

This handbook reflects only a summary of board policies governing Grant Community High school. Policies are available in the District Office and online at [www.grantbulldogs.org](http://www.grantbulldogs.org). Please be aware this handbook may be amended during the school year without notice.

## ACADEMIC GUIDELINES

### GRADUATION REQUIREMENTS

Students must take the state administered SAT and successfully complete a minimum of 22 credits including:

- English – 4 credits (8 semesters) – All English department courses receiving English credit are writing intensive courses.
- Mathematics – 3 credits (6 semesters) – Algebra and Geometry are required.
- Science – 2 credits (4 semesters)
- Social Studies – 2.5 credits (5 semesters)
  - World History – 1 credit (2 semesters)
  - U.S. History – 1 credit (2 semesters)
  - Government/Civics - .5 credit (1 semester)
- Physical Education – 3.5 credits (7 semesters)
- Health - .5 credit (1 semester)
- Driver Education – classroom phase (must pass minimum of 8 classes in the preceding 2 semesters)
- Computer Applications/Consumer Education (ComCon) - .5 credits (1 semester)
- Required electives – Minimum of 1 credit (2 semesters) from any of the following areas: art, music, foreign language, business, technology education

### GRADE LEVEL CLASSIFICATION

Students will be classified according to attendance credits. An attendance credit will be awarded for each completed semester as a full-time high school student, not including summer school attendance and courses.

Freshman: 0 – 1 attendance credits; Sophomores: 2 – 3 attendance credits

Juniors: 4 – 5 attendance credits; Seniors: 6 or more attendance credits and seniors must take the state administration of the SAT.

### COURSE REGISTRATION/COURSE CHANGES

Pre-registration meetings will take place during the year. Counselors meet with students individually, and in groups, to discuss and select courses. Selections will be mailed home for parent approval. Any additional adjustments to course lists (drops, and additions) must be completed by the end of March for the upcoming school year. Following that date, changes will be considered only for the following reasons: graduation requirements, college entrance requirements, student ability, if deemed necessary and clerical errors.

### COURSE AUDIT

Depending upon availability of classroom space, students may request to audit a course for review purposes only. The student must have received a “C” or “D” in the first semester and failed the second semester of a year-long class, or received a “D” in the prerequisite of a year-long course. A maximum of one audit will be allowed annually, and unsatisfactory work may result in removal from the course. If a student completes the audit course, he/she will be given a grade for that course; however, no credit is administered and the grade does not factor into the grade point average.

### CORRESPONDENCE COURSES

Students may enroll in a maximum of two (2) correspondence courses or two (2) credits. The courses must have prior approval by the Assistant Principal. The deadline for seniors to submit official transcripts for any correspondence course/s is two weeks prior to graduation.

### TRANSCRIPTS

Transcript request forms are available in the Student Services Office and on the school website. Please allow two business days to process. Grant Community High School cannot send ACT scores to colleges, students must request ACT scores be sent directly from ACT at [www.actstudent.org](http://www.actstudent.org).

### GRADES AND REPORTING

Student grades are reported on a semester basis only. Each semester is comprised of three progress reporting periods, approximately 4 ½ weeks each. Grades of “I” (incomplete) will be given for extenuating circumstances only. The following represents an explanation of the grades presented on report cards:

- A** *A superior grade for outstanding performance*
- B** *An excellent grade for above average performance*
- C** *An average grade for satisfactory performance*
- D** *A passing grade for below average performance*
- F** *A failing grade*
- I** *Required work is incomplete. Students have **ten days** to complete work before grade reverts to “F”*
- W** *Withdraw from class*
- WF** *Withdraw from class failing*
- +** *Following a letter grade indicates slightly higher grade*
- *Following a letter grade indicates slightly lower grade*

Grades for students taking honors and advanced placement courses are computed using the Academic Program Index (A.P.I.) formula. A student may transfer a weighted grade to GCHS providing a similar weighted course is offered in our curriculum.

Regular Courses:    A = 4.0        B = 3.0        C = 2.0        D = 1.0        F = 0

Honors Courses:    A = 5.04       B = 4.03       C = 3.02       D = 1.0        F = 0

AP Courses:        A = 6.08        B = 5.06       C = 4.04       D = 2.0        F = 0

Physical education and driver education are not given grade points.

Honors points are earned for the following courses:

Honors Algebra I	Honors French V
Honors Algebra II	Honors Geometry
Honors Band	Honors Government
Honors Biology	Honors Human Anatomy and Physiology
Honors Chemistry	Honors Physics
Honors Choir	Honors Pre-calculus
Honors Earth Science	Honors Spanish II
Honors Economics	Honors Spanish III
Honors English 9	Honors Spanish IV
Honors English 10	Honors Spanish V
Honors English 11	Honors U.S. History
Honors English 12	Honors World History
Honors French IV	

Advanced Placement points are earned for the following courses:

AP Biology	AP Psychology
AP Calculus AB	AP Physics
AP Calculus BC	AP Spanish IV
Calculus III	AP Statistics
AP Chemistry	AP Studio Art
AP Government & Politics	AP U.S. History
AP Language & Composition	AP World History
AP Literature	

## **SEMESTER ACADEMIC RECOGNITION**

Student recognition for Honor Roll is announced each semester. Calculation for this honor is based upon weighted semester grades. The criteria for this honor is:

Honor Roll: Students who have earned a minimum of 3.75 for that grading period.

## **GRADUATION ACADEMIC RECOGNITION FOR GRADUATING CLASSES OF 2019, 2020, AND 2021**

To compute a student's class rank, grade points are assigned on a 4-point system. Physical education and driver education are not given grade points or averaged for class rank.

The basic component in computing a student's rank in class is grade point average, which is an average of a student's performance in all completed course work with the exception of physical education and driver education.

## **GRADUATION ACADEMIC RECOGNITION BEGINNING WITH GRADUATING CLASS 2022**

Graduation Academic Recognition of students is calculated after seven semesters. Calculation of these honors are based on cumulative grade point average of weighted grades in all credit bearing classes. Physical education and driver education are not given grade points.

4.75 and above                      Summa Cum Laude

4.25 – 4.749                        Magna Cum Laude

3.75 – 4.249\*                        Cum Laude

## **Driver EDUCATION – CLASSROOM PHASE - (GRADUATION REQUIREMENT)**

Students will be assigned classroom Driver Education providing (according to Illinois state law) they have passed a minimum of eight courses the previous two semesters. Driver education is also available in summer school. The Driver Education fee is \$250 payable to Grant Community High School and permit fee of \$20 payable to the Secretary of State when student visits the local DMV to obtain a driver's permit. Students must pass both Driver Education classroom and the State Permit Test to receive a permit.

