



STUDENT HANDBOOK
SOUTH BELOIT HIGH SCHOOL
2024 - 2025 SCHOOL YEAR

“Best Attitude. Best Effort. Best Choices.”



Before you speak:

T **H** **I** **N** **K**

T is it **T**TRUE?

H is it **H**HELPFUL?

I is it **I**INSPIRING?

N is it **N**NECESSARY?

K is it **K**KIND?

WELCOME TO SOUTH BELOIT HIGH SCHOOL

Dear Parents and Students:

The faculty and staff of South Beloit High School believe in each student's potential for success. We share a deep commitment to providing every student an education grounded in excellence and preparation to succeed in the 21st century. The skills of critical thinking, collaboration, communication, and problem-solving are integrated throughout our strong curriculum resulting in an education rich with opportunity. Within this handbook are the guidelines and information needed to support each student achieving optimum opportunities for personal achievement.

We are here to not only support you and your family but to encourage the realization of future accomplishments. Please feel free to contact us at any time.

<u>Principal</u>	<u>Assistant Principal</u>	<u>Athletic Director</u>	<u>Superintendent</u>
Jeremy Schaaf	Dennis Schwab	Sam Cady	Scott Fisher

SOUTH BELOIT BOARD OF EDUCATION

MISSION STATEMENT

“EMPOWER ALL TO SUCCEED”

We Believe:

- In high expectations that challenge all students to learn.
- In providing an environment that inspires, motivates, and nurtures.
- Every person deserves to be treated with respect.
- In providing interactive learning experiences that challenge each student.
- In open communication within the school community.
- In a safe and healthy learning environment.
- In making the best use of our financial resources.
- Education is a continuous process needing community commitment.

POWERS AND DUTIES OF THE SCHOOL BOARD

The powers and duties of the School Board generally include:

1. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements;
2. Employing a superintendent and other personnel, determining their compensation, and dismissing personnel;
3. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation;
4. Letting contracts utilizing the public bidding procedure when required;
5. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
6. Approving the curriculum, textbooks, and educational services;
7. Evaluating the educational program;
8. Establishing student discipline policies and expelling students;
9. Establishing attendance units within the District and assigning students to the schools; 10. Establishing the school year;
11. Visiting and inspecting the District's schools;
12. Providing student transportation services;
13. Entering into joint agreements with other School Boards to establish cooperative educational programs or provide educational facilities; and
14. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

SBHS JURISDICTIONAL STATEMENT

South Beloit High School does hereby confirm that all handbooks and school rules apply to all school-related events whether on or off school grounds, before, during, or after school hours.

SBHS HANDBOOK DISCLAIMER

Each student will receive a copy of the Student/Parent Handbook that has been approved by the Beloit School District South School Board within 15 days of the beginning of the school year of a student's enrollment. Failure to read this handbook does not excuse students from the requirements and regulations described herein. The handbook may be amended during the year without notice.

TABLE OF CONTENTS

Heading Page

Powers and Duties of the School Board	3
South Beloit High School Mission and Vision Statement	7
Student Organizations, Activities, and Programs	7
South Beloit High School Traditions	8
Traditional Class Responsibilities	8
School Song	8
Building and Campus Entry	9
Announcements	9
Visitor Policy	9
Sex Offender Notification Law	11
High School Daily Schedule	12
School Citizenship	12
Grading System	13
Credit Requirements	14
Dual Credit and Trades in Training	15
Honor Roll	15
Weekly Progress Reports	15
Weighted Grades	15
Incomplete Grades	16
Missed Assignments	16
Late Work Policy	16
Academic Tutoring	16
Promotion & Retention Policies	17
Assignment to Grade	17
Final Exam Privilege	17
Requirements to Participate in Graduation Ceremony	18
Special School Awards	18
Early Graduation	18
Credit Recovery Courses	18
Summer School	19
Re-enrollment	19
Response to Intervention (RTI) SOBO Boost Program	19

SOBO Success at South Beloit High School	20
Student Code of Conduct	21
Primary Assumptions	21
Student Responsibilities	21
Code for Good Sportsmanship	22
Student Dress	22
School Searches	23
Student Lockers	23
Student Parking Lot	23
School Bus Safety Rules	24
Transportation for School Activities	25
Lunch Hour	25
Leaving the Building	26
Cheating Policy	27
Physical Education Participation	28
Attendance	28
Tardiness	28
Truancy	29
Absence: Excused and Unexcused	29
Cell Phones/Electronic Devices	31
Internet and Chromebook Usage	31
Discipline Behaviors and Interventions	37
Level 1	37
Level 2	40
Level 3	42
Lunch Detention	45
Alternative Learning Classroom (ALC)	45
Out of School Suspension	45
Expulsion	46
Alcoholic Beverages and Illegal Drugs	47
Use of Tobacco/ Electronic or Vaping Cigarette	48
Publications	48
School-Sponsored Publications and Websites	49
Non-School-Sponsored Publications and Websites	49
Bullying, Intimidation, Harassment	50
Harassment and Teen Dating Violence Prohibited	52
Sexual Harassment	53
General Personnel-Sexual Harassment	54

Student Welfare-Sexual Harassment	55
Teen Dating Violence	56
Physical Exam	56
Health Center	56
Pupil-Teacher Parent Conferences	57
Guidance Services	57
Scholarships	57
Schedule Changes	57
Student Fees	57
Safety Drill Procedures and Conduct	58
Targeted School Violence Protection Program	58
Athletic and Extracurricular Eligibility	58
Random Drug Testing	59
Insurance	59
Student Insurance: Filing Claims	59
PUNS (Prioritization of Urgency of Need of Services)	60
Lost and Found	60
School Closing	60
Telephones	60
Notice of Nondiscrimination	61
Homeless	61
Student Record Release	62
Student Records	62
Inspection And Access	63
Challenge Procedures	63
Administering Medication to Students	64
Administrative Procedures	64
Students with Infectious Diseases	66
Child Abuse	66
Pesticide Treatments	66
Asbestos	66
FERPA	66
Medicaid	67
Annual Notification	67
One-Time Consent	67
Medicaid Data Release-Special Education Students Only	68
Daytime Curfew	69
Conclusion	69
Glossary	70
Appendix A-Annual Notification	72

SOUTH BELOIT HIGH SCHOOL MISSION & VISION STATEMENT

South Beloit High School is committed to educating students by developing them into lifelong, 21st Century Learners. South Beloit High School's mission is to deliver knowledge to the students, allow them to apply the knowledge to meet individual goals and always strive for success. Our vision is to graduate students of accountability, character and independence. Through communication and commitment to core curriculum, students and staff strive to achieve their personal and professional bests.

STUDENT ORGANIZATIONS, ACTIVITIES AND PROGRAMS AT SOUTH BELOIT HIGH SCHOOL

- | | | |
|---------------------------|------------------------|----------------------|
| 1. Academic Bowl | 7. Renaissance | 14. Upward Bound |
| 2. Athletics | 8. Science Club | 15. Leo Club |
| 3. Art Club | 9. FBLA | 16. Board Game Club |
| 4. National Honor Society | 10. Super SOBO Society | 17. Jazz Band |
| 5. Book Club | 11. Chamber Choir | 18. Pride Club |
| 6. Bass Fishing | 12. Drama Club | 19. Fitness Training |
| | 13. Student Council | |

These organizations and activities are available to all students. Guidelines and requirements for participation should be obtained from the sponsor or from the office. Additional organizations, activities and programs approved by the administration may be recommended to the Board of Education.

SOUTH BELOIT HIGH SCHOOL TRADITIONS

School Colors - Scarlet and White

School Nickname - SOBOS

Athletic Conference - Northeastern Athletic Conference (NAC)

Homecoming - Traditionally the responsibility of the Student Council

Athletic Schedule - On the web at [SBHS Athletics Website](#)

TRADITIONAL CLASS RESPONSIBILITIES

Freshman	Float and window; decoration for Homecoming
Sophomores	Float and window; decoration for Homecoming
Juniors	Float and window; decoration for Homecoming & hosting Prom
Seniors	Float and window; decoration for Homecoming, Graduation and Class Trip

SOUTH BELOIT HIGH SCHOOL'S SCHOOL SONG ***(TUNE ILLINOIS LOYALTY)***

We're loyal to you, South Beloit
We're red and we're white, South Beloit
We'll back you to stand
You're the best in the land
For we know you will stand, South Beloit
U-Rah!
So smash that blockade, South Beloit
Go crashing ahead, South Beloit
Our team is our fame protector
On team, for we expect a victory
From you, South Beloit.

BUILDING AND CAMPUS ENTRY

Entry into the building is controlled for the safety of students and faculty.

1. Bus students should wait outside of the building after school. In case of inclement weather and prior to the 8:05 bell, bus students should wait in the designated area for students.
2. Students are permitted to enter the building at 7:45 AM. Permission to enter the building at an earlier time may be granted, when necessary, to students who have rehearsals or appointments. Prior approval must be cleared with the main office, the day before.
3. All doors will be locked preventing entry into the building at 8:30 AM except the south entrance door to the commons.
4. Traffic in hallways should be to the right at all times. Rowdiness, pushing and running will not be tolerated.

ANNOUNCEMENTS

The building is equipped with an internal-communication system. General announcements will be read daily during first hour and posted in Teacherease. Special announcements may be read when necessary. The principal or designee must approve all announcements.

VISITOR POLICY

The school policy is to accept only those visitors who have legitimate business with the school. Student guests are not allowed unless approved by the school administrator. All visitors and parents must register in the office. Parents are always welcome. Parents wishing to visit classes while school is in session must make arrangements with the principal. These arrangements must be at least one day in advance of the requested visit. Student visitors are not allowed within the building during lunch period unless they have received prior permission from the office. Visitors are expected to leave promptly when their business is concluded. State law now provides that teachers and other employees may request any person entering a public-school building to identify themselves and the purpose of this entry. A person who refuses to provide such information is guilty of a petty offense and upon conviction shall be fined not more than \$100. (Section 24-25 of the School Code of Illinois.) State law prohibits a child sex offender from being present on school property or loitering on a public way within 500 feet of school property when persons under the age of 18 are present (more information below).

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or

any other person.

2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry,
<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

HIGH SCHOOL DAILY SCHEDULE

1st Hour	8:30 - 9:21
2nd Hour	9:25 - 10:10
3rd Hour	10:14 - 10:59
4th Hour	11:03 - 11:48
Lunch	11:48 - 12:18
5th Hour	12:22 - 1:07
6th Hour	1:11 - 1:56
7th Hour	2:00 - 2:45
8th Hour	2:49 - 3:20 (Study Hall)

- **8th hour** is used for students to keep up with their work, as well as use the time for reinforcement of skills and concepts. Freshmen and Sophomores are required to stay for 8th hour for the academic school year. Juniors and Seniors may utilize 8th hour for the same purpose as underclassmen, take an online elective course or stay to mentor underclassmen for community service purposes. Further, Juniors and Seniors who have had no tardies or truancies, no disciplinary referrals, and do not have any F's the week prior will be allowed to leave campus after they check in to their PM homeroom starting on Monday, September 18th.

SCHOOL CITIZENSHIP

We expect student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or the group itself and all students shall have equal rights and equal responsibilities in their conduct in the classroom or on any school property.

GRADING SYSTEM

Grade reporting / Grade reports are issued soon after the close of each quarter. It is the intent of the school to hold students responsible for their own work. When students receive these reports, parents are encouraged to contact teachers and set up conferences.

