16. Do not throw anything out the window of the bus.
17. Do not leave your seat while the bus is in motion. Getting off or on the bus while it is in motion is prohibited.
18. Assist the driver at all times through courteous consideration.
19. Do not ask the bus driver to stop at places other than the regular bus stops; he/she is not permitted to do so unless he/she has prior authorization from a school official.
20. At a discharge point, if it is necessary to cross the highway, go to a point at least ten (10) feet in front of the bus where traffic, in both directions, may be observed. Wait for permission from the driver before crossing.
21. Observe the same rules and regulations on all other school sponsored trips as you observe between home and school.
22. On other trips, respect the wishes of the chaperone/sponsor.
23. Keep books, packages, coats, and all other objects out of the aisle.
24. Be courteous to fellow students and the driver at all times.
25. Be absolutely quiet when approaching and crossing railroads.
26. In case of a road emergency, remain in the bus until the driver gives instructions.
27. Be alert to a danger signal from the driver.
28. No eating is allowed on the bus.
29. Students will refrain from using inappropriate language and/or gestures when riding the bus.

Students who ride buses to attend out-of-town school sponsored activities or ride student fan buses to athletic contests are expected to return on the bus. Sponsors **may allow** students to return with their parents, grandparents, or guardian provided they make the request in person to the sponsor.

## X. SEXUAL HARASSMENT

### A. Employee Sexual Harassment of Students - Findings and Intent

It is the policy of the Board of Education to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

#### Definitions

“Sexual harassment” committed by an employee against a student is defined for purposes of this policy as:

Any unwelcome sexual advances or requests for sexual favors made by an employee to a student, or any conduct of a sexual nature exhibited by an employee toward a student, when such conduct has the purpose of substantially interfering with the student’s educational performance or creating an intimidating, hostile or offensive educational environment; or when the employee either explicitly or implicitly makes the student’s submission to such conduct a term or condition of, or uses the student’s submission to or rejection of such conduct as a basis for determining:

1. The educational performance required or expected of the student;
2. The attendance or assignment requirements applicable to the student;
3. To what courses, fields of study or programs the student will be admitted;
4. The quality of instruction the student will receive;
5. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
6. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
7. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
8. The student’s access to any entitlement from which the student would otherwise benefit.

For purposes of this policy “employee” means and includes the Superintendent, a Building Principal or other administrator, any certified instructional or instructional support employee including counselors, teacher aides, nurses, and all classes of educational support employees employed by the District but expressly excludes independent contractors and volunteer personnel.

#### Prohibited Conduct

It shall be a violation of this policy for any employee:

1. To make any unwelcome advances or requests for sexual favors to a student or to engage in any conduct of a sexual nature for any purpose or when such conduct has the purpose of interfering with the student’s educational performance or creating an intimidating, hostile or offensive educational environment.
2. To explicitly or implicitly make the student’s submission to such conduct a term or condition of or use the student’s submission to or rejection of such conduct as a basis for determining:
  - a. The educational performance required or expected of the student;
  - b. The attendance or assignment requirements applicable to the student;
  - c. To what courses, fields of study or programs the student will be admitted;
  - d. The quality of instruction the student will receive;
  - e. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
  - f. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;

- g. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
- h. The student's access to any entitlement from which the student would otherwise benefit.

#### Duty to Report

Students have the responsibility to immediately report all instances of sexual harassment. However, the Superintendent, Building Principal or Coordinator for Nondiscrimination shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

#### Retaliation

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any employee or student to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any employee who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal, superintendent or Coordinator for Nondiscrimination or Counselor. If the claim of sexual harassment is against the Building Principal of the student, then the student shall report the instance to the Superintendent. If the claim is against the Superintendent, then the student shall report the instance to his or her Building Principal, who shall report the claim to the President of the Board of Education. The President of the Board of Education is hereby authorized to appoint any administrator to fully investigate any claim of sexual harassment against the Superintendent. Any person so appointed shall have the same power to investigate the claim as if he or she was the Superintendent, and shall report his or her findings to the Board of Education.
3. The Superintendent, or his or her designee, or the administrator appointed by the President of the Board of Education shall fully investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. Upon the conclusion of the investigation, the person conducting the investigation shall reduce his or her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment.