## **SUMMER SCHOOL**

Students have an opportunity to recover or earn selected academic credits by attending summer school. Summer school information will be available on the school's website as well as in the Main Office during the month of January. Summer school enrollment is fulfilled on a first come first served basis. Space is limited.

## **ACADEMIC SCHOOL WORK POLICY**

In order to be eligible to participate in a school sponsored extra-curricular or co-curricular activity, a student must satisfy the academic requirement for eligibility as established by the Illinois High School Association of passing a minimum of 25 credit hours of high school work. Furthermore, the IHSA requires that students need to have passed five (5) classes the previous semester to be eligible. The Athletic Director and sponsors will monitor students' academic progress. Students who fail to meet the eligibility requirement will be notified by the Athletic Director or sponsor and shall be suspended from participation until the academic requirement is satisfactorily met.

## **STUDENT SCHOOL WORK POLICY**

### **Absent Work**

1. Excused or unexcused student absences will be treated the same.
2. If a student is absent on the day an assignment is due, the student is expected to submit the assignment the day he/she returns.

3. At a minimum, students will receive the number of days absent plus one (1) additional day to submit assignments. For example, a student is absent on Monday and Tuesday returning on Wednesday. The student will be allowed to submit the assignment by the following Tuesday.
4. If a student fails to meet the deadline in #3, then the "Late Work" policy listed below goes into effect.

#### Late Work

1. Students have a minimum of five (5) school days or until the end of a unit to submit an assignment, whichever comes first.
2. After an assignment is graded, the teacher may deduct a maximum of 25% from the earned assignment grade.
3. A "zero" will not be administered unless the student refuses to submit the assignment.

#### Extra Credit

Extra credit is not to be used in the computation of grades.

#### **ACADEMIC DISHONESTY POLICY**

Academic dishonesty refers to cheating, copying, plagiarizing, or representing the work of others as one's own through verbal, written, graphic, electronic or other means. Forms of academic dishonesty and plagiarism include, but are not limited to, the following:

- Looking at other student's answers, using a "cheat sheet" during a test, or providing other students the means to copy answers
- Downloading material verbatim from an online source and representing it as one's own without citing sources or crediting the author
- Copying in any form another person's computer program, program translation or software file and representing it as one's own
- Submitting work received through the purchase or transfer as one's own
- Copying text in any form from a source, without proper citation, and submitting as one's own
- Altering by any means, or attempting to alter, course grades, test grades, rank in class, grade point averages, credits earned, or other confidential information about oneself or others
- Acquiring and/or distributing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, or other means for the purpose of giving unfair advantage to oneself or others

Students determined to have violated the policy are subject to academic action by the individual teacher. All cases of academic dishonesty and plagiarism may be reported to the Principal and students may be given a zero on the assignment, quiz or test. Depending on the severity and number of offenses, the impact on other students and teachers, and/or the curriculum, students may lose credit for a project, lose class or course credit, be suspended pending a disciplinary hearing with the principal, or be recommended for expulsion.

## ATTENDANCE POLICIES AND PROCEDURES

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. According to state law, students who miss 5% or more of the prior 180 regular school days without a valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants may be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district may take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

#### **Excused and Unexcused Absences**

The Bulldog Way states that the Grant Community's mission is to build a positive school culture that strives for excellence, values diversity, and celebrates success for all. One way the Grant Community expects students to contribute to this mission is by arriving to class on time, every period, and every day.

#### Excused Absences

In order to have an absence excused, a parent or guardian must verify the absence within 24 hours. Excessive absences will require a doctor's note or the absence may be considered unexcused according to state law. After three consecutive days of absence, the school may require parents or guardians to present medical verification of any physical or emotional conditions causing a student's absence.

The following are reasons for excused absences/tardiness: • Personal illness • Court appearance • Death in the family (please call the Counselor's Office) • School-sponsored field trip or activity • Unavoidable medical appointments • A parent/guardian request for pre-arranged absence (see Pre-Arranged Absences) • Religious Holidays

#### Unexcused Absences (Homework/Classwork)

Any absence that is not verified through the attendance office. Grant Community High School will monitor and work with parents regarding any attendance problems or issues and work to resolve them.

1. First Unexcused Absence: Attendance Office will record in Skyward, a Dean conference with the student, assign appropriate school discipline, and notify parents
2. Second Unexcused Absence: Attendance Office will record in Skyward, a Dean conference with the student, assign appropriate school discipline, and notify parents

3. Third Unexcused Absence: Attendance Office will record in Skyward, a Dean conference with the student, assign appropriate school discipline, notify parents, and social probation
4. Subsequent Unexcused Absences resulting in a 5% truancy rate: Attendance Office will record in Skyward, a Dean conference with the student, a behavioral contract, notify parents, and possible referral to Lake County Truancy Officer.

### REPORTING AN ABSENCE

Parents/guardians must contact the Attendance Office at **847-587-2266** before 8:00 a.m. each day their child is absent from school. If there is a prolonged illness, one phone call with specific details will be sufficient. Any absence not verified within 24 hours may be considered unexcused. The following information must be provided to the attendance office: parent/guardian name, student name, date of absence, reason for absence.

### OFF CAMPUS RELEASE/PRE-ARRANGED ABSENCE

Parents requesting early release of their student during the school day must first contact the Attendance Office to verify his/her departure. The student is responsible for informing teachers and securing assignments prior to the absence. Unless the student drives to and from school, the parent is expected to enter the Attendance Office for verification of release at the time of pickup. Examples of pre-arranged absences include but are not limited to: medical and dental appointments, court appearances, family vacation, and college visitation (with counselor approval).

### VACATION REQUESTS/EXTENDED ABSENCE

1. Vacations during the school year are to be avoided when possible and are taken at the risk of losing academic credit.
2. Parent must contact the student's counselor to make a request. Student must pick up a Planned Absence Form in Student Services, obtain necessary signatures and return the form to their counselor. No requests will be granted during semester exams.
3. It is the student's responsibility to make arrangements with the teacher for making up work missed. If an extended absence results in an "incomplete" at the grading period, the work must be completed within ten days after the return to school. In cases of emergency, the time will be extended with arrangements by the teacher, Department Chair, and student/parents.

### TARDIES/LATE ARRIVALS

The Bulldog Way states that the Grant Community's mission is to build a positive school culture that strives for excellence, values diversity, and celebrates success for all. One way the Grant community expects students to contribute to this mission is by arriving to class on time, every period, and every day.

#### First Period Tardies

All students more than ten minutes tardy to their first period class must report to the Attendance Office to sign in and get a pass. Students less than ten minutes late must report to their first period class.