Grade point averages are computed by counting semester grades from the grading system. The total points earned are divided by total points available to calculate the grade percentage. Driver's Education will not count for grade point average.

Grade Recording - The following grades are used in recording student achievements:

Percentage	Grade	Regular Grade Point	Weighted Grade Point (Honors, AP, Advanced)
100%	A+	4.3	5.3
90 - 99%	A	4.0	5.0
89%	B+	3.3	4.3
80 - 88%	B	3.0	4.0
79%	C+	2.3	3.3
70 - 78%	C	2.0	3.0
69%	D+	1.3	2.3
60 - 68%	D	1.0	2.0
59& Below	F	0.0	0.0

Grades in weighted classes will be assessed at one full grade higher than the earned grade.

Inc. Incomplete

P/F Passing or failing grade will be assigned

W/P Withdrawal Passing

W/F* Withdrawal Failure

* At the principal's discretion, unusual health and family situations will be considered when a student needs to drop a course they are failing.

** A junior or senior may take an elective class for Pass/Fail grade. A student can only do this once while in high school. Students will declare this intention by the 10th day of the class.

CREDIT REQUIREMENTS

The following are required of all student

<u>Curriculum</u>	<u>Credit</u>	<u>Curriculum</u>	<u>Credit</u>
English	8	Pass Constitution Test	none
Science	6	Health Education	1
Mathematics	6	Social Studies	4 Total
American History	2	Consumer Education	1
Physical Education	7	Government/AP Politics	1
Music, Art, Foreign Language Vocational Classes, or *America Language	4	Other Electives	8

AS OF 2014, DRIVER'S EDUCATION IS NO LONGER A GRADUATION REQUIREMENT. THIS COURSE WILL CONTINUE TO BE OFFERED EACH SEMESTER AT SOUTH BELOIT HIGH SCHOOL.

* American Sign Language shall be considered an alternative to a foreign language if the course time is equivalent to one semester class and will receive 1 credit.

Each credit is equal to one semester of passed classes.

Students normally take their required subjects in the following sequence:

Freshman

English 9, Biology, Math, P.E.

Sophomore

English 10, Chemistry, Math, P.E., Health,
US History

Junior

English 11, Science, Math, American History,
P.E.

Senior

English 12, P.E., Government, Consumer Ed

DUAL CREDIT AND TRADES IN TRAINING

South Beloit High School has several dual credit courses offered to students during their sophomore, junior and senior years. Courses are offered from Blackhawk Technical College and Rock Valley College. In order for a student to participate in Dual Credit, they must meet the following requirements:

Grade point average: 3.5 and above

Attendance: 95% or better

Accuplacer: Must meet the scores required by the college for each course

South Beloit High School students have the opportunity to take manufacturing courses at Blackhawk Technical College for part of the school day. In order to enroll in one of the manufacturing courses, students must meet the following requirements:

Grade point average: 2.5 or above

Attendance: 95% or better

Discipline: No Major Discipline Infractions

HONOR ROLL

There are two honor rolls: **High Honors** - grade point average 3.5 & up and **Honors** - grade point average 3.0 - 3.49.

The honor roll is compiled at the close of each grade period during the year using the following procedures:

1. The honor roll includes students earning a 3.0 average or better.
2. All grades of all students are included in determining their grade point average.
The weight of each course is the same as its unit value.
3. Students with incomplete (Inc.) may be excluded from the honor roll.
4. Students with an F grade cannot be considered for the honor roll.

WEEKLY PROGRESS REPORTS

Parents will have access to student grades, attendance, and discipline information through a web-based program, www.teacherease.com. Parents are encouraged to view the web program on a weekly basis. Please contact the school with any concerns.

WEIGHTED GRADES

Weighted grades are used to compute Grade Point Averages (GPA) and honor roll. Classes in which weighted grade GPA may be earned include: AP Physics, Spanish IV, Spanish V, Pre-Calculus, Trigonometry, AP Calculus, AP Chemistry, Honors

English, AP English, AP Biology, Anatomy/Physiology, AP Politics, AP US History, AP Psychology, Blackhawk Technical College Dual Credit, RVC Dual Credit, and Porter Scholar classes. The letter grade earned will be recorded on the transcript.

INCOMPLETE GRADES

Normally, any incomplete must be cleared within two weeks after the marking period. After two weeks, the grade will be recorded as “F” unless the principal has given an extension of time to complete work.

MISSED ASSIGNMENTS

It is the student’s responsibility to make up work that was missed. For each day absent, the student will have one day to complete the missed day’s assignments and turn them in to their teachers. The student shall take the initiative. On the day she/he returns, she/he should make arrangements with their teachers to make up work missed.

In cases where make-up work is avoided or not completed within the time set by the teacher, the high school’s “Late Work Policy” will be enforced (see next section). If a student has an unexcused absence, the student will be given the amount of time the unexcused absence occurs to complete and turn in. Quizzes and Tests will not be allowed to be made up if a student is unexcused except in specific cases as determined by administration. Teachers will also have the option to have classroom expectations higher than the assignment policy.

Late Work Policy

Any assessment submitted by a student after the due date assigned by the teacher will be subject to the following consequences as determined by the type of assessment.

- 1) Tests/Quizzes: Students have until the end of the quarter to submit the missed test/quiz for full or partial credit as determined by the teacher.
- 2) Essays/Papers/Projects: Students have until the end of the unit (date determined by the department) to submit an essay/paper/project for full or partial credit as determined by the teacher.
- 3) Formative Assessments: Students have until the end of the unit to submit any formative assessments (homework, notes, effort points, etc...) for full or partial credit as determined by the teacher.

ACADEMIC TUTORING

South Beloit High School provides resources to support academic success of all students. Student grades are monitored weekly by the administration. After school tutoring will be provided from 3:30 PM to 4:30 PM, transportation is not provided.

Tuesday -Friday 7:30-8:20 am
Monday-Thursday 3:30-4:30 pm

PROMOTION & RETENTION POLICIES

There is a minimum of 44 units of credit required for graduation as well as successfully passing the Constitution test. Credits towards graduation must be earned while enrolled as a high school student.

ASSIGNMENT TO GRADE

Assignment to grade and promotion will be based on units of credit as follows:

Freshman	Fewer than 11 credits
Sophomore	At least 11 credits
Junior	At least 21 credits
Senior	At least 34 credits

This assignment is made at the beginning of each year and remains as such for the remainder of the year unless the student is a third semester junior at the beginning of the school year. If said student earns enough credits to reach 38 credits by the end of second semester, the student will be considered a senior. Provided all graduation requirements are met, the student can be considered a candidate for spring graduation.

Please Note: Every Junior is expected to review the accumulation of credits with the counselor before the end of their junior year to be certain he/she will be able to meet graduation requirements.

FINAL EXAM PRIVILEGE

Semester exams are required for all high school students. A freshman that has earned an “A”, for the semester, may exempt 1 final in that class. Sophomores, Juniors and Seniors may exempt 2 finals if they are getting an “A”, for the semester, in each class. Seniors that score in the upper 50th percentile of the ACT or SAT may exempt all finals, provided all other exemption criteria is met. A student may elect to take a final exam if they are exempt. This exam will not lower their grade. The results of the exam could raise their grade.

In order to receive an exemption from an exam the student must have an “A” in the class and meet the following criteria:

1. No more than 3 excused absences per semester (one could be unexcused)
2. No more than 2 detentions per semester
3. No suspensions
4. No Two-Hour detentions

REQUIREMENTS TO PARTICIPATE IN GRADUATION CEREMONY

Students earning a GED are not included in the ceremonies or awarded a diploma. Students must have all fees, fines, etc. paid, attend graduation practice and have all school property and equipment returned if they are to participate in graduation ceremonies. Special education students not meeting graduation requirements may participate in the graduation ceremony with their class and receive a certificate of completion. Excessive discipline referrals may result in a revocation of ceremony privileges.

SPECIAL SCHOOL AWARDS

1. **Valedictorian** - Student who has attended South Beloit High School for 4 semesters with highest GPA at the end of the eighth semester. The student will be required to be in attendance the last two semesters.
2. **Salutatorian** - Student who has attended South Beloit High School for 4 semesters with second highest GPA at the end of the eighth semester. The student will be required to be in attendance the last two semesters.
3. Cum Laude System will be used to honor students at graduation:
 - a. Cum Laude GPA of 3.5 - 3.74
 - b. Magna Cum Laude GPA of 3.75 - 3.99
 - c. Summa Cum Laude GPA of 4.0 or higher
4. Honor Cords will be given to graduates having a 3.0 or higher GPA

EARLY GRADUATION

Students may apply to their counselor for early graduation when they have met all graduation requirements. Students must request this in writing one semester in advance.

Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent by the principal after the counselor provides a recommendation.

The principal shall recommend appropriate action to the Superintendent. Permission for early graduation may be granted to a student by the Board of Education upon the recommendation of the Superintendent.

CREDIT RECOVERY COURSES

Students may apply 4 credits per year from credit recovery courses outside the South Beloit curriculum toward graduation. The principal must approve all credit recovery courses that a student wants to apply to graduation in advance. Students participating in

approved credit recovery online programs before school are required to attend each morning as directed by the administration. Absences from morning credit recovery require administrative approval or the student may be expelled from the credit recovery program. Credit recovery courses can be electives not taught at South Beloit High School or a class the student has failed.

SUMMER SCHOOL

The principal must approve students that wish to attend summer school and apply the credits to the graduation requirements in advance. The courses taken in summer school can be electives not taught at South Beloit High School or a class that the student has failed.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual above the age of 17 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment would be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

When a student drops out of school during a semester that student may not re-enter until the beginning of the next semester.

RESPONSE TO INTERVENTION (RTI) / SOBO BOOST PROGRAM

Response to Intervention (RTI) is “the practice of providing high quality instruction/interventions matched to student needs and using learning rate over time and level of performance to make important educational decisions” (Batsche, et al., 2005).

- Response to Intervention (RTI) - Changes in federal and state laws have directed schools to focus on helping all children learn by addressing problems earlier within the general education setting.
- These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic and/or behavior problems is called RTI (Response to Intervention).
- RTI is a process designed to help schools focus on high quality interventions that are matched to students needs and monitored on a frequent basis. The information gained from an RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's

educational program.

- RTI is part of a systematic problem-solving process. South Beloit High School has adopted the RTI approach to evaluate student needs for additional interventions. The interventions will address specific skill deficit areas. These interventions may be provided by the general education classroom teacher in small groups. The student may be pulled out for more intensive instruction at some point in the school day.

All teachers can give input on the RTI and process. Teachers meet in teams on a regular basis to look at data to determine what students need additional assistance due to behavior, academics, health or attendance. Data is used to determine who qualifies for assistance; however, a referral may be made by a parent, teacher, or the student themselves. After a student is identified, a plan of action is developed to assist the student in resolving the identified problem(s). The student is monitored and data is collected in order to make further decisions. Most times the action plan is completed within the school system while at other times it may be necessary to get assistance from community resources. Parents will be involved at all levels and updated on their student's progress. The overall goal RTI at South Beloit High School is to help students be successful in school, at home, and in the workplace.