If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the person conducting the investigation, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education; except if the Superintendent is the person complained of, the exceptions should be delivered to the person conducting the investigation for transmittal to the Board. The Board may consider the exceptions at a regular or special meeting. If the Board of education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the employee complained of.



#### Corrective Action

If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he or she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of Education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the dismissal of the employee.

If the Superintendent is the subject of the claim of sexual harassment, the administrator appointed by the President of the Board of Education shall, following a full investigation of the matter, report to the President of the Board of Education. The President shall then convene a meeting of the Board of Education to consider the matter. The Board may then impose whatever discipline it deems appropriate, including, without limitation, steps leading to the dismissal of the Superintendent.

#### Sexual Harassment by Non-employees

The Board of Education will not tolerate, condone or permit sexual harassment committed against students by non-employees who conduct business with the District. The Board of Education encourages reporting of all incidents of alleged sexual harassment, regardless of whom the offender may be, and will promptly investigate all reported incidents, when the alleged offender is not an employee of the District. The school administration, in consultation with the complaining person, will review the Complaint and attempt to identify and implement a reasonable remedy if sexual harassment has been confirmed.

#### Sexual Harassment as Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligations.

#### Dissemination of Policy

The Superintendent shall communicate the substance of this policy to all students by means likely to inform students of their rights and responsibilities under this policy. The Superintendent shall further provide a copy of this policy or communicate its contents to new students at the time of their first enrollment in the District.

Source: 42 U.S.C. 2000e, et seq.  
29 C.F.R. 1604.11  
775 ILCS 5/1-101, et seq.

### **B. Student Sexual Harassment of Students - Findings and Intent**

It is the policy of the Board of Education to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment as defined and prohibited in this policy.

#### Sexual Harassment Defined

“Sexual harassment” committed by a student against another student is defined for purposes of this policy as:

Any unwelcome sexual advances or requests for sexual favors made by one student to another student, or any conduct of a sexual nature exhibited by a student toward another student, when such conduct has the purpose of substantially interfering with the student’s educational performance or creating an intimidating, hostile or offensive educational environment.

#### Prohibited Conduct

It shall be a violation of this policy for any student to sexually harass a student as defined herein.

Sexual harassment of a student, as defined above, may include, but is not limited to, the following:

1. Pressure for sexual activity with sexual or demeaning implications
2. Repeated remarks to the student with sexual or demeaning implications;
3. Unwelcome and deliberate touching;
4. Inappropriate cornering, patting or pinching;
5. Intentional brushing against a student's body;
6. Uninvited comments of a sexual nature regarding physical or personality characteristics;
7. Uninvited sexually oriented kidding, teasing, jokes or questions;
8. Uninvited letters and telephone calls;
9. Uninvited sexually suggestive looks and gestures; and
10. Attempted or actual rape or sexual assault.

#### Duty to Report

Students have the responsibility to immediately report all instances of sexual harassment. However, the Superintendent, Building Principal or Coordinator for Nondiscrimination shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

#### Retaliation

The District shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the District permit any student to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Grievance Procedure

1. Any student who is the victim of sexual harassment may directly inform the person engaging in sexual harassment that such harassment is unwelcome and must stop. Any student who is so informed to stop engaging in sexual harassment shall do so immediately. The Board recognizes, however, that power and status disparities between the alleged harasser and victim may make such a confrontation impossible.
2. Students shall report any sexual harassment to the Building Principal, Superintendent, Coordinator for Nondiscrimination or Counselor.
3. The grades, attendance or assignment requirements or other conditions of school participation of any student who complains of sexual harassment shall not be affected by so complaining.
4. The Superintendent or his or her designee shall promptly and thoroughly investigate all claims of sexual harassment, and as part of such investigation, shall conduct interviews of all persons involved. A student who fails to cooperate fully in an investigation or supplies false information may be subject to discipline. Upon the conclusion of the investigation, the investigator shall reduce his or her findings and determinations to writing and provide a copy thereof to the student who has complained of sexual harassment.
5. If the person conducting the investigation determines that there is no basis for the claim of sexual harassment, no further action shall be taken. If the student complaining of harassment disagrees with the findings of the investigator, he or she may bring the matter to the attention of the Board of Education for its review. Such review shall be commenced by the student making written exceptions to the findings and determinations of the person who conducted the investigation. Such exceptions shall be delivered to the Superintendent for transmittal to the Board of Education. The Board may consider the exceptions at a regular or special meeting. If the Board of Education agrees with the exceptions, or disagrees with the findings and determinations of the person conducting the investigation, it shall commence appropriate steps to discipline the student complained of.