#### Tardies to Class during the School Day

A student entering a class with a valid pass will not be counted as tardy. Students without a pass will be marked as tardy and remain in class. At the start of each semester, Tier One tardy interventions will be handled as follows:

1. First Tardy: Classroom teacher will record in Skyward/P4R and conference with the student
2. Second Tardy: Classroom teacher will record in Skyward/P4R and assign a 30-minute detention
3. Third Tardy: Classroom teacher will record, assign a 50-minute detention, and notify parent/guardian
4. Subsequent Tardies: Student will be referred to the Dean's Office

Students who report to class more than 5 minutes late should be referred to the Dean's Office.

#### Whole School Tardy Policy

The Dean's office will monitor student's tardies and the following interventions will be provided if students do not respond to classroom interventions. Interventions may include but are not limited to the following:

1. Tier One Interventions- handled by classroom teacher
2. Tier Two Interventions- (4-6 Tardies) conference with dean's, detention, and education on the importance of arriving to class on time.
3. Tier Three Interventions- (7-10 Tardies)- Tier two interventions, loss of privileges, and behavioral contract.
4. Tier Four Interventions- (11+ Tardies)- Tier Three Interventions, mentoring, social probation, and escorts.

### COLLEGE VISIT

Juniors and seniors are allowed to a limited number of pre-scheduled college visits. Students must pick up a College Visit Form in Student Services, obtain necessary signatures and return the form to their counselor. Parents must verify all visits by calling the student's counselor.

### FINAL EXAM POLICY

Final examinations are an important assessment of a student's progress/achievement within a particular course. The dates scheduled for final exams are part of the school calendar and are considered regular school days of attendance.

Due to unusual circumstances, a student may need to request a change of date for taking final examinations. **Taking exams early is not an option.** All make-up exams must be taken after the original exam date. With delay, a grade of Incomplete for the course may result. Special arrangements to make up the final must be made with their counselor and the proper forms must be filled out and signed by your teacher.

### EMERGENCY CLOSING/LATE START

Grant utilizes the Skylert system as a tool to communicate school delays or cancellations and/or text message due to inclement weather or emergencies. Via an automated dialing system, parents and guardians of our students will receive a telephone call or e-mail message with notification of a delayed start or closure. For this reason, it is imperative that demographic information is current. Also, information will be released to:

Grant Website: [www.grantbulldogs.org](http://www.grantbulldogs.org)

Website: [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)

Radio: WKRS - 1220; WGN - 720; WMAQ - 670; WBBM - 780/96.3 FM; WLS - 890 /94.7 FM

TV: WMAQ; WGN; FOX; CLTV

# ENROLLMENT INFORMATION

## ENROLLMENT REQUIREMENTS

The Illinois School Code requires all students entering ninth grade or transferring from another school to present a certified birth certificate (with seal), physical examination within one year prior to enrollment date, and immunization record signed by a licensed physician. The diabetes screening and health history must be completed and signed by both parent and physician. Failure to present the physical examination and immunization record at the time of enrollment will require school to deny admission to the student. All physical examinations must be on file in the Health office.

## RESIDENCY REQUIREMENTS

Only those children under age 21 who have completed eighth grade and who reside with their parents or legally-appointed guardians within the district's boundaries are entitled to enroll. Proof of residence will be required annually for all students during registration. Any child not meeting the above requirements must receive special permission to attend and will be subject to out-of-district tuition fees. Any child not living with or supported by his or her natural or adopted parents in the district must present proof of residence, i.e. property tax bill with legal guardian name, rental agreement with legal guardian name, and legal guardianship papers from a court of law before enrolling. Students reaching the age of 18 may request in writing to the Principal that school communications be sent to them personally. If a student remains a dependent of his/her parent or guardian, all school communications will continue to be sent to all parties.

## WITHDRAWAL

Illinois law requires that students attend school until they are seventeen years of age. Before leaving school at any age, a student must bring a written statement from his/her parents. A withdrawal procedure must be completed to make certain that all obligations are met. Students 17 years and older may be dropped from school for 10 or more consecutive days of non-attendance.

## FEEES

Students are required to pay a school fee each year. The fee must be paid in order to receive a student's class schedule. Payments can be made on the District website at [www.grantbulldogs.org](http://www.grantbulldogs.org) or through the Main Office. Students enrolled in District 124 but attending special programs outside of the district are required to pay set fees. The breakdown of fees is:

### Registration Fee (textbooks, consumables, misc. fees)

Grade 12 -	\$150 (includes graduation fee)
Grades 10, 11 -	\$125
Grade 9 -	\$145 (includes P.E. uniform and P.E. lock)

### Optional Fees

Yearbook** -	\$50
Driver Education -	\$250 (additional fee for driving permit)
Parking Permit -	\$100
P. E. Uniform -	shirt \$11, shorts \$9
P.E. Lock -	\$10
Summer School -	\$130 (Driver Education = \$250)
Athletic participation fee -	\$100 per athlete per sport \$200 family maximum per year

\*\*Yearbooks are distributed at the end of the school year

## REFUND SCHEDULE

If a student transfers to another school or withdraws, the student is entitled, under certain conditions, to a partial refund of fees. The refund formula is as follows: if a student withdraws and has attended between one (1) and forty-five (45) days, the refund is 70% of the fees. If a student has attended between forty-six (46) and ninety (90) days, 50% of the fees are refunded. If the student withdraws after ninety (90) days, there is no refund.

## SCHOOL SERVICES

### ACTIVITY BUS (LATE BUS)

The Activity Bus is the 4:10 p.m. bus that runs Monday thru Thursday for all students who need to stay after school. It consists of four (4) buses, North, South, East, and Central. All students who ride the Activity Bus must have an ID to ride. The routes are located in the Main Office. This is a regional run, and does not consist of all stops that may be on the regular routes. The buses leave promptly at 4:10 p.m.

### BACK TO SCHOOL NIGHTS FOR PARENTS

This event held in August provides an evening for parents to visit the school, view the facilities, meet with the faculty and staff, and follow their student's schedule.

### BOOKSTORE HOURS: MONDAY – FRIDAY 7:15 a.m. – 3:15 p.m.

The Bookstore carries a variety of school supplies such as pencils, pens, folders, binders, and poster board. Also available are PE uniforms and locks, along with a variety of spirit wear.