SOBO SUCCESS AT SOUTH BELOIT HIGH SCHOOL

We will be..	Classroom	Hallway / Lobby	Cafeteria / Commons	Restrooms and Locker Rooms	Campus / Parking Lot	School Activities	Electronic Devices
<u>RESPECTFUL</u> Value the opinions & values of others, tolerance, acceptance, non-violence, & courtesy	Arrive on time Honor the opinions & answers of others Use appropriate language & volume Keep your hands & feet to yourself	Use appropriate language & volume Be courteous to all Avoid distracting classrooms along your route Keep your hands to yourself Sit in appropriate locations; in the chairs not on the floor	Wait patiently in line Use appropriate language & volume Be courteous to peers & staff Practice good table manners Remain in the cafeteria until lunch is over	Use appropriate language & volume Respect people's privacy Respect the Facility	Drive with care & caution Respect other people's vehicles Watch for pedestrians Open doors carefully	Stand & remove hats for the National Anthem Stand for the Fight Song Cheer & applaud appropriately Stay off the playing surface	Silence electronic devices during class/school activities Use listening devices only in hallways or at lunch and at teacher discretion in the classroom
<u>RESPONSIBLE</u> Accountability, Pursuing Excellence, & Self-control	Participate in classroom discussion / activity Complete all assignments promptly with honesty & integrity Have materials ready for class	Clean up after yourself, throw your stuff away Use a classroom pass Walk at an appropriate pace	Clean up after yourself, throw your stuff away Consume food & beverages in the cafeteria only Remain in the appropriate lunch areas until the bell rings	Use restrooms between classes and/or lunch Keep the restroom/locker room area clean Clean up after yourself Keep your locker locked	Park in student parking areas only Follow appropriate driving rules/laws Lock your car to protect valuables Clean up after yourself	Appropriate behavior to match the event Be on time Clean up after yourself	Be responsible for your own devices Leave other devices alone
<u>READY</u> Prepared for success in the real world	Show interest & motivation Lend a hand to those in need Take care of school property Be resourceful	Move to class promptly using the most direct route Demonstrate understanding of appropriate behaviors & expectations	Share your table - accept others Carry on appropriate table conversation	Practice good hygiene - wash your hands Get in....Get out	Buckle up Tunes not texts	Good sportsmanship Positive attitude Encourage & be courteous to others	Use devices appropriately Keep your Chromebook charged

STUDENT CODE OF CONDUCT

PRIMARY ASSUMPTIONS

All students are considered to be under the jurisdiction of the Student Behavior Policy while going to, remaining at, or returning from South Beloit High School and all activities sponsored by or in which students enrolled in the South Beloit High School participate.

Education is not an absolute right, as it is qualified by eligibility requirements and performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, the school must at all times be concerned with the welfare of the group.

STUDENT RESPONSIBILITIES

The following is expected of all students:

1. To become informed of and obey the rules of the school;
2. To apply him/herself to the established course of study achieving one's best level of academic achievement;
3. To be on time and attend class regularly;
4. To the best of his/her ability, complete and turn in school assignments on time;
5. To pay attention to teachers;
6. To work on self-improvement in all endeavors;
7. To refrain from all libel, or slanderous remarks, and obscenity in verbal and written expression;
8. To accept criticism as constructive and learn to give constructive criticism;
9. To respect and obey the authority of administrators, teachers and other school personnel;
10. To respect and care for school property and respect the rights of other students;
11. To display appropriate conduct in school, on school grounds, buses and at school functions;
12. To refrain from gross disobedience or misconduct or misbehavior that materially or substantially disrupts the educational process. These include, but are not limited to disruptions, demonstrations, violence and other forms of incitement;
13. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety;
14. To leave the school grounds immediately upon being dismissed, go to or from school in an orderly manner and without delay, and refrain from interference with other students on the way to and from school.

CODE FOR GOOD SPORTSMANSHIP

A school is judged by the conduct of its participants and spectators during any contest. We want our school to be held in high esteem. You are asked to study this code of good sportsmanship and abide by it.

1. I will at all times conduct myself, as I would like others to act.
2. I will at all times show sportsmanship-like attitudes as a participant or spectator toward opponents, players and officials.
3. As a participant, I will always strive to do my best to win but to make my efforts fair according to the rules.
4. As a spectator, I will accept the officials' decisions and will refrain from unwholesome comments and actions, which reflect adversely on my school and myself.
5. I will demonstrate in practice and play a love of sports, not for personal glory or gain but for enjoyment and satisfaction, whether winning or losing.

All students are encouraged to attend all school-sponsored activities. When attending the activities, all the school rules are to be followed. When in attendance, if a student leaves the event, they will not be allowed to reenter the event.

Please Note: People that continuously fail to exhibit good sportsmanship will be removed from the event and/or banned from attendance for a specific amount of time.

STUDENT DRESS

Students are to be fully dressed - shorts are permissible (shorts, skirts, and dresses must be longer than your fingertips). Clothing that is otherwise poorly fitting showing skin and/or undergarments may not be worn at school. Halter tops, off the shoulder tops, half shirts, spaghetti tops, and revealing clothing are not permissible. Sleeveless shirts must come to the edge of the shoulder and cover the rib cage. Bedroom and/or bathroom foot-wear and clothing are not to be worn to school. Dangerous items are not to be worn to school (Examples are not all inclusive: spike collars or bracelets, large chains etc.) Purses will be allowed to be taken to the classroom if they are of a reasonable size. Backpacks are NOT to be taken to the classroom except to gym class when the backpack is used to carry gym clothes. Hats/head coverings are not to be worn inside the building at any time. Clothing with sexual, profane, drug/alcohol related, vile or illegal sayings or symbols, weapons, or offensive or disruptive to the learning environment, will not be allowed. Students are not to wear pocket chains, bandanas, sunglasses or lanyards. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang are not permitted.

Students may be assigned detention or additional consequences for each violation of this standard after the first violation. If school personnel ask a student to change their

clothes the student is to do so. If they do not have appropriate clothes with them they are to wear their PE clothes or call home for a parent or guardian to bring them appropriate clothing to wear. Coats, hats, and backpacks are not permitted in classrooms. Any apparel large enough to conceal contraband, worn as outdoor clothing, or disrupts the learning environment will be considered a coat.

SCHOOL SEARCHES

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 school, as well as personal effects left in those places and areas by students, without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches. School authorities may also turn over such evidence to law enforcement authorities. 105 ILCS 5/10-22.6

STUDENT LOCKERS

Lockers are provided for the student's wraps, books and other materials. The office assigns lockers. The school is not responsible for lost items. It is recommended that students carry valuables on their person, or if necessary, deposit them in the office or with a teacher. Students are advised to not share lockers.

Lockers, as provided by the school district, are purchased, furnished and maintained by the school district and remain the property of the school district. No food or beverages may be stored in a locker for a prolonged amount of time.

Administrators retain the authority to inspect lockers at any time. Students will be required to repay the actual cost (labor & materials or replacement) necessary to repair damaged lockers. Damage includes removing or otherwise covering permanent markings, and or placing self-adhesive stickers on the inside or outside of the lockers.

STUDENT PARKING LOT

Parking a motor vehicle on school grounds is a privilege extended to the students of our school district. The district reserves the right to set rules, extend or with-draw these privileges. Students must park in the student parking lot.

1. Students must register vehicles parked on school grounds. Students may register at the main office at fall registration.
2. Students that register for a parking permit and receive one will be part of the random drug testing.
If a student tests positive, that student will lose the privilege of parking on school property.

Consequences for failing the drug test:

- a. 1st Time - Lose permit for nine weeks
 - b. 2nd Time - Lose permit for eighteen weeks
 - c. 3rd Time - Lose permit for one calendar year
 - a. 4th Time - Lose permit for remainder of high school career
-
3. The school reserves the right to deny or terminate parking privileges or to discipline students for violation of rules or for potential dangerous infractions.
 4. A student may be asked to remove their vehicle or the vehicle may be towed at the student's expense if it is parked on school property without displaying a school-parking permit.
 5. No vehicle is to be removed from the lot during the school day unless the driver has a signed permit from the principal. Only a student and immediate family may remove the vehicle. Students may use their vehicles to go to lunch.
 6. Vehicles shall be locked at all times.
 7. The speed limit on school property is 10 mph
 8. Students shall not be in cars at any time during the school day or lunch hour unless authorized by the administrator, in writing.
 9. The school is not responsible for damage or theft to a student's vehicle while on school property.
 10. Vehicle may be subject to a search while parked on school property.
 11. If a student needs to transfer the sticker to a new vehicle, the old sticker must be returned to the office. Temporary stickers may be issued with prior approval from the main office.

SCHOOL BUS SAFETY RULES

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

TRANSPORTATION FOR SCHOOL ACTIVITIES

School bus transportation will normally be provided to and from school events. If private or rental vehicles are used, only coaches or employees of the district that have proof of insurance and/or, are insured by the District and have a back-ground check on file will be allowed to transport students. All students shall ride to and from District sponsored activities in the school provided transportation, unless a parent or guardian signs the student out at the end of the event.

LUNCH HOUR

When eating lunch at school:

1. Students are not to eat lunch in cars parked in the parking lot. The driver of a car in which this happens may lose parking privileges. Other disciplinary action may be taken.
2. Students are to place all waste materials in waste containers.
3. Students in the building are to remain in designated areas.
4. Students may not have open food or beverage in the building, except as part of their lunch.

Open campus is authorized by administration, the following will apply: open campus during lunch period is a privilege and this privilege may be removed for disciplinary reasons, tardies, or academic failure. With open campus being a privilege, only students with a selected GPA will be allowed to leave school grounds. **Freshmen will**

not be allowed to leave campus the 1st quarter of their Freshmen year. If a freshman obtains a cumulative GPA of a 2.5 or higher, after the 1st quarter, the student will be allowed to leave campus. Sophomores, Juniors, and Seniors will be allowed to leave campus at the start of the school year if they have a cumulative GPA of 2.5 or higher. If a student does not have the required GPA to leave campus, and leaves campus, consequences will be issued. Once a student leaves the school grounds, the school, though remaining concerned, is no longer responsible for the conduct and safety of the student. Responsibility is reassigned to the student and his/her parents. Students leaving the building for lunch are expected to:

1. Plan their return to school for arrival, leaving sufficient time to use the lavatory, go to their locker, and otherwise prepare for class in time.
2. Drive Safely. The school does not prohibit cars being driven over lunch hour. However, the school assumes no responsibility for the vehicles or safety of the student.
3. Students will abide by traffic laws in the parking lot and crossing walk off school premises.

LEAVING THE BUILDING

All students should leave the building upon dismissal except the students having rehearsals, teacher conferences, detention and other school business immediately after school. A staff member must supervise students staying in the building after school is dismissed.

If a student intends to leave campus during lunch period to attend an approved appointment, they must receive permission from the office and sign out before leaving or they will be counted as being truant.

If a student has gone off campus to eat lunch and becomes ill and needs to stay home the parent must call the school. This call must be made before the class period after lunch ends. If a call is not made the student will be considered truant from school.

No student will be sent home unless a responsible adult has been notified. It is vital that school authorities have an up-to-date emergency phone number on file in case of need. When an accident occurs, it must be reported at once to the teacher in charge. The teacher will report it to the nurse, or the principal's office and any other necessary authorities. Proper medical referrals will be made when necessary. Students who become ill during the day must report to the office. A student who becomes ill during the lunch hour must get permission from the principal before going home. A student must have a parent contact the school immediately after lunch if for any reason that student is not returning to school after lunch.

CHEATING POLICY

Academic dishonesty by a student degrades the student's character and reputation, and impedes the teaching-learning process. Any action intended to obtain credit for work which is not one's own is considered academic dishonesty or cheating.

A student caught cheating will be given a grade of 0 (zero) on the assignment, quiz or test. Additionally, the student will be given a referral if the assessment is summative and/or if the cheating offense is the student's second or greater occurrence for the school year. This grade will be averaged with the other grades. There will be no opportunity to make up the work. Cheating is considered a serious violation of acceptable and trustworthy behavior at South Beloit High School.