6. If, after a full investigation of the matter, the Superintendent determines that sexual harassment occurred, he or she may take such disciplinary measures as may be appropriate. If serious misconduct has occurred, the Superintendent shall refer the matter to the Board of education, which may impose whatever discipline it deems appropriate, including, without limitation, taking such steps as are necessary to effectuate the expulsion of the student complained of.

Where a hostile, intimidating or offensive educational environment has been found to exist, the Superintendent shall take reasonable steps to eliminate the conduct creating such environment.

#### Sexual Harassment as Criminal Conduct

Under certain circumstances, sexual harassment may constitute criminal conduct. In such situations, the District shall comply with its reporting and other legal obligations.

#### Dissemination of Policy

The Superintendent shall communicate the substance of this policy to all students by means likely to inform students of their rights and responsibilities under this policy. The Superintendent shall further provide a copy of this policy or communicate its contents to new students at the time of their first enrollment in the District.

Source: 42 U.S.C. 2000e, et seq.  
29 C.F.R. 1604.11  
775 ILCS 5/1-101, et seq.

## GENERAL INFORMATION

### A. Discrimination

The policy of this Board shall prohibit discrimination against any individual for reason of race, color, religion, handicap, national origin, age, sexual orientation or socioeconomic status. This policy includes extra-curricular activities and all residents between the ages of 5 and 21 are accorded the right and opportunity to a free and equal education. For questions or to report a violation of this policy, contact the High School Principal, 400 North Sycamore, Villa Grove, Illinois, 61956.

### B. Fines, Fees, and Charges – Waiver of Student Fees

The School Board may establish fees and charges to fund certain school activities. School fees may include, but are not limited to: required textbooks and instructional materials; charges and deposits for use of school property; charges for field trips; charges for uniforms or equipment; charges to participate in extracurricular activities; charges for transportation; charges for supplies of particular classes; graduation fees; school record fees; and driver's education fees.

The Board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parent(s) or guardian(s) to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of the fees, including lock rental. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

At the beginning of each school year, the school district's waiver of school fees policy will be given in writing to each student's parent(s) or guardian(s). A fee waiver application form shall be included with the notification. The notification shall be in English or the home language of the parent(s) or guardian(s).

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the building principal.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites are met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
2. The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., ch. 122, para. 712.1 et seq.

The Building Principal will give additional consideration for fee waiver where the following factors are present:

1. Illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal unemployment;
4. Emergency situations.

The parent or guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The School Personnel will notify the parent(s) or guardian(s) within thirty (30) calendar days as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including timelines.

Denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent or his/her designee within fourteen (14) calendar days of the denial. An appeal shall be decided within thirty (30) calendar days of the parents' or guardians' request for an appeal. The Superintendent will notify the parent(s) or guardian(s) in writing of his or her decision. A denied request shall state the reason.

No fee shall be collected from any parent or guardian who is seeking a fee waiver in accordance with this policy until the Building Principal has acted or the Superintendent has acted on an appeal, if any, and the parent(s) or guardian(s) have been notified.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

### **C. Flowers and Balloons**

The school strongly discourages the practice of having flowers/balloons sent to individual students while classes are in session. These deliveries not only disrupt the learning atmosphere, but the "handling and storage" creates a real hardship for school personnel. We would ask that these congratulatory gestures be handled outside of the school.

### **D. Gifts**

Students are asked not to bring gifts to their teacher for Christmas or birthdays. Although the faculty appreciates the thoughtfulness behind these acts of generosity, it may create hardships for students unable to afford gifts.

### **E. Outside Food from Home**

Life-threatening food allergies among school children are on the rise in recent years. The majority of these allergies are caused by unintended exposure, commonly during the school day. When a person has a life-threatening allergic reaction to a food, it is sometimes a medical life threatening emergency that can result in serious consequences. To keep all students in Villa Grove schools safe, we are no longer allowing students under any circumstances to bring homemade food to share with others. All food that is brought to share must be commercially pre-packaged having a label identifying the ingredients and must be checked in at the high school office.

There is to be no food in any classroom. Lunchtime club meetings will be held in the high school study hall room and desks used for all meetings must be sanitized at the end of each club meeting.