### CAFETERIA

Breakfast is served daily from 7:00 a.m. – 7:40 a.m. Lunch is served from 10:55 a.m. to 1:20 p.m. during periods 5, 6, 7, 8 and 9. Hot lunch is available daily which includes fruit, vegetables and milk. Deli sandwiches, specialty salads, and other options are available daily. A monthly menu is posted on the District website, and the daily menu is posted in the announcements each day. The cafeteria has a computerized debit system that allows parents to prepay for school food services. Payments can be made anytime on the District website, Family Access, or payments are accepted at the cafeteria office daily before 10:00 a.m. Students will be required to present their student I.D. number at the point of sale to access their prepaid meal account. No credit (negative balance) will be extended. Students without a balance must pay cash until their account has a payment applied.

## COLLEGE AND CAREER REPRESENTATIVES

College and career representatives are invited to the campus to meet with interested students throughout the year. Information is posted in the Student Services Office, Naviance, and the daily announcements.

## COUNSELING SERVICES

Counseling is provided in the following areas: academic, social, personal, and career. If the problem or question is not within the scope of the educational setting, a list of outside agencies will be provided. Counseling time is available during study halls and lunch periods. Class time is used only when absolutely necessary. The department maintains reference materials for students, teachers, and parents relating to careers, employment, college, scholarships, testing, vocational schools, and self-help. Counseling services are available on an individual or group basis. To make an appointment with a counselor, a student can sign up during a study hall or lunch. The student will receive a pass for the appointment. If a student does not have a study hall, he/she may sign the Counselor Contact Request sheet in the Student Services Office, use e-mail or the voice mail system to leave a message.

## CUSTODY ARRANGEMENTS

It is the responsibility of the custodial parent or legal guardian to provide the school with a copy of a divorce decree or Order of Protection papers which specifically state who may or may not pick up a child from the school building. It is imperative that this information is given to the Student Services Office at the beginning of each school year and/or immediately upon issuance of such legal documentation or change in documentation. We cannot legally deny a non-custodial parent of the right to pick up their child/children without these legal documents on file at school.

This confidential information is kept on file in the Student Services Office, and staff members who are directly involved in the child's education are notified.

## ELEVATOR

A key for the elevator is available for students on a daily basis if they are not physically able to use stairs. Inappropriate use of the elevators may result in disciplinary action. Lost elevator key will result in a \$10.00 charge.

## GENERAL OFFICE HOURS

The Main Office is open Monday through Friday from 7:00 a.m. until 4:10 p.m. during the school year and from 7:00 a.m. until 3:30 p.m. Monday through Thursday during the summer.

## GRADUATION CEREMONY

Participation in the graduation ceremony is voluntary. Students may be denied participation in the graduation ceremony if academic requirements are not met or if there are infractions of the Disciplinary Code.

## INTERNET

Access to the district's Internet must be for the purpose of education or research and be consistent with the educational objectives of District 124. Use of the district's Internet is a privilege and inappropriate use will result in a cancellation of that privilege. Students are responsible for their actions and activities involving the Internet. Every student and a parent/guardian must sign the Authorization for Internet Access form before being granted unsupervised access.

## LABS

Math & English Labs are available throughout the school day and before or after school (Monday through Friday).

## LIBRARY

The Library is open from 7:00 a.m. until 4:00 p.m. each school day. Students are obligated to pay for lost or damaged materials. Copy machines are available at a cost of \$.10 per page.

## NAVIANCE/FAMILY CONNECTION

Naviance is a web-based college and career readiness program.

How students can access Naviance from home:

1. Go to <https://connection.naviance.com/grantchs>
2. Username = Grant student email address
3. Password = Letter "g" + Grant ID number

Instructions on how to use Naviance are available on the Grant webpage under Student Services: Naviance.

## SKYWARD FAMILY ACCESS

Skyward Family Access is an easy to use, password protected system that allows students, parents and guardians to obtain student information from any computer with internet access. One login and password will access attendance, grades, schedule, assignments, report cards, account, emergency information, and lunch account information of a single student or multiple students within your family.

Family login and passwords are mailed annually with your student's registration materials. If needed, enrollment forms are also available in the Main Office or on the District website at [www.grantbulldogs.org](http://www.grantbulldogs.org).

The Family Access online link and user instructions can be found under the Parent Tab of our website. If you have any questions, please contact our technology department. 847-973-3426

## TRANSPORTATION

Bus transportation is provided in accordance with Illinois School Code. Bus schedules are provided for students at registration. Parents and students are reminded that the Discipline Code contained in this handbook will be enforced while students are waiting at the bus stop and while they are on the bus. All students must follow the District's Guideline for Student Transportation.

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline Code.
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus drivers or other supervisors' directives.
6. Such other behavior as school officials deem to threaten safe operation of the bus and/or its occupants.

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Student(s)/Parent(s) will be held responsible for damage to school property.

## **WORK PERMIT**

Work Permits will be issued within 2 school days only when the required information is presented to the Attendance Office. Students under 16 must present a statement from their employer stating the type of work and the hours for which they are being employed, a certified copy of their birth certificate, and written parental permission. Students must sign the application.

## **STUDENT BEHAVIOR**

Grant Community High School recognizes the importance of proactive, instructive, and restorative approaches to student behavior. Behavioral lessons are being implemented that teach students how to Keep It RED - respectful, engaged, and dependable. The lessons are intended to be preventative and proactive and focus on the explicit teaching and reinforcing of positive expectations.

The goals and objectives of the Student Behavior Policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

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

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

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

### **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes/vaping.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used, with headphones, during passing periods, during the student's lunch period, or during the student's study hall; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or damage school property.

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

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

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

### **DISCIPLINARY MEASURES**

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference with student's dean (designated by last name)
  - Mr. Anderson – A-Gq
  - Mr. Blanke – Gr-O
  - Mr. Kennedy – P-Z
3. Withholding of privileges. (ie. social events, parking, activities)
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Late Start Wednesday morning study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the building Principal or designee.
8. Community service with local public and non-profit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in

Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes", alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

### **WEAPONS**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1 et seq.), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

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

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

### **REQUIRED NOTICES**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **DELEGATION OF AUTHORITY**

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

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

## **STUDENT RECOGNITION**

### **BULLDOG PRIDE AWARD**

The "Bulldog Pride Award" is a monthly program promoting characteristics that are in line with our school's KEEP it R.E.D. matrix. Student recognition for their efforts may include a treat, letter to parents, student picture on website, and a pizza lunch! To be eligible to receive this award, students must exemplify the characteristics presented on the KEEP it R.E.D. matrix.

### **BULLDOG BUCK WINNERS (KEEPING IT RED)**

Students from each grade level will be acknowledged weekly for being Respectful, Engaged, or Dependable. Rewards include; food, gift certificates, event passes, and t-shirts. Quarterly prizes include; dance tickets, event tickets, reserved parking space, etc.