The act of cheating may include, but is not limited to, the following:

- A. Submitting another student's work as one's own
- B. The use of notes without permission
- C. Copying from another student
- D. Obtaining or accepting a copy of tests or scoring devices
- E. Willingly providing answers to other students or giving test questions or answers to members of a later class and/or obtaining test questions or answers from members of an earlier class
- F. Copying from another student's test or computer file or allowing another student to copy during a test or computer program
- G. Using materials which are not permitted during a test
- H. Plagiarizing (presenting material as one's own original work when, in fact, the material is copied from a published source without adequate documentation)
- I. Copying, or having someone other than the student prepare the student's homework, paper, project, computer program, or take-home test for which credit is given. This includes the purchase of essays or projects for the express purpose of submitting them for a grade.
- J. Permitting another student to copy an assignment, or completing another student's homework, project, report, research paper, computer program, or take-home test.
- K. Accessing restricted computer files without teacher authorization.
- L. Copying materials, including computer software, in violation of the copyright law.
- M. Any cellular communication device used to communicate academic work.
- N. Any other action involving cheating or plagiarism as deemed by administration.

Those who are involved in cheating or academic dishonesty are subject to penalties, including one or more of the following:

1. **1st Offense**: Grade of zero on assessment and referral (unless formative assessment)
2. **Repeated Offense**: Grade of zero on assessment and referral

PHYSICAL EDUCATION PARTICIPATION

All students will be required to wear a uniform of red shorts and gray shirt during physical education class. The only lettering accepted on the uniform will be that of the school name or school logo. Students are responsible for scheduling a PE make up with the teacher after the 3rd excused absence.

Students in grades 11 and 12 may have P.E. waived if they have met specific requirements of the Board of Education. The Board Policy can be acquired from the guidance counselor. Waivers must be approved by the Board of Education prior to the first class meeting of the semester. Generally, these include medical excuses, class conflict with a course necessary for graduation or acceptance into college. A student may only waive two years of physical education.

ATTENDANCE

Good attendance is imperative. Excessive absence is a factor for student failure. Permanent records are kept for 60 years after graduation. Student attendance may be discussed in general with potential employers. Attendance is the responsibility of the student and his/her parents/guardians. **Parents are required to phone the school office, 389-9004, each day by 9:30 a.m. to report a student's absence from school.** If a call is made when the office is closed, please leave a message. The office may call all parents not contacting the office. This call helps to verify attendance reports. A note from a doctor will be required for any absences after the 5th absence per semester. If the office contacts the parent after 11:30 AM, or the student arrives to school without a parent contacting the office, the result will be a truancy or tardy and be met with disciplinary consequences. Any doctor's note that does not have a beginning and ending date will be voided after 30 days from the date the note is presented.

TARDINESS

1. All students reporting to school after the start of the first period must report to the office. Almost all tardiness is unexcused. The principal will make this decision.
2. A student is considered tardy TO SCHOOL OR CLASS when the student is not in the classroom before the final bell rings.
3. Students will not report to the office for a tardy slip if they are tardy any other time during the day.
4. If detained by a teacher, the student must request an admit slip to the next class stating the time that the student was released by the teacher. In this case, the student will not be considered tardy.
5. Tardies at South Beloit High School DO NOT reset at the quarters.
6. Excessive unexcused tardiness during the school day will result in the disciplinary consequences and loss of privileges

TRUANCY

A student absent without the consent of his/her parents and school is truant or if the parent fails to notify the school about the student's absence. A

student may be considered truant for as little as one class or for as much as a day. Work may be made up, but no credit will be given. Truancy may be cause for disciplinary action such as: Two Hour detention, In- School Assignment (ALC), out-of-school suspension, expulsion, or legal action.

You are truant if you:

1. Leave school without signing out in the office
2. Are absent from class without permission (skipping); or leaving class
3. Obtain a pass to go to a certain place and do not report
4. Become ill and go home or stay in the restrooms instead of reporting to office
5. Come to school and do not attend class, being more than 10 minutes late to class
6. Excessive Truancy during the school year will result in disciplinary consequences and loss of privileges

ABSENCE

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason 1 2 as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Excused Absences

1. Illness
2. Serious illness in the family or death in the family
3. Subpoenaed court appearance (a legal document requiring a person to appear in court for testimony)
4. Doctor or dental appointments (these appointments should be made outside of school hours when possible, note only accepted within 48 hours of absence)
5. School sponsored activities
6. Family vacation if cleared with the principal in advance of the day of the departure
7. Religious Holidays

Unexcused Absences

An unexcused absence is for reasons not meeting the requirements of the excused absence provision. Some reasons for absence that are unexcused according to the state and/or social regulations are as follows: (This is not an all-inclusive list)

- | | | |
|----------------------|-------------------------------------|-------------------------------------|
| ▪ Car trouble | ▪ Babysitting | ▪ Oversleeping |
| ▪ Hair appointments | ▪ Photography session | ▪ Gainful employment |
| ▪ Trips not approved | ▪ Missing the school bus | ▪ Getting driver's license |
| ▪ Shopping | ▪ Absences not verified by a parent | ▪ Leaving school without permission |
| ▪ Birthdays | | |

1. Students that are absent more than 5 consecutive school days will be required to bring a doctor's excuse. If no doctor's excuse is presented the absence will be considered unexcused and will be assigned a detention for persistent disobedience. Students with more than 5 absences per semester without a doctor's excuse must bring a doctor's excuse each time the student is absent. Without a doctor's excuse, the student will be considered unexcused.
2. If a student knows in advance that he/she will be absent for an unavoidable reason, she/he is expected to make up the work before the absence. A parent can initiate a homework request for absences 3 days or longer. The work is expected to be returned to the teacher in a reasonable amount of time. Once a grading period has ended no additional late work will be accepted, unless arrangements have been made in advance with the teacher.

3. Any pupil who participates in, or attends an after school activity, is to be in attendance at school for the full day of the event. In specific situations, the athletic director or principal can grant exemptions prior to the absence.
 - a. 1st Incident - student will be required to leave
 - b. Additional Incidents - student will be required to leave and additional disciplinary action will be assigned
4. Students who are truant will lose credit in their classes for all assignments over the time missed and will be subject to loss of privileges.
5. If a student has 10 consecutive unexcused days of absence, he/she must conference with the principal and counselor to discuss ways to improve attendance with possible access to social work.
6. Students may take college visits their Junior or Senior year. A sealed letter from the college or university is required for an excused absence. All visits must be pre-approved from the counselor at least 24 hours prior to the visit.

CELL PHONES / ELECTRONIC DEVICES

Cell Phones, other electronic devices and headphones/earbuds/AirPods may be brought to school, but should be kept out of sight and sound during instructional time unless a staff member gives permission to use them. Cell phones can be used during passing time and in the commons during lunch. Cell phones are not to be used to take pictures or recordings of any student or staff member without permission.

Electronic devices can be used in class for educational purposes at the discretion of the teacher. If a cell phone or electronic device is confiscated it will be turned into the office. Staff members may utilize temporary means of maintaining cell phones and other electronic devices during class. Staff members who observe cell phones and other electronic devices which disrupt the learning environment may request temporary possession of the device. Students may regain possession at the end of the scheduled class period. Refusal to give up the cell phone or electronic device to staff will be referred to administration and students will be subject to additional disciplinary interventions.

INTERNET & CHROMEBOOK USAGE

Privileges

The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and/or school administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities, or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
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.

Acceptable Use

Access to the District's electronic networks must be: for the purpose of educational research, be consistent with the educational objectives of the District, or be for legitimate school business use.

Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
2. Unauthorized downloading of software, including, but not limited to, photographs, graphics, sound, video, or text;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Posting or downloading material that invades another individual's or corporate entity's character or competence which are false or defamatory, would invite contempt and ridicule, or would interfere with an existing or potential business relationship;
6. Uploading or downloading material that invades another individual's or corporate entity's right to privacy (including without limitation surreptitiously reading another's email, or disseminating);
7. Uploading pictures and names of students under the age of 18 on the network without staff and parent/guardian permission;
8. Wastefully using resources, such as file space;
9. Playing games on the computers or not working on a valid classroom assignment;

10. Hacking or gaining unauthorized access to files, resources, or entities and/or highly sensitive information sources to which explicit authorization has not been granted, including, but not limited to, information obtained in violation of the Illinois School Student Records Act (105 ILCS 10/);
11. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph;
12. Using another user's account or password. If anyone is using your password or account, contact the system administrator immediately;
13. Using a teacher's computer unless authorized by the teacher. When authorized, the student must be logged in;
14. Posting material authored or created by another without his/her consent;
15. Posting anonymous messages;
16. Tampering with or damaging keyboards, mice, or other hardware;
17. Using the printers or other peripherals for anything other than classroom assignments, or printing documents longer than 10 pages unless given specific permission by staff.
18. Using the network for commercial or private advertising;
19. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
20. Using the network while access privileges are suspended or revoked.

General Guidelines for the use of your School Email

The District's electronic mail (email) system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid staff members in fulfilling their duties and responsibilities, and as an education tool. Accordingly, staff using email must adhere to the following guidelines:

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages/email transmitted via the School District's email system/network will identify the author as being affiliated with the School District. Accordingly, these messages should be consistent with professional practices for other correspondence including use of proper grammar, format and salutation. Users will be held personally responsible for the content of any and all email messages they transmit.

4. Electronic messages/email transmitted via the School District's email system/network carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
5. Any email received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the email's authenticity and the nature of the transmitted file. Responding to an unknown sender and providing student record information (e.g. student grades or discipline information) is a violation of the Illinois School Student Records Act (105 ILCS 10/).
6. Messages containing personal or confidential communications should not be forwarded without the original sender's permission.
7. Sending District wide email announcements is permissible only by administrators and other select staff members.
8. Do not use the District's email for non-educational uses including games, wagering, gambling, junk mail, chain letters, jokes, raffles, fundraisers, religious activities or political lobbying.
9. Do not use discussion boards, chat rooms and instant messaging for personal rather than education purposes.
10. Do not use the District's email or computers for purposes of financial gain or the transaction of any business or commercial activities.
11. Do not use the District's email to transmit copyrighted materials without permission of the copyright holder.
12. Do not use email or any District computing resources to send obscene, abusive, threatening, defamatory, or harassing messages.
13. Refrain from using email to violate any school policy or federal, state or local law.
14. Use of the School District's email system/network constitutes consent to follow these guidelines. The District's network is routinely monitored for compliance with these guidelines.

Guidelines for Email Communication with Parents

Using email as a means of communicating with parents is voluntary. A parent cannot require that a staff member correspond via email. Similarly, a staff member cannot make email the only option for communicating with parents. Communication with parents through use of email should only take place when a parent has agreed that email is an acceptable form of communication and they have volunteered their email address.

Email messages may only be sent to parents at the email addresses that are on file in the District student record database. Staff members must confirm that the email address is on file before responding to or initiating any parent communication via email.