## **F. Resolving a Problem**

The starting point for resolving a problem or securing an answer to a question should be your student's teacher. If the matter pertains to the school as a whole, or it requires further resolution, it should be taken to the principal. If a question or problem still exists, it should be directed to the Superintendent of School. If problems cannot be resolved with the administration, steps for taking matters to the Board of Education are available. Every effort will be made to find fair and equitable solutions to all problems.

## **G. Visitors**

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the office and sign out 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 themselves in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **H. Community Resource Persons and Volunteers**

The Board of Education allows the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer.

*LEGAL REF: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
730 ILCS 152/101 et seq. and 154/75-105. (Adopted: January 27, 2007)*

## **I. Sex Offenders**

Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

## **J. Rights of Homeless Students**

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available. A student is considered "homeless" if he or she is presently living:

- In a shelter \* sharing housing with relatives or others due to lack of housing
- In a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- At a train or bus station, park, or in a car \* in an abandoned building

- Temporarily housed while awaiting DCFS foster care placement

All Homeless Students Have Rights To:

- Immediate school enrollment. A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- Enroll in:
  - The school he/she attended when permanently housed (school of origin)
  - The school in which he/she was last enrolled (school of origin)
  - Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- Remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- Priority in certain preschool programs.
- Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- Obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- Transportation services: A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.

Dispute Resolution: If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms.

If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, call the appropriate Regional Homeless Education Liaison for Area 4 at 815-694-0607 or call the Illinois State Board of Education at (1-800) 215-6379.

**K. Spectator Conduct**

**VILLA GROVE CUSD #302 REMINDS YOU THAT INTERSCHOLASTIC EVENTS ARE AN EXTENSION OF THE CLASSROOM AND THAT LESSONS ARE BEST LEARNED WHEN THE PROPER RESPECT IS AFFORDED TO ALL. PLEASE LET YOUR GOOD SPORTSMANSHIP SHOW DURING THE EVENT. INDIVIDUALS BEHAVING IN AN UNSPORTSMANLIKE OR DISRUPTIVE MANNER MAY BE EJECTED FROM THE EVENT AND MAY BE DENIED ADMISSION TO SCHOOL EVENTS FOR UP TO ONE CALENDAR YEAR.**

***VGHS STUDENT HANDBOOK REVISED ON 6/12/2017***

Exhibit A

**Villa Grove Community Unit School District # 302**

400 North Sycamore

Villa Grove, Illinois 61956-9710

Phone 217-832-2261

Fax 217-832-8615

HS Phone 217-832-2321

HS Fax 217-832-8689

**Parental Consent Form - SAMPLE**

***This form will be included in a packet of forms requiring student/parent signatures at the beginning of school.***

The signature(s) of parent(s) or guardian(s) and student(s) are **required** for Internet access and constitute:

1. Authorization by parent(s) or guardian(s) allowing their student(s) access to the network and the Internet, and
2. Agreement that the student is bound by the rules set forth in this authorization, and any other rules adopted by the school from time to time in respect to Villa Grove Community Unit School District # 302 computers, network, or Internet, and
3. Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.
4. Agreement that the student will be on an approved academic website with the direct supervision of a faculty member.

I understand and will abide by all rules contained in the *Authorization for Internet Access*, and any other rules of computer, network or Internet use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary actions and/or appropriate legal action may be taken against me.

\_\_\_\_\_  
User signature

\_\_\_\_\_  
Date

I have read the *Authorization for Internet Access*. I understand that access is designed for educational purposes and that the school does not authorize, and attempts to bar, access by students to certain material which is not in furtherance of educational purposes. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the Villa Grove Community Unit School District #302 and its employees and agents from any cause of action related to my child obtaining access to materials or software, which are inappropriate. I accept full responsibility for supervision of my child if and when my child's use is not in a school setting. I have discussed the terms of the Authorization, and the rules with my child. I hereby request that my child be allowed access to the Villa Grove Community Unit School District #302 Network, and the Internet.

\_\_\_\_\_  
Parent(s)/Guardian(s) Name (Please print)

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date

IHSA Eligibility Rules may be found here:  
(Control & Click to follow link)

[http://www.ihsa.org/documents/forms/current/elg\\_rules\\_lg.pdf](http://www.ihsa.org/documents/forms/current/elg_rules_lg.pdf)