### **GPA RECOGNITION**

Students in grades 9, 10, and 11 who have earned a minimum of a 3.75 grade point average are honored in the spring with their parents.

### **HONORS NIGHT**

Honors Night is held in May to honor grade 12 students' accomplishments. Community, college and vocational scholarships, and special honors are presented to members of the senior class.

### **STUDENT OF THE MONTH**

A senior student is chosen each month to receive this honor. It is based upon the student's academic performance, participation in extracurricular and co-curricular activities, leadership, service to others, and student initiative. The Honor Flag is flown whenever individuals achieve this status, as approved by the administration.

## **STUDENT RESPONSIBILITIES AND PRIVILEGES**

There are certain tenets required of students attending Grant Community High School District 124 to assure that all students' rights are observed. Appropriate conduct is required of all students not only while on campus during the school day, but at the Technology Campus, the bus stop, all school sponsored events, and to and from school. Students on campus for extracurricular activities should report immediately to their activity and refrain from loitering on school grounds. Parents and students are reminded

that the Discipline Code in this handbook will be enforced at all times.

Each student has the responsibility to:

- observe the rights of others;
- respect the human dignity and worth of every individual;
- be informed of and adhere to the district's rules and regulations;
- recognize and respect individual and cultural differences;
- dress and appear in a manner that meets reasonable standards of health, cleanliness, safety and propriety;
- maintain the best possible level of academic achievement and daily attendance;
- refrain from libel, slanderous remarks and obscenity in verbal and written expression; including but not limited to gender, racist or ethnic slander;
- preserve school property and exercise care while using school facilities;
- do his/her own work and be accountable for that work; and
- follow established procedures during drills and emergency situations.

## AUTOMOBILES AND PARKING

1. Criteria for student parking permit eligibility includes:

- Student must be a senior with a minimum of fifteen (15) credits
    - Senior applications will be available in May and must be returned before the last day of school to ensure a parking pass.
  - Student must be a junior with a minimum of ten and one-half. (10.5) credits
    - Junior applications will be handed in the first week of school in August to be eligible for the student parking lottery. (If spaces are available)
  - Parking privileges may be restricted or revoked for a duration of time if student dean contacts exceed five or student causes a major disruption/safety concern on GCHS campus.
  - No outstanding financial school obligations.
2. All vehicles parking in the student lot must display a parking sticker in the lower passenger side of the front window. Parking stickers are non-transferable and non-refundable.
3. Only one sticker will be issued per student per year. The cost is \$100 per year (\$30 after third quarter).
4. A new sticker must be purchased each year; the color of the sticker will change annually.
5. A copy of the vehicle's registration and insurance card must be provided in order for a sticker to be issued.
6. If a registered vehicle will no longer be driven to school, a replacement sticker will be provided for the new vehicle at a cost of \$5 only if at least ¾ of original sticker, including the number, is returned. Full price will be charged if the first sticker is not returned.
7. Vehicles using the parking lot must park in their designated space.
8. Vehicles without a valid sticker properly displayed or parked illegally will be subject to a ticket(s) issued by the Fox Lake Police Department. Repeated violations may result in towing the vehicle.
9. Unauthorized use of car during school hours may result in revocation of parking permit privileges. Reckless, unlawful use of vehicle to and from school and on school grounds may result in revocation of driving privilege/permit.
10. School officials have the right to search cars in the student parking lot if reasonable suspicion exists.
11. Any student with excessive absences or tardies may result in revocation of parking sticker.

The school district is not responsible for theft, vandalism, or damage to student vehicles. The number of permits issued will depend on the number of parking spaces available. Emergency driving cases will be handled individually in the Deans' Office. There is no loitering in the school parking lot. Students must adhere to all state and village traffic ordinances and be in compliance with the Discipline Code as stated in this handbook. Students may not store items in their cars that are expressly prohibited in school such as alcohol, firearms, drug paraphernalia, and/or illegal or controlled substances.

## CELL PHONES AND OTHER ELECTRONIC DEVICES (WIRELESS DEVICES)

Students are extended the privilege of possessing wireless devices on school grounds. Wireless devices should be in silent mode during school hours. **Use of wireless devices in the classroom or in an area being used to conduct instruction is at the discretion of the teacher or staff member.** Use of such devices by students is not to be disruptive in any activity or event. All use must be respectful and not create a disturbance to the educational environment or impede the learning process.

### Cell Phones May Be Used:

- Before and after the school day
- During passing periods
- In cafeteria during assigned lunch period
- In study halls
- Headphones must be used with these devices. Volume levels must not interfere or disturb other students. The volume must be set at a level so other people can be heard.
- **Use of wireless devices in classrooms is at the sole discretion of the teacher or staff member.** The expectation is that the device is silent and out of sight unless use is expressly permitted by teacher or staff member. In the classroom, these devices are to be used for educational purposes only, including but not limited to the following: creating electronic documents, communicating and collaborating on educational tasks with students/teacher, connecting to appropriate online resources for research and learning; and processing information.

### Cell Phones May Not Be Used:

- When teacher prohibits use
- In areas where privacy is expected, including but not limited to, restrooms and locker rooms\*
- **For picture taking or video\* (unless authorized to be used by classroom teacher)**
- For academic dishonesty\*

- During school assemblies unless permitted by staff member
- In any school office areas unless permitted by staff member
- In areas where electronic device use is prohibited by law

Failure to follow these procedures will result in the following consequences:

- First offense: Student will receive a verbal warning.
- Second offense: Device will be confiscated. The device will be returned to the student the following day. Parent may pick up the device from school on the day device is confiscated.
- Third offense: Device will be confiscated. Parent will be contacted by the dean's office. Parent must pick up the device from school.
- Additional offenses: Device will be confiscated. Student will be subject to disciplinary consequences & student loses privilege of having wireless device at school; if there are repeat offenses the administration reserves the right to confiscate the wireless device until the end of the semester.

\*Failure to follow procedures regarding prohibition of picture taking and video, use of electronic device for academic dishonesty or use of wireless device in areas where privacy is expected, including but not limited to, restrooms and locker rooms:

- First offense: Up to one day (1) of in-school suspension and loss of wireless device privileges.
- Second offense: Up to two (2) days of in-school suspension and loss of wireless device privileges.
- Significant and/or repeated offenses: Up to five (5) days of in-school suspension and loss of wireless device privileges.

This may include taking/sending/receiving pictures and/or video of fights, explicit images or images which may be perceived as harmful, intimidating, threatening, or malicious.

Failure to follow procedures regarding prohibition of picture taking and video, or use of wireless device in areas where privacy is expected includes possible referral to local law enforcement agency.