All emails sent and received on any District email account containing information by which a student may be individually identified and which is of clear relevance to the education of the student is considered a school student record and will be archived by the District for a minimum of five years. Such information shall not be released other than as provided by law. Accordingly, staff using email to correspond with parents must adhere to the following guidelines:

1. Emails to parents must never be used to discuss contentious, emotional or highly confidential issues such as discipline or special education matters (e.g. I am concerned that your daughter failed the last three tests and was not at school again today; I am concerned that your daughter may have a learning disability). These issues should be handled face-to-face or by phone.
2. Emails to parents must not include personally identifiable information about a student, the staff member's personal information, or any discussion about other students or staff.
3. Emails to parents should be short and directional in nature and only include facts (e.g. The meeting is scheduled to take place on Friday, I would like to arrange for a meeting to discuss your child's attendance; I enjoyed meeting you at our parent-teacher conference and want to reiterate what a pleasure it is having your child in class; As requested, the homework assignment for Tuesday was to read chapter 3 of the social studies book).
4. If a teacher chooses not to use email to communicate with parents or feels like a topic is too sensitive for an email reply, below are responses that may be used:
5. Thank you for your email. The South Beloit School District does not use email to discuss confidential student information. In order to best address your concerns and quickly answer your questions, please feel free to call me at (insert building phone number) and I will be happy to discuss this with you further. Thank you for your active interest in your child's education.
6. Thank you for your email. I feel this concern is too sensitive for email. I would prefer to speak in person regarding this matter. I will call you on (state the date and time) to discuss this matter further. Thank you for your active interest in your child's education.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action.

Vandalism is defined as any malicious attempt to harm or destroy the computer or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses or the destruction of the school laptop.

Vandalism &/or Breakages of SBHS Chromebook Consequences

South Beloit understands that Chromebooks may break from the normal wear and tear of transportation of the computers. Vandalism, purposeful breakage or multiple breakages of a South Beloit School District Chromebook will result in the following disciplinary action.

Please Note - Students and/or their parent/guardian may be financially held responsible for damage to the South Beloit School District Chromebooks. If the family cannot pay for the repairs, other avenues of payment may be explored with the Building Principal.

Computer Tampering

Students will be subject to disciplinary action if found guilty of tampering with any school computer, the electronic grading, or attendance program.

Inappropriate Computer / Internet Usage Consequences

1. **1st Offense**: Removal of internet access for up to nine weeks; no use in study hall; library, or a class setting in an unsupervised situation; a student may stay in any computer class and receive classroom instruction.
2. **2nd Offense**: Removal internet access for a minimum of nine and up to 18 weeks; no use in study hall, library or class in an unsupervised situation; a student may stay in any computer class in which he/she is currently enrolled.
3. **3rd Offense**: Removal of Internet access for a minimum of one semester, including all classes the student may be currently taking.
4. **4th Offense**: Permanent removal of computer/internet access for a calendar year. The student will receive a suspension and be responsible for all costs of replacing any damaged equipment.

A gross violation of the computer use policy could result in third or fourth offense consequences being invoked on the first through third violations. Examples would be the following: Destruction of equipment; accessing or utilizing banned materials, programs, or software; and tampering with files essential to the delivery of instruction. To have electronic network access, a student must have a signed permission slip on file.

Please Note – *Students and/or their parent/guardian will be financially held responsible for damage to network hardware or software.*

DISCIPLINE BEHAVIORS AND INTERVENTIONS

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of the school. Principals, teachers, bus drivers, and certified and non-certified personnel stand “in loco parentis”, in the supervision of students in the absence of parent/guardian.

To ensure that students exhibit appropriate behavior and performance, it is the school’s responsibility to implement a program for teaching a system of essential rules and to administer just and constructive corrective measures. Notice to parents shall be issued for each occurrence. Board of Education action and law enforcement action may also be necessary for

Level 1

Corrective Strategies

- **Admin/Student Conference**
- **Confiscation**
- **Loss of Privileges**
- **Lunch Detention**
- **Parent/Guardian Outreach**
- **PDSA (Plan Do Study Act)**
- **Peer Mediation**
- **Referral to Support Staff**
- **Required In-Person Parent Conference**
- **Restitution**
- **Schedule Change**
- **Seat Change**
- **Student Sent Home (Parent/Guardian Approval)**

Cell Phone/Speaker/Electronic Device Violation: The possession and use of cell phones and other electronic devices are subject to the following rules:

- 1) Unless given permission by the teacher for educational purposes or when needed during an emergency, they must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker
- 2) They must be turned OFF during the regular school day except during passing time, lunch, and/or needed during an emergency
- 3) They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student handbook rules including sexting

Electronic study aids may be used during the school day if:

- 1) Use of the device is provided in the student's IEP; or
- 2) Permission is received from the student's teacher.
- 3) Permission is received from a building administrator

PROGRESSIVE INTERVENTION FOR CELL PHONE/SPEAKER/ELECTRONIC DEVICE VIOLATION

1st Offense: Confiscation, return to student at the end of the day

2nd Offense: Confiscation, return to student at the end of the day, device prohibited (Loss of Device Privileges) for 1 semester. Failure to comply with Loss of Device Privileges will result in confiscation of device with parent/guardian pick-up.

3rd Offense: Confiscation, return to student at the end of the day, device prohibited (Loss of Device Privileges) for the remainder of the school year./ Failure to comply with Loss of Device Privileges will result in confiscation of device with parent/guardian pick-up.

Cheating/Plagiarism: To violate the rules of honesty in school related actions, requirements, and expectations. Cheating includes, but is not limited to, using someone else's answers, sharing test questions, copying someone else's work, using electronic media, etc...

Formative Assessments

1st Offense: 0 for the assessment and phone call home

2nd and all Subsequent Offenses: 0 for the assessment and referral

Summative Assessments

Any Offense: 0 for the assessment and referral

Computer/Technology Violation (1): Use of the District computer network and/or computer/technology equipment to access and/or download non-educational materials or content not previously authorized by the teacher.

Disobedience: Disobedience or refusal to follow directions; disregard or transgression.

Disruption: Any disruption to the learning environment.

Dress Code Violation: Refusal or failure to comply with school dress code outlined in the Student Handbook.

Earbuds/Airpods/Headphones: The possession and use of airpods, headphones, and any type of earbuds is prohibited at school except for the following times:

- 1) Before School
- 2) Lunch
- 3) After School

PROGRESSIVE INTERVENTION FOR EARBUDS/AIRPODS/HEADPHONES VIOLATION

1st Offense: Confiscation, return to student at the end of the day

2nd Offense: Confiscation, return to student at the end of the day, device prohibited (Loss of Device Privileges) for 1 semester. Failure to comply with Loss of Device Privileges will result in confiscation of device with parent/guardian pick-up.

3rd Offense: Confiscation, return to student at the end of the day, device prohibited (Loss of Device Privileges) for the remainder of the school year. Failure to comply with Loss of Device Privileges will result in confiscation of device with parent/guardian pick-up.

Horseplay: Behavior that is rough or boisterous. Includes play hitting, running, acting out a play fight, and/or practical jokes that result or may result in harm.

Leaving Without Permission (1): Leaving the assigned area, without obtaining prior approval of the teachers and/or administrators.

Profanity/Inappropriate Communications: Offensive language either written or spoken that is not directed at someone.

Public Display of Affection (PDA): Act of intimacy between 2 people that is in the view of others

Skipping (1): Failure to attend without valid cause and/or permission from staff, 5- 25 minutes of class

LEVEL 2

Corrective Strategies

- **Required In-Person Parent Conference**
- **1-2 days of ALC (Alternative Learning Classroom)**
- **1-3 days of OSS (Out of School Suspension)**
 - **Required In-Person Parent Conference before return to school**

Computer/Technology Violation (2): Repeated violation of Level 1; or fraudulently altering or copying documents or files authored by another individual, or the intentional misuse of or damage to a District computer or electronic device

Damage to Property: Causing damage to or defacing school property or property of others on school grounds.

Failure to Attend or Complete an Assigned Discipline Program (Level 2):

- Repeated Level 1 Offenses
 - 3 or more of the same code
 - 8 or more total
- Failure to complete
 - ALC
 - Detention
 - Loss of Privilege
 - Behavioral Contract

Gang Related Behavior: Participation in any activity that serves to demonstrate membership, advertise or promote gang activity, including the wearing and displaying of jewelry, clothing, symbols, signs, handshakes, or other indicia of a gang.

Harassment/Hazing/Discriminatory Conduct: To repeatedly annoy, impede or otherwise negatively interfere with another student, including the wearing or possession of items depicting or implying hatred of or prejudice toward another individual on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, pregnancy status, genetic information or any other characteristic protected by law.

Leaving Without Permission (2): Leaving the building, sight of classroom instructor, or assigned area without obtaining prior approval of the teachers and/or administrator.

Out of Control Behavior/Outbursts: A fit of anger that disrupts or endangers others.

Physical Contact: To strike or hit another, but not mutual combat. Student engages in actions that involve contact where injury or uninvited touching may occur (slapping, hitting, punching, kicking, hair pulling, scratching, biting and spitting).

Possession of Tobacco/Electronic Smoking Devices: Possession of tobacco in any form at school, at school sponsored activities or on a school bus, including electronic smoking devices and vaping devices.

Reckless Behavior: Behavior that results, or could potentially result, in physical endangerment of self, others, and/or to school property. Includes aggressive arguments, threats of physical violence or invitations to fight, attempted fighting in which a student has to be physically restrained to prevent escalation to physical contact, or engaging in behavior that is commonly recognized as an antecedent to fighting, e.g., removing personal belongings such as jewelry, clothing, backpack/bookbag, “facing off” or squaring up” in a fighting stance, etc.

Skipping Class/Lunch: Failure to attend without valid cause and/or permission from staff, more than 25 minutes of class, all of a class, or lunch (unless on off-campus incentive list).

Threats/Intimidation: Instilling fear in others including, but not limited to, where there is no physical contact but a reasonable person would feel that physical harm could have occurred based on verbal (e.g., threats of physical harm) or nonverbal communication by the offender (e.g., brandishing a weapon) irrespective of whether such verbal or nonverbal communications are made in person, through a third-party, electronically or through any other means.

Verbal Abuse: Offensive language, behavior, or gesture directed toward any school district employee, volunteer, or student.

LEVEL 3

Corrective Strategies

- **4-10 days of OSS (Out of School Suspension)**
 - **Required In-Person Parent Conference before return to school**

Battery (3): Use of force causing bodily harm to another person that does not require medical attention beyond the scope of the School Nurse.

Bullying/Cyberbullying: Repeated Harassment/Hazing/Discriminatory Conduct, whether it is the same victim or a different victim. Any severe or pervasive physical or verbal act or conduct, including communications made in writing/electronically, directed toward a student (or students) that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms including without limitation one or more of the following:

- Harassment
- Threats
- Intimidation
- Stalking
- Physical Violence
- Sexual Harassment
- Sexual Violence
- Theft
- Public Humiliation
- Destruction of Property
- Retaliation for Asserting or Alleging an Act of Bullying

Burglary: Unauthorized entry into a building, a vehicle, or a restricted area that involves a theft on school property

Computer/Technology Violation (3): Repeated violation of Level 2; or the use of the school district's technology and/or software for any misuse or violation of the Board's Acceptable Use Policy, including but not limited to:

- Accessing or breaking into restricted accounts or networks
- Creating, modifying or destroying files/records without permission
- Copying software
- Entering, distributing or printing unauthorized files/records
- Uploading to the Internet and/or sharing or distributing offensive or inappropriate material including video files

Distribution, or Possession, or Exhibition of Offensive or Harmful Materials/Objects:

Actual, constructive or attempted transfer of possession of an object or substance. Possession or distribution of any device, object or substance that can be reasonably considered sufficient to cause serious harm.

Failure to Attend or Complete an Assigned Discipline Program (Level 3):

- Repeated Level 2 Offenses
 - 3 or more of the same code
 - 6 or more total
- Failure to complete
 - OSS
 - ALC
 - Loss of Privilege

False Report/Hoax: Making a false report with the intent to jeopardize the professional reputation, employment or licensure of a school staff member.

Fighting: The exchange of physical contact, constituting mutual combat, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.

Fireworks/Incendiary Objects: Use, possession, or sale of firecrackers, smoke bombs, matches, lighters, model rocket engines and similar materials.

Impeding an Investigation: Providing false or misleading information (whether oral or written) or taking action, alone or working with others where the Student(s) knew or should have known would impede an investigation into possible violations of the Student Handbook.

Interference with School Personnel: Preventing or attempting to prevent school personnel or transportation personnel from engaging in their responsibilities through threats, violence, harassment, or physical action. Providing false information during an investigation or making false accusations against a staff member.

Lewd or Lascivious Conduct: Publicly and indecently exposing breasts, buttocks, genitals or pubic area. This includes sexting.

Non-Consensual Recording, Photographing, Possession, and Distribution of Images/Video: Includes any non-consensual production, possession or distribution of photographs, audio or video recording or other media of students, or school personnel in states of undress or while engaged in acts which have a reasonable expectation of privacy. Includes circumstances in which a student consents to being photographed or recorded in a setting which captures images of non-consenting persons such as restrooms, locker rooms, showers.

Possession of Stolen Property: Having in one's possession or under one's control, on school grounds, property that has been stolen, including possession of property without permission of the owner.

Sexual Activities: Any sexually explicit act on school grounds or at a school-related event. Such sexual activities include touching in a sexual manner or engaging in any other consensual sexual activity.

Theft: Taking property owned by the school district without permission. Taking property located on school grounds owned by another individual without permission.

Trespassing: Entering any school facility, restricted area, or onto school property/school vehicle without proper authority, **excludes** any school entry during a period of suspension or expulsion. Unauthorized entry onto school grounds, during a school day, other than the school at which the student is registered.

Use of Tobacco/Electronic Smoking Device/Vaping: Use of tobacco in any form at school, at school sponsored activities or on a school bus, including electronic smoking devices and vaping devices.

Vandalism: Intentionally or recklessly causing damage to or defacing school property or property of others, or such action causing disruption to the educational processes and/or school activities. IN ALL CASES the student/parent shall be required to make restitution as determined by the administration.

LUNCH DETENTIONS

A lunch detention is requiring a student to be detained in the teacher's classroom for the duration of his/her assigned lunch. The Student will get his or her lunch and return to the assigned classroom. Students in lunch detentions are expected to bring homework or appropriate reading material, if time permits. Failure to serve a lunch detention will result in additional consequences. Lunch detentions will be given as necessary by a teacher or administration.

ALTERNATIVE LEARNING CLASSROOM (ALC)

1. In-School Assignments will be held from 8:32 AM until 3:20 PM.
 - a. Students are required to report to the office for attendance.
 - b. Students may be asked to leave In-School Assignment for violation of any rules or for poor behavior or poor attitude. Failure to complete ALC results in an additional day of ALC OR an out of school suspension.
2. Students are to study or read during In-School Assignment and may only speak to the staff member in charge.
3. Students are to speak to their teachers prior to serving their In-School Assignment to obtain any homework they need.
 - a. Students may use their Chromebook to email their teachers and access Google Classroom to complete homework throughout the day.
4. The student's Chromebook use is limited to schoolwork, and will be restricted and monitored by the ALC Teacher. If the student is using their Chromebook for anything other than schoolwork he/she will be assigned an additional day in the ALC.
5. A Parent/Guardian/Student meeting with the High School Administration is required before the student will be allowed to return to their regular classes.

OUT OF SCHOOL SUSPENSION

Out of School Suspension Procedures are as follows:

1. The pupil will be given oral and written notice of the charges against him/her.
2. If the pupil denies the charges, the pupil will be furnished an explanation of the evidence against him/her.
3. The student will be given an opportunity to present his/her side of the story. Suspension temporarily removes the privilege of attending school and school activities until a formal meeting with the parent to consider reinstatement.
4. The parents are notified by telephone (if possible) of the suspension and the

reasons for the action.

5. Upon the imposition of the suspension the student and the parents or guardian(s) of the student shall receive written notice, by referral/letter, of the following:
 - a. The reason for the suspension/standard of conduct violated.
 - b. Procedures required of the student and the parents or guardian(s) for possible reinstatement.
 - c. The beginning date and total number of days of the suspension.
 - d. The right to a review of the suspension as set forth in the School Code. A request for a review hearing shall be submitted in writing within two school days of receipt of the suspension notice. The review hearing shall take place within two school days of the receipt of the request or on a date mutually acceptable to all parties involved.
6. Students may present a written rebuttal to be placed with written charges.

IF A STUDENT IS SUSPENDED

1. The student and parent(s) or guardian(s) shall be informed of the opportunity to take final examinations for credit, which were missed during the suspension time.
2. If a student is suspended for 3 or more days, a parent/ guardian may call the school and ask for the homework to be collected. Students have one day for each day suspended to make up assignments.
3. All records and documentation regarding the suspension shall be kept for five years after graduation.
4. Suspensions will run until 12:00 midnight of the last day of suspension.
5. The student is not allowed to participate in or attend any extra-curricular activities occurring on the day of the suspension.
6. The student must have a parent/guardian conference at the school with an administrator or designee prior to returning to classes.

EXPULSION

Expulsion is the exclusion of a student from school for a period of time greater than 10 school days, but for no longer than two school years.

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student

shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action, as it finds appropriate.

2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take action, as it finds appropriate.

ALCOHOLIC BEVERAGES & ILLEGAL DRUGS

No student is to have in his/her possession or be under the influence of any alcoholic beverages, illegal drugs, look-alike drugs, or drug paraphernalia. Involvement with any substance represented, as drugs or alcohol will result in severe disciplinary action. Mistakes of fact will not be an acceptable defense. (Remember that students will be held responsible for the contents of lockers assigned to them.) No over the counter drugs, prescription drugs, look-alike drugs, or drug paraphernalia are to be carried, served or consumed on school premises, in school transportation or at any school activity. Civil authorities and parents will be notified with possible prosecution, expulsion and banning the student(s) from all future school sponsored activities.

South Beloit High School will make available, without sanction, assistance to any student seeking drug abuse treatment or advice and will protect, in accordance with the law, the due process and privacy rights of all students within the school setting who seek such assistance or advice.

Students shall not be permitted to attend school or school sponsored or related activities when under the influence or in possession of alcohol/drugs. For such purpose of this policy, students who are under such influences shall be treated in the same manner as though they had alcohol/drugs in their possession.

1. A student shall not knowingly possess, use, transmit or be under the influence of any alcoholic beverage/drugs (1) on the school grounds, during and immediately before and immediately after school hours (2) on the school grounds at any other time when the school is being used by any school group, or (3) off the school grounds at a school activity, function, or event. Students aware of other students possessing such items or objects must report such to a staff member.
2. South Beloit High School will make available, without sanction, assistance to any student seeking alcohol/drug abuse treatment or advice and will protect, in accordance with the law, the due process and privacy rights of all students within the school setting who seek such assistance or advice. This service will be made available through the Student Assistance Program.

However, once the district staff has determined that a student is using, possessing,

or distributing alcoholic beverages/drugs or under the influence of alcohol/drugs at school or a school function in violation of this policy, the penalty for the first offense shall be:

1. Immediate suspension from school for 10 days and recommendation to expel. This includes all school activities. The student's parents will be contacted and asked to immediately remove the student from the school, or school related activity site. A conference between parents, student, and administrators shall occur during the suspension time to develop a contract for appropriate intervention.
2. Recurrence of an alcohol/drug-related event, as described above, shall cause the student to be suspended for 10 days and recommendation to expel.
3. The suspension/expulsion may be cut in half for the first occurrence of alcohol related incidents if the following is completed: Proof of enrollment and completion of an approved Alcohol/drug Abuse program at the expense of the parent.

Students found to possess drugs; drug paraphernalia, selling drugs, or transmitting drugs may be suspended for 10 days and recommended for expulsion. Parents and the civil authorities will be called.

USE OF TOBACCO/ELECTRONIC OR VAPOR CIGARETTE

The use of tobacco in any form may be hazardous and harmful to your health. South Beloit School District does not condone nor permit such use. Any student possessing smoking materials or using tobacco in any form (to include associated materials but not limited to matches, lighters, cigarette papers, tobacco, electronic or vapor cigarettes and cartridges) on school grounds or at any school activity shall be deemed guilty of serious student misconduct. Smoking is defined as any act of actually smoking tobacco; holding lit or unlit tobacco substance or having tobacco smoke coming from one's mouth.

1. This is a **Level 2 or Level 3 Behavior** and will be disciplined according to correlating interventions.

PUBLICATIONS

A student shall not produce and/or distribute any petitions or documents of any kind or sort on school premises, or buses, prior to, during, or after the school day without the specific approval of the principal.

Please Note - Student participation in the publication of student newspapers, literary magazines and similar publications are encouraged as learning and educational experiences. These publications have qualified faculty advisors and strive to meet high standards of journalism.

SCHOOL-SPONSORED PUBLICATIONS AND WEBSITES

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

NON-SCHOOL-SPONSORED PUBLICATIONS AND WEBSITES

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. That will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. That is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. That is primarily intended for the immediate solicitation of funds; or
5. That, in kindergarten through eighth grade, is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material in-tending for it to be accessed or distributed at school.

BULLYING, INTIMIDATION, HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of homelessness, actual or marital status, parenting status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic

mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Name Scott Fisher

Address: 850 Hayes Avenue

South Beloit, IL 61080

Telephone # 815-389-3478

Complaint Manager:

Name Jeremy Schaaf

Address: 245 Prairie Hill Road

South Beloit, IL 61080

Telephone # 815-389-9004

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

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

HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

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

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be

subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;

- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Non-discrimination Coordinator, Building Principal, Academic Advisor, or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Academic Advisor for appropriate action.

GENERAL PERSONNEL - SEXUAL HARASSMENT

“Sexual Harassment” is defined in the Illinois Human Rights Act, Ill. Rev. Stat., chapter 68, paragraph 2-102

“Sexual Harassment” means any unwelcome sexual advance or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment. (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive environment.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Employees, students or other individuals who feel aggrieved because of sexual harassment have several means available to make their concerns known: Aggrieved persons who feel comfortable doing so should directly inform the person engaging in sexual harassing conduct or communications that such conduct or communications is offensive and must stop.

- An aggrieved individual who does not wish to communicate directly with the person whose conduct or communications is offensive or if the direct communication with the offending party has been unavailing, should contact the Superintendent or other administrative or teaching staff for counseling and assistance.
- Aggrieved persons alleging either sexual harassment by anyone with supervisory authority, or failure by administrative staff to take immediate action on the individual’s complaint, may also file a formal grievance.

All levels of administration have a special responsibility for implementation of responsible administration of this policy. If behavior is observed which violates this policy, the person

observing such behavior shall bring the matter to the attention of the administration representatives, to be either the Superintendent, building principal or school nurse, for appropriate action. If an employee, student or other individual files a complaint, the administration representative with whom the complaint is filed shall inform the complainant of his or her rights under this policy and undertake corrective action. If a problem is beyond the capability of the administration representative to effectively correct, the matter shall be referred to the Superintendent for appropriate action.

STUDENT WELFARE - SEXUAL HARASSMENT

The School Board will neither condone nor tolerate sexual harassment of students by District employees. The Board will neither condone nor tolerate sexual harassment of students by other students in the school district. The Board espouses the belief that a student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school.