Wireless devices may not be used to invade the privacy of, violate the rights of, or harass any student or staff member. Actions including, but not limited to, taking an individual's photo, video or audio without consent or storing and accessing personal or school related information without consent are prohibited and subject to disciplinary action and possible police involvement. Possessing, taking or disseminating lewd images on wireless devices may be a crime under Illinois and/or federal law.

The District assumes no responsibility for wireless devices brought to school. The District is not responsible for lost or stolen devices and will not reimburse students for such losses.

## DANCE POLICY

School dances are designed to provide a healthy, safe environment for students to socialize and enjoy being together. The Student Discipline Code will be in effect and enforced at all school dances. The following procedures have been established to allow the continuation of dances and to ensure the enjoyment and safety of all students at school dances:

- Dancing must be appropriate and in good taste. "Face to face and leave some space." Students who are acting or dancing inappropriately will be taken to a sponsor/administrator and may be removed from the dance.
- Inappropriately dressed students will not be admitted to school dances. Students admitted who later change to inappropriate clothing will be asked to leave the dance. (Please see Dress Code)
- Upon entry the student must show their current student identification card.
- For on campus dances, students are only admitted into the dance during the first hour and a half. For Prom, all students must utilize school-provided transportation.
- Students are required to leave coats, purses, bags etc. in the designated coat check area.
- Students are encouraged to refrain from bringing valuables to dances.
- If a student leaves during the dance, he/she will not be allowed to re-enter the dance.
- Regular high school behavior policies apply to all school dances.
- Students asked to leave dances must leave school property. When students are asked to leave, a reasonable attempt to notify their parents/guardians will be made, regardless of the hour.
- Any student on suspension may not participate in school dances (or other school activities).
- In order to be allowed to participate in Prom activities, on the day of Prom, students must be on record as being in school for a full day of attendance.
- All Student Responsibility Policies and School Discipline Policies related to tobacco, drugs, alcohol, etc. will be strictly enforced at all dances.

## DANCE VISITOR POLICY

GCHS students may invite a guest who is of high school age but no older than 20. The following guidelines must be followed to bring an out-of-school guest to a GCHS dance:

- Student and their out-of-school guest must complete the Guest Dance Form prior to purchasing tickets. Forms are available in the Main Office.
- All guests must show a picture ID at the door. The ID must either be a school ID, State ID or Driver's License.
- Out-of-school guests are expected to arrive at the dance and remain with their host while attending the dance.

- Administration reserves the right to refuse out-of-school guests to enter the dances for any reason.
- Out-of-school guests must follow all school rules.

## DRESS CODE PHILOSOPHY

Grant Community High School has an expectation for all students to dress in an appropriate manner that supports being **R**espectful, **E**ngaged, and **D**ependable, as well as sustaining a community that is inclusive of a diverse range of identities. While GCHS is responsible to ensure that student dress does not hinder or interfere with student/staff health/safety, the primary responsibility resides with the student and his/her parent(s)/guardian(s). Student attire should not contribute to any hostile or intimidating atmosphere for any student/staff member. The dress code is not intended to reinforce or increase marginalization or oppression of any group, or individual, based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

**Our values are:**

- All students will be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff will be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

## DRESS CODE

Grant Community High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**1. Basic Principle:** Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and midriff are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

**2. Students Must Wear\*, while following the basic principle of Section 1 above:**

- A Shirt (with fabric covering in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes. \*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

**3. Students May Wear, as long as these items do not violate Section 1 above:**

- Religious headwear
- Hoodie sweatshirts but no hoods
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

**4. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments, including sagging pants. (visible waistbands and visible straps are not a violation)
- Hats
- Swimsuits
- Blankets

- Sunglasses
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

## 5. Dress Code Enforcement:

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above.

Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
  - Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
    - kneeling or bending over to check attire fit;
    - measuring straps or skirt length;
    - asking students to account for their attire in the classroom or in hallways in front of others;
    - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
    - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Assistant Principal for Student Services.

## LOCKERS

Lockers are property of the school. Each student will be assigned a locker and will be held responsible for contents within. **Sharing of lockers is prohibited.** If your lock/locker is not functioning properly report it to the front office immediately. School officials reserve the right of owner access to lockers at any time. A search of a student's personal property and locker may be conducted by school personnel if there is reasonable suspicion that there is anything in the student's possession that is contrary to the health and safety of students and the school. Materials discovered in the search may be confiscated and used as evidence in school related investigations.

Note: This statement is considered "prior notice" of locker search procedures.

## SCHOOL ID POLICY

As part of the registration process, all students will be issued a school ID. **Students must be in possession of their current school ID at all times. (This may include having a photo of your ID on your phone)** Students will be expected to produce their ID upon request from any faculty or staff member. Failure to comply may result in disciplinary action. If an ID is lost or defaced a new card may be obtained in the attendance office for a replacement cost of \$5.00. School ID's are needed in the following locations: cafeteria, computer labs, academic labs, testing center, library, bookstore, school bus, after school events, etc.

## SCHOOL RULES - MISCELLANEOUS

1. Consumption of food and drink is not allowed during instructional time with the exception of water.
2. During lunch periods, students may have access to the library (should they have a pass), Student Services, Athletic, Deans, Nurse, and Attendance offices. Students must have a pass to be in any other location. Students may not leave campus during lunch. The only washrooms available during lunch periods, without a pass, are the gym lobby washrooms.
3. Students must return their dishes and trays to the proper area in the cafeterias. It is expected that students conduct themselves in an orderly manner and help maintain a neat and clean area for others as well as themselves.
4. Visitors report to the Main Office upon arrival and wait for their respective staff member to escort them to and from their destination. Prior approval for visits should be obtained from the appropriate staff member. Approved visitors are guest speakers, parents for conferences, meeting attendees, college or vocational representatives, salespeople, etc. During school hours, permission will be limited to visitation with staff members only. Students are not allowed to bring guests during the school day. Visitors will need an ID to enter the building.
5. GCHS is a closed campus. Students are not permitted to leave school grounds before their final class of the day. If a student must leave campus during the day, parent permission is required and the student must sign out with the attendance office. Loitering on school grounds after school is strictly prohibited.
6. Any student sent from class for discipline must report directly to the Dean's office and remain there until seen by the Dean. Failure to report to the Dean's office will result in an in-school suspension.
7. The District is not responsible for the loss of any items confiscated from the student's possession, locker or car. All confiscated items will be returned to the parents.
8. The District is not responsible for lost or stolen items.
9. Students cannot be in the Computer Labs without a staff member present.

## ACTIVITIES/CLUBS

### ACADEMIC TEAM

This group competes in interscholastic quiz bowls within the Northern Lake County Conference. Students are challenged in a variety of subject areas and compete to answer questions quickly and correctly to earn points.