For purposes of this policy the term sexual harassment is defined as follows: Any sexual advances welcome or unwelcome, or requests for sexual favors. This includes verbal or physical conduct of a sexual nature that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protection to students under Title IX.

The School Board interprets the definition of sexual harassment to include but not be limited to the following behavior:

- Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape, rape, or using position to obtain physical conduct of a sexual nature;
- A student in a predominantly single-sex class subjected to sexual remarks by teachers who regard the comments as joking and part of the usual class environment;
- Impeding a girl's progress in classes, such as industrial arts, by hiding her tools or questioning her ability to handle the work or suggesting she is somehow 'abnormal' for enrolling in such a class;
- Purposefully limiting or denying a student's access to educational tools, such as computers; Teasing a male student about his enrollment in a home economics class.

Violation of this section will result in a minimum 3-day suspension and may result in a recommendation to expel.

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

PHYSICAL EXAM

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical and dental care. It is imperative that your child's immunization be kept up-to-date as recommended by your family physician. A ninth-grade physical and dental exam are required. Dental exams are due by May 15th. Additional physical exams are required for new enrollees and for participation in sports, including Spirit Squad. New students to the district have 30 days after registration to comply with this requirement. After this time, students not possessing up to date immunization records will be asked to leave school until the proof can be provided. If your student has a history of asthma, we request an Asthma Action Plan be submitted by parents after it is completed by a physician.

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

HEALTH CENTER

There is a Health Center located in the High School. The Center is available to all South Beloit Students. Students must sign out in the office before going to the Health Center. For information about the Health Center call (815-389-9252).

PUPIL-TEACHER-PARENT CONFERENCES

At no time should you be in doubt of your student's progress. Parents are notified of student progress through report cards and progress reports. If you still have questions or feel there has been a misunderstanding, please call the school for an appointment with the teacher, counselor, or principal. Students who wish to talk with a teacher should request a conference with that teacher. Teachers may also request conferences with a student or parent in order to give or arrange individual help or to clear up misunderstandings.

GUIDANCE SERVICES

The Guidance Services of South Beloit High School are offered to help the student learn about choices and decisions in educational, vocational, and personal-social areas. Counseling is available for all students. Students should make use of the many services offered by the academic advisor. It is recommended the student meet with the academic advisor at least twice a year. A social worker is also available to help students. ESL service is available to the students. Juniors and Seniors are allowed 2 total college visits during their last two years of high school. The Academic advisor must approve the visit.

SCHOLARSHIPS

A complete listing of Scholarships and their qualifications is available from the guidance office, online, announcements and on the commons bulletin board.

SCHEDULE CHANGES

Schedule changes will only be allowed within the first seven (7) days of the first semester (changes are not allowed second semester due to current class offerings). Students will only be allowed to drop the course if they do not already have a study hall or student assistant period. If a student does not have a study hall, or student assistant period, dropping a class will result in a study hall with no credit given. Level changes may still be able to take place throughout the course of the year (I.E. honors to regular or regular to honors). Students will only be able to drop one class, per year.

STUDENT FEES

The district reserves the right to charge fees for the rental or purchase of text-books, laboratory supplies, driver's education enrollment, clothing, transportation costs, etc. for extracurricular activities. Registration/textbook fees will be adjusted for students qualifying for free lunch. Fees will not be refunded once a student attends one class or practice.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year.

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

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

ATHLETIC & EXTRACURRICULAR ELIGIBILITY

Students are directed to read the Athletic Eligibility Code, which is available upon request. Students qualify for participation meeting the IHSA Standard. To remain eligible students shall meet the IHSA standard in all classes each week. Students that wish to participate in extracurricular activities will be subject to a random drug test. Students can be admitted to sporting events for free with current school ID for school sponsored events. State sponsored events will require regular admission fees.

RANDOM DRUG TESTING

The Board of Education of South Beloit High School, District #320, South Beloit, Illinois, has approved a random drug testing policy for all extra-curricular activities in which high school students participate and any student receiving a parking permit. The following is a list of activities that will be included in random drug testing: volleyball, football, spirit squad, boys' and girls' basketball, scholastic bowl, band and chorus (when participating in State or conference competition), student council, baseball, softball, boys and girls track, boys and girls bowling and any school sponsored club.

INSURANCE

All students will be covered, while they participate in a school-sponsored activity, by a student policy paid for by South Beloit School District 320. The cover-age for medical bills incurred from an accident in any school sponsored and supervised activity will be processed up to \$25,000 per claim on the excess basis. Parents of students must pick up insurance forms from the school office within 4 days of the injury. These forms should be returned within 10 days in order for the insurance company to process the claim.

STUDENT INSURANCE: FILING CLAIMS

The school district does provide student accident insurance. Any bills, claims or expenditures for accidents occurring at school are the responsibility of the parent. The school district does provide access to an accident insurance policy from an approved vendor. Check with the school office if you desire to consider the coverage. For all accidents occurring at school, the following steps must be taken:

1. Report the accident to the instructor in charge or to the school office immediately following it or as soon as possible.
2. The instructor and student must make a written report and turn it into the school office.
3. File the claim form as soon as possible. There is a time limit of 48 hours.
4. Claim forms are available from the office.
5. Follow verbal and written directions closely. It is your responsibility to see that your claim is filed properly and on time.
6. All claims must be sent to the insurance company by the parent or guardian.

PUNS (P)rioritization of U)rgency of N)eed for S)ervices)

Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

LOST & FOUND

The main office keeps lost and found items for a period of two weeks. Items not claimed are the property of the school. Students are encouraged to inform the main office concerning missing items. South Beloit High School is not responsible for returning any items that may be lost.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed. School closing or delayed starting time will be announced over radio stations WBEL 1380 AM, WGEZ 1490 AM and WZOK 97.5 FM, and on the district website. Reports will be between 6:30 and 7:30 AM except in an emergency situation. The South Beloit CUSD #320 uses School Messenger to send out mass communication to all parents, guardians, faculty and staff members by phone. School closings will also be posted on the school/district web page and SBHS Facebook page.

TELEPHONES

In case of an emergency, the office will deliver a telephone message. Students will not be called from class unless it is an emergency. Office phones are for school business use only.

NOTICE OF NONDISCRIMINATION

South Beloit High School and South Beloit Jr. High School assures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion or disability in accordance with Section 504 of the Rehabilitation Act of 1973, and Title IX of the Educational Amendments of 1972. Questions in reference to educational opportunities may be directed to Clint Czizek, Principal, South Beloit High School, 245 Prairie Hill Road, South Beloit, IL 61080, (815) 389-9004.

Title IX: Civil Rights

All curriculum courses and vocational education opportunities are offered with-out regard to race, color, national origin, sex or disability.

HOMELESS

The term "homeless children and youth" means:

Individuals who lack a fixed, regular, and adequate nighttime residence

Includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described in the first 3 bullet points

If you believe that you or someone you know may be homeless and therefore qualify for services based on the McKinney-Vento Homeless Act please contact:

South Beloit School District Homeless Liaison, Scott Fisher

sfisher@sb320.org / 815-389-3478

STUDENT RECORD RELEASE

Psychological evaluations, special education files and other information contained in student temporary records (or copies thereof), which may be of continued assistance to the student, may be transferred to the custody of the parent or student upon the graduation or permanent withdrawal of a disabled student. These records may be of some future usefulness to you or your child in some circumstances. They may possibly be helpful in obtaining some types of social security benefits or other benefits for the disabled from other agencies.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of 5 years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction. Copies of student records will cost \$5 per copy. Current seniors will not be charged for copies of student records.

STUDENT RECORDS

Student records will be classified as Student Permanent Record or Student Temporary Record. Student Permanent Records will contain the following: Basic identifying information, including students' and parents' names and addresses, birth date and place, and gender; Academic Transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations; Attendance Record; record of release of permanent record information. It may also consist of: honors and awards received; and information concerning participation in school-sponsored activities if there is a request by the individual student to have this information placed on their permanent record. Health records and accident reports will be kept in the nurse's office.

Student Temporary Records may include the following: Family background information; intelligence test scores, group and individual aptitude test scores; reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extra-curricular activities including any offices held in school sponsored clubs or organizations; honors and awards received; special education files including the report if the multi-disciplinary staffing on which placement was based, and all records and tape recordings relating to special education placement hearings and appeals; any verified reports or information from non-educational persons, agencies or organizations; other verified information of clear relevance to the education of the student; and record of release of temporary record information.

INSPECTION & ACCESS

A parent or any person legally designated as representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his/her school permanent record. A request to inspect or copy will be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request by the official records custodian. Cost of copying will be 35 cents per copy sheet.

CHALLENGE PROCEDURES

Parents shall have the right to challenge any entry exclusive of grades in the student records on the basis of:

1. Accuracy; 2. Relevance, and/or; 3. Propriety

The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. If the challenge is not resolved by an informal conference, formal procedures shall be initiated as prescribed by law.

Parents/students have the right to inspect and copy:

1. The student permanent record
2. The student temporary record
3. Any student record proposed to be destroyed or deleted from the student records.

Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other permanent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures.

Upon receipt of such documents, the Superintendent of Educational Services Region shall examine the documents and record, make findings and issue a decision to the parents and the school within 20 days of the receipt of the appeal documents.

Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

Parents have the right to control the release of student records. The release of records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release and the specific records to be released.

ADMINISTERING MEDICATION TO STUDENTS

Parent(s) or guardian(s) have the primary responsibility for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and wellbeing of the student. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parent(s) or guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication, or they may make arrangements to come to school to administer medication during the school day.

ADMINISTRATIVE PROCEDURES

1. Dispensing Medication

All medications dispensed in the schools shall be prescribed by an Illinois or Wisconsin licensed prescriber. Students who require medication during the school day may bring the medication to school if they follow these guide-lines:

- a. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include the information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
- b. Medication must be brought to the school in the original package or appropriately labeled container.

i. Prescription Drugs Shall Display:

Student's Name

Prescription Number

Medication Name and Dosage

Administration Route and/or Other Direction

Date and Refill

Licensed Prescriber's Name

Pharmacy Name, Address and Phone Number

Name or Initials of Pharmacist

- ii. Non-Prescription drugs shall be brought to school and stored with the manufacturers original label indicating the ingredients and the student's name affixed to the container.
- c. The Parent(s) or Guardian(s) will be responsible at the end of the treatment regime

for removing from the school any unused medication that was prescribed for their child. If the Parent(s) or Guardian(s) do not pick up the medication by the end of the school year, the Certified Nurse will discard the medication in the presence of a witness.

2. Student Medical Authorization

No school personnel shall administer to any student, or shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student's Parent(s) or Guardian(s) and physician and shall be on file at the school building, which the child attends. This form shall be filed prior to dispensation of any medication to a student and the Form shall specify the times at which the medication must be dispensed and the appropriate dosage.

3. Administration by School Personnel

- a. All student medication shall be left with the school nurse during the day. If there is no school nurse in the building, then the medication shall be left with the person designated by the Building Principal.
- b. Medications must be stored in a separate, locked drawer or cabinet.
- c. The program for administering medications must include the following:
 - i. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record.
 - ii. The certified school nurse may, in conjunction with a licensed prescriber and Parent(s) or Guardian(s), identify circumstances in which a student may self-administer medication.
 - iii. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently, as determined by the certified school nurse.
 - iv. A procedure shall be established for written feedback to the licensed prescriber and the Parent(s) or Guardian(s) as requested by the licensed prescriber.

4. Administration by Student

- a. A student may self-administer medication with parental consent and the school Medication Authorization Form on file in the school. The medication shall be administered for the student.

- b. A record shall be kept of all medication stored, specifying the name of the student and name of medication, the time of use and dosage.

5. Administration by Parent

Parent(s) or Guardian(s) may make arrangements to come to the school to administer medication to their children. The School Medication Authorization Form must be on file.

STUDENTS WITH INFECTIOUS DISEASES

Policies of the Board of Education specify actions the district must take when staff or students are subject to contagious infectious diseases. However, the district is empowered to protect the health of the general student population.

CHILD ABUSE

According to Illinois law, a District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. In such a situation, the employee shall notify the Superintendent that a report has been made.

PESTICIDE TREATMENTS

Non-chemical and approved non-toxic baits and sprays will be used in the school buildings on a regular basis throughout the school year. A list of spraying dates is included with registration materials and can be obtained at any school building.

ASBESTOS

The South Beloit C.U.S.D. #320 School District had initial building inspections for asbestos in 1988, performed by C. W. Bradley, architects. Since that time, the management of the asbestos is continually monitored and in many cases has been removed or encapsulated. Ideal Environmental Engineering, Inc., from Bloomington, IL, currently monitors this management plan. These management plans are available for public review at any time by contacting the District office and making an appointment to review them.

FERPA

South Beloit C.U.S.D. #320 practices FERPA guidelines to protect your child's educational record. FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. For more information refer to <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

MEDICAID

Implications of Revised Parental Consent Rule

This document summarizes information published in the Federal Register on February 13, 2013. The actual document can be found at:

www.gpo.gov/fdsys/pkg/FR-2013-02-14/pdf/2013-03443.pdf

Parental consent now consists of two processes:

- Annual notification
- One-Time-Consent

Each process is described below along with sample documents.

The revised rule continues to ONLY require consent when seeking reimbursement for “services provided under the IDEA”. Evaluative services that assist to identify students with learning issues are not subject to this rule.

The revised consent rule is effective March 18, 2013. Please note that Parental Consent is a Department of Education rule, NOT a Medicaid rule. Per Illinois Medicaid: “We have always stated that enrolling the child in Medicaid is providing consent to bill for medically appropriate services provided by an enrolled provider”.

ANNUAL NOTIFICATION

The notification process requires the “public entity” to inform the parent/guardian, on an annual basis, that it intends to access Medicaid benefits to help offset the cost of services described in the student’s IEP. This notification must include:

- The personally identifiable data to be released to Medicaid
- A statement indicating consent can be withdrawn at any time
- Affirmation that, regardless of the consent decision, services must be provided at no cost

Although it is not part of the revised rule, we recommend the notification also describe the impact of school-based claiming on the family’s access to future Medicaid benefits. This may help eliminate some of the denials.

Since this is an annual process we recommend adding the notice to your student handbook. If a handbook is not published, or if you do not wish to use the handbook for this purpose, notices can be provided at annual/tri-annual review meetings or via a yearly mailing/emailing. If using mail or email, only the parents/guardians of current special education students need to be notified.

A sample annual notification document can be found in Appendix A.

ONE-TIME-CONSENT

This process requires the “public entity” to obtain WRITTEN consent once during the student’s duration in special education. Written consent is not transferable. If a student moves, the new district must obtain written consent at the student’s first IEP

meeting. If a student leaves and then returns, the consent obtained during the student's prior enrollment is sufficient.

Consent requires the parent/guardian to receive the same information as in the annual notice. In addition, the consent form must document the parent/guardian name, signature and date. Electronic consent is acceptable provided the consent email is printed and maintained in the student's file.

If your staff have been obtaining consent in accordance with the existing rule, it is NOT NECESSARY to obtain written consent, for the current special education students, using the new consent form. ("...public agency is not required to obtain a new parental consent if a public agency has on file a parental consent that meets the requirements of the prior... CFR"). Your staff can immediately end the process of obtaining consent for this population.

If your staff have not been obtaining consent in accordance with the existing consent rule, you must have your staff present the new consent form at upcoming annual/tri-annual review meetings until all current special education students are addressed. This could also be achieved via a mass mailing but follow-ups would have to occur to make sure completed forms are returned.

Regardless of how consent is being obtained today, you also must....

- Implement a new consent form (a sample can be found in Appendix B) to be presented at the student's first IEP meeting. If your organization uses a web-based IEP toolset, contact the vendor to see if they can modify their toolset to automatically print a consent form with the student's first IEP. We recommend that consent be presented to ALL special education students, regardless of their current Medicaid status.
- Make sure the signed, consent form is maintained in the student's file
- Provide your Medicaid billing vendor the student's name and birth date when consent is denied or withdrawn.

We strongly recommend implementing the new consent form as soon as possible.

MEDICAID DATA RELEASE - SPECIAL EDUCATION STUDENTS ONLY

If your child receives special education services and is also Medicaid eligible District 320 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the Director of Special Education at the Winnebago County Special Education Cooperative, 11971 Wagon Wheel Road, Rockton, Illinois 61072. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

1. decrease lifetime coverage or any other public insurance benefit,
2. result in the family paying for services that would otherwise be covered by Medicaid,
3. increase your premiums or lead to discontinuation of benefits or insurance, or
4. result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

DAYTIME CURFEW

During the hours schools in the City of South Beloit are in session, it shall be unlawful for any person under the age of 17 to loiter at any public assembly, building, place, street or highway, unless accompanied and supervised by a parent, legal guardian, or other responsible adult approved by a parent or legal guardian unless engaged in a business or occupation. (Ord. No. 1686, 1, 11-1-04)

CONCLUSION

This handbook may not answer all of your questions and may not solve all of your problems. It is intended to serve as a guide. If you need help in answering specific questions, please ask your teacher, counselor, the office staff, or administration. The administration shall hold discretionary power to interpret any/all portions of the student handbook. In matters of discipline, they reserve the right to judge each case individually. The consequences of the violation will be determined by the seriousness of the violation.

GLOSSARY

Computer Vandalism - Deliberate destruction, harm, or unauthorized access to district computer software, stored data or hardware. Examples include, installation of a computer “virus”, unauthorized modification of software, changing districts stored information or Web sites, deliberate damage of hardware.

Controlled Substance - A drug or substance as defined by the Illinois Controlled Substance Act.

Discriminatory Conduct - Using words, pictures, objects, gestures, or other actions demeaning to any religious, handicapped, ethnic, sexual orientation, gender identity or racial individual or group.

Distribution - Actual, constructive, or attempted transfer of possession of an object or substance.

Drugs/Alcohol - Selling, giving, possessing, having under one’s control, or using any controlled substance or alcoholic beverage; possession or control means on one’s person or in a locker, car, desk, or hidden in any location on or next to school property. Also includes any transfer of a prescription drug and using or having under one’s control any related paraphernalia in the sale or use of drugs.

Drug, Look-Alike - Distribution of any substance represented to be a drug or alcohol.

Drug, Other - Use of inhalants, designer drugs, improper use of medication and other substances used to produce intoxication or altered consciousness.

Explosives - Substances that burst forth, usually with a great deal of noise, such as fireworks, firecrackers, cherry bombs, etc. No one will possess, handle, transmit, conceal, nor use any explosive device or substance that can be used as an explosive.

Fire Alarms - Unless an emergency exists, a student will not willfully sound a fire alarm or cause a fire alarm to be sounded. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Includes misuse of fire extinguishers or AED machines on school property/school bus.

Forgery - Signing the name of another person, changing grades, dates, times, changing pass locations, altering school records or permits without authorization.

Gambling - Playing any game of skill or chance for money or anything of value.

Gang Related Behavior - Participation in any activity that serves to advertise or promote gang activity, including the wearing and displaying of jewelry, clothing, signs, or other indicia of a gang.

Group Violence - More than one student on a side engaging in physical contact to inflict harm or inciting others to do so. Additional persons entering into an initial fight not to restrain or separate but to actively participate in the physical aggression.

Harassment/Hazing - To repeatedly annoy, impede or otherwise negatively interfere with another person’s life. Examples include derogatory slurs based on race, gender, disability; ancestry or other group or individual characteristics. Also included is the wearing of possession

of items depicting or implying hatred of or prejudice toward identified groups.

Horseplay - Behavior that is playful, rough, or exuberant that could lead to harm. Running, joking, wrestling, tripping, slapping, etc...

Inappropriate Physical Contact/Display of Affection - Inappropriate public display of physical contact or a sexual nature with another. Includes behavior such as kissing, fondling, long embracing, etc. Disrupting school or causing embarrassment or physical or emotional harm to another through horseplay, play fighting, or inappropriate touching.

Indecent Gesture - Making gestures which convey a grossly offensive, obscene or sexually suggestive message.

Obscenity/Profanity/Offensive Communication - Language, conduct or behavior offensive to accepted standards of decency and modesty. Such behavior directed to an individual is Abusive Behavior.

Offensive Materials - Displaying or distributing materials that are patently offensive sexually, racially, or religiously. Material promoting harmful effects. E.g. Drug lab instructions, weapons of bomb building instructions or distributions of other instructions for illegal or harmful activities.

Out of School Suspension - A student may not attend school or school-sponsored activities for a period of up to ten days and is not permitted to ride a school bus during this time.

Persistent - Any ongoing disruption of the environment and/or teaching process after the implementation of a variety of interventions.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature. May include, but is not limited to: subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against another's body. Consensual sexual activities at school or school related activities.

Sexual Misconduct - Using words, pictures, objects, touching, gestures, or other actions relating to a sexual, suggestive, or obscene message or a person's gender, that may have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities.

Terrorist Threat - To threaten, promise or imply to physically harm groups of people at a point in the future. Such threats may be in writing, by electronic media or by direct communication (e.g. "Hit lists", bomb threats or other forms of threatened violence upon groups.)

Theft, Level 3 - Any theft involving a monetary value of \$250 or more.

Weapon - A weapon is any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm. Weapons include, but are not limited to, any type of knife, any type of firearm, any type of imitation or look-alike firearms, BB guns, chains, razors, clubs, mace or other chemical or gas, etc.

APPENDIX A - ANNUAL NOTIFICATION

(Red text is taken directly from the CFR and should not be deleted or dramatically changed) Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, District 320 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to Mr. Scott Fisher, 850 Hayes Ave., South Beloit, IL 61080

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

1. Decrease lifetime coverage or any other public insurance benefit,
2. Result in the family paying for services that would otherwise be covered by Medicaid,
3. Increase your premiums or lead to discontinuation of benefits or insurance, or
4. Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

APPENDIX B - ONE-TIME-CONSENT

(Red text is taken directly from the CFR and should not be deleted or dramatically changed) Medicaid Data Release Consent

This notification is provided to the parents/guardians of all special education students. We do so to avoid having to ask about family finances and insurance decisions.

If your child receives special education services and is also Medicaid eligible, District 123 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires your written consent to release these data to Medicaid.

Only data for Medicaid eligible students will be released.

You can deny the district the right to release this data now or at any time in the future.

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

When considering your decision, please note that this program has no impact on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

1. Decrease lifetime coverage or any other public insurance benefit,
2. Result in the family paying for services that would otherwise be covered by Medicaid,
3. Increase your premiums or lead to discontinuation of benefits or insurance, or
4. Result in the loss of eligibility for home and community-based waivers.

Your consent allows us to recover a portion of the costs associated with providing health services to your child.

- ☐ I approve of District 320 releasing data to Medicaid
- ☐ I do not approve of District 320 releasing data to Medicaid

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Consent Date: _____

APPENDIX C- TARDY POLICY