### ANTHEM SINGERS

Anthem Singers is a choral ensemble dedicated to the performance of the National Anthem at school athletic events, concerts, and community events throughout the year. Membership is by audition only. Auditions are by appointment throughout the year.

### ART CLUB

Art Club is for students interested in working on their art skills outside of the classroom. Members will explore and practice their individual art skills, mural paintings, and collaborative artwork.

### BARBERSHOP ENSEMBLE

Barbershop Ensemble is an all-male a cappella vocal ensemble. No audition is required. The Barbershop Ensemble performs many different styles of music in four-part harmony. This ensemble performs at all music department concerts, Grant's annual Festival of the Stars, and in many community events throughout the year.

### BASS FISHING CLUB

Grant's Bass Fishing Club is a group of students involved in various fishing activities, workshops, and competitions. Anglers can fish in tournament invites and the top anglers will compete in IHSA tournaments. This is a great opportunity for students that might not be involved in typical sports to enjoy nature, camaraderie, and the great outdoors. Students will learn from coaches, local tournament anglers, and peers on ways to improve their techniques and catch more fish.

### BLACK STUDENT UNION

The purpose of the Black Student Union (BSU) at Grant Community High School is to create more diverse activities for the student body, raise cultural awareness at the school, and promote a more positive image of black students. Activities include BBQs, outdoor sports activities, group fellowship once a week, "themed fun nights", and volunteer opportunities.

### CHAMBER SINGERS

This group is one of the premier vocal ensembles at Grant. Membership is by audition only. Auditions are held during the second week of school and also the week after Winter Break. The Chamber Singers perform a wide variety of music ranging from Renaissance Madrigals to current "Top 40 hits." This ensemble performs at Music Department concerts & at many community events throughout the year.

### CHESS TEAM

The Chess Team provides the opportunity for students to learn the fundamentals and strategies of the game of chess. Members will play each other for practice and learn techniques to be successful in the game. Members will compete against chess teams from area schools.

### DEBATE TEAM

This club provides the opportunity for students to learn the fundamentals of delivering a debate and structuring an argument. Members will participate in competitive debate.

### DISC GOLF CLUB

The Disk Golf Club is a group for students interested in Frisbee Golf. Group activities include Singles and Doubles Disc Golf rounds, pro clinics on facets of the game, etiquette, and tournament techniques. Activities include: practice on school grounds for putting and form work, weekly "tournament style" league rounds, and weekly "tournament style" league rounds.

### ENVIRONMENTAL CLUB

Environmental Club is concerned about the environment and works to promote conservation efforts at Grant Community High School. One of the group's primary goals is to provide information about environmental concerns. Students in this club participate in recycling and clean-up efforts in the school and surrounding community.

### FUTURE BUSINESS LEADERS OF AMERICA

Future Business Leaders of America (FBLA) is the National Business Education Association that prepares students for careers in business and business education. FBLA helps students develop leadership, communication, teamwork, and networking skills.

### FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA

The goal of Family, Career, and Community Leaders of America (FCCLA) is to promote personal growth and leadership development through family and consumer sciences education. This group meets bi-weekly to conduct service projects, organize fundraisers, and prepare for state and national competitions.

### COLOR GUARD

This group is part of the Marching Band which performs at home football games and marching competitions. Students must be enrolled in the Flag Corps class in order to participate.

### FALL PLAY

Run by members of the Theater, the Fall Play showcases the acting talents of Grant students during a trio of weekend performances in the fall. Students are given the opportunity to perform, act, direct, build sets, run light and sound boards, and create costumes.

### FILM CLUB

This club provides the opportunity for students to appreciate filmmaking as an art form. Students watch a series of films and lead discussions about cinematic elements. In addition, students collaborate in groups and learn how to film, edit, and produce short films.

### FRENCH CLUB

French Club is a group dedicated to the exploration of French culture and language. Activities include cooking days, movie nights, National French spirit week, and participation in Homecoming events. All French speaking countries and cultures are included in the French Club's activities.

### FRESHMAN CLASS

Representatives from the Freshman Class collaborate to help ease the transition to high school, bolster school spirit, fundraise toward their Junior Prom, and increase

freshman participation in school-wide events, especially during Homecoming Week.

### **GAMERS CLUB**

A social club for students interested in board games, RPG's and online gaming, the Gamers Club meets weekly to provide a venue for students to connect and compete with their peers. Meetings take place in sponsor's classrooms and in District computer labs after school.

### **GAY STRAIGHT ALLIANCE**

This diverse group is dedicated to creating a culture of tolerance and celebrating the differences of students, particularly within the LGBTQ community. Through programming and regular meetings, students of all backgrounds and preferences are invited to participate in the conversation.

### **GUITAR CLUB**

Guitar Club gives all students the opportunity to meet, practice, and play guitar with fellow students. Meeting on a weekly basis, the club is an open forum for all students in good academic standing to expand and improve their guitar skills.

### **HOMECOMING**

Homecoming is held in the fall. Homecoming festivities include weeklong preparation for a parade through the community on Saturday morning, the Homecoming football game on Friday evening, and culminate with the Homecoming dance on Saturday night.

### **INTRAMURALS**

Intramural sports are held in an open-gym style format before school throughout the course of the school year. All students are welcome to participate on a daily basis. No prior sign up is needed to participate. Intramurals can be used to make up PE classes, but students must have appropriate shoes/clothes and be ready to play by 6:50 in order to be given credit for a PE make up.

### **JAZZ BAND**

Jazz Band is extra-curricular open to students who have interest and ability, who are good standing members in the band program, and who demonstrate good self-discipline. The Jazz Band performs music in diverse styles of the jazz idiom including swing, rock, funk, Latin, fusion and pop at various venues throughout the school year.

### **JAZZ ENSEMBLE**

This traditional style jazz group is designed to enhance your jazz experience through local performances, field trips, and competitions. We work on jazz styles which include blues, swing, rock, and latin. This ensemble is open to all grades levels for the following instrumentation: saxophone, trombone, trumpet, piano, bass guitar, electric guitar, and drums. Students will be asked to participate in an interview where they will prepare and perform scales, excerpts, and an improvisation solo. (optional) If you are interested in the jazz ensemble or have any questions please contact Mr. Avallone in student services. 847-973-3439

### **JUNIOR CLASS**

Representatives from the Junior Class collaborate to help facilitate and coordinate the Junior Prom, bolster school spirit, fundraiser toward Prom, and increase junior participation in school-wide events, especially during Homecoming Week.

### **LACROSSE CLUB**

The purpose of the Lacrosse Educational Club is to teach the fundamentals of Lacrosse to boys and girls who have not had much, if any, exposure to the game. The club will be open to all GCHS students and will be coeducational. Students will participate in a mix of classroom and gym activities.

### **MARCHING BAND**

The Marching Band is a co-curricular ensemble that performs at all home football games, several marching competitions, local parades, and Grant Pep Rallies. The Marching Band rehearses throughout the summer and in the evenings during the school year.

### **MATH TEAM**

The purpose of the Math Team is to challenge students that enjoy mathematics. Students on the team take tests (both individually and in groups) on a wide range of mathematics topics including algebra, geometry, and precalculus. In the winter the team competes against other schools in the area on mathematics tests.

### **NATIONAL HONOR SOCIETY**

Character, scholarship service, and leadership determine selection into the National Honor Society. Members are expected to participate in numerous school-related events. All sophomore, junior, and senior students are eligible to apply for membership

### **NEWSPAPER**

The Bark is the GCHS newspaper. This is an elective credit course that introduces and reinforces the techniques of research, interviewing, writing, and editing in the context of print journalism. Utilizing these skills, students will assume a high level of personal accountability by meeting deadlines and producing high quality articles.

### **PRINCIPAL'S ADVISORY COUNCIL**

The goal of the Principal's Advisory Council, PAC, is for school administrators to meet regularly with a group of engaged, responsible students to do two things: provide a student perspective and feedback pertaining to some of the major initiatives Grant is undertaking, and two, report back to their respective groups and peers regarding topics discussed and decisions made in the PAC. PAC students are nominated annually by teachers and sponsors throughout the building. This select group of students meets on a monthly basis throughout the lunch periods.

### **PEP BAND**

The Pep Band is an extracurricular ensemble that performs at Friday night home basketball games.

### **PIT ORCHESTRA**

Pit Orchestra is an extra-curricular ensemble that prepares and performs the instrumental accompaniment for the annual GCHS musical production. The number of students involved varies dependent on the instrumentation necessary for each musical.

### **PROM**

Prom is the social highlight of the year for juniors and seniors. The formal dinner and dance, sponsored by the junior class, honors the members of the graduating senior class.

### **SCIENCE CLUB**

Students design and create projects to explore science concepts. Projects include remote-controlled machines, egg-drop packages, model rockets, and spaghetti bridges.

### **SENIOR CLASS**

Representatives from the Senior Class collaborate to help facilitate school programs and events, bolster school spirit, and increase senior participation in school-wide

events, especially during Homecoming Week.

### **SNOWDOGS SKI AND SNOWBOARD CLUB**

The Snowdogs enjoy skiing and snowboarding at Alpine Valley in Wisconsin six times a year.

### **SOPHOMORE CLASS**

Representatives from the Sophomore Class collaborate to help facilitate school programs and events, bolster school spirit, fundraise toward their Junior Prom, and increase sophomore participation in school-wide events, especially during Homecoming Week.

### **SPANISH CLUB**

The Spanish Club is an organization dedicated to the enhancement of the Spanish curricula at Grant Community High School. The Spanish Club is also a way to get students to further learn and understand the Spanish language, as well as the cultures of Spanish speaking countries around the world. The club's goal is for members to learn about Spanish language and culture(s) while having fun and interacting with other club members.

### **SPEECH TEAM**

Speech or Individual Events is a competitive IHSA activity. The team meets after school and competes from October through February. One can pick from 14 different events, all of which utilize writing or editing a speech, and work on its presentation. Students compete against other schools on Saturdays, with awards going to top points earners. We belong to the National Forensics League (NFL), an honorary society that employs the art of creative communication.

### **SPRING MUSICAL**

Run by members of the Theater, the Spring Musical showcases the musical, acting, and dancing talents of Grant students during a trio of weekend performances in the spring. Students are given the opportunity to play in the pit orchestra, sing in the chorus, act, direct, build sets, run light and sound boards, and create costumes.

### **STUDENT COUNCIL**

Student Council is a student-driven group that promotes school spirit and community involvement.

Members of the Student Council are active in Homecoming preparations, canned food drives, highway road clean-up, and many other community service projects throughout the school year.

### **TABLE TENNIS CLUB**

This club allows for tennis players or new members to play a racquet sport that teaches players finesse and technique and helps build student interest in tennis. Special events such as tournaments are played on occasion during the spring semester.

### **VARIETY SHOW**

The annual event, held in the spring, provides a venue for talented Grant students. From singing to dancing to stand-up comedy and magic shows, the Grant Variety Show truly has it all. Winners take home prizes and earn school-wide recognition.

### **WINTER GUARD**

This team uses tall flags and other flag corps equipment to create fun and competitive routines. Team members perform at home boys' and girls' basketball game and compete at various TDI and IDTA competitions. All members must try-out at the beginning of the winter sports season.

### **WOODWORKING CLUB**

Woodworking Club provides an opportunity for all students to further their knowledge of the craft of woodworking. The club is open to everyone from novices to experts. Safety is emphasized, and students will produce projects based on their interest.

### **YEARBOOK**

Yearbook is a non-English credit elective course that introduces and reinforces skills related to yearbook design. These include interviewing, writing, editing, and layout. Students will assume a high level of personal accountability by meeting deadlines and producing high quality yearbook pages.

**2018/19 Pilot Clubs** - Future Medical Professionals and National Art Honor Society

## **ATHLETICS**

There is a \$100 fee for each sport in which a student participates, with a \$200 family maximum per year.

<u>Boys Sports</u>		<u>Girls Sports</u>	
Fall:	Cheerleading	Fall:	Cheerleading
	Cross Country		Cross Country
	Football		Dance
	Golf		Golf
	Soccer		Tennis
Winter:	Basketball		Volleyball
	Bowling	Winter:	Basketball
	Cheerleading		Bowling
	Wrestling		Cheerleading
Spring:	Baseball		Dance
	Tennis	Spring:	Soccer
	Track		Softball
	Volleyball		Track

# ATHLETIC CODE AND TRAINING RULES

Participation in athletics is a privilege and not a right. Students who decide to participate shall be expected to exemplify the highest standards of sportsmanship, behavior and fair play. Students who are unable to abide by the expectations established by Grant Community High School will be subject to disciplinary action. These expectations will be enforced year round from the time the student enrolls until the time they graduate.

Athletes and parents have the right to appeal a disciplinary action to the Athletic Council. The Council is comprised of the Athletic Director, Superintendent or his/her designee, the head coach(s) and a Board of Education member.

## ELIGIBILITY

- An athlete must pass five (5) semester subjects the previous semester and must be passing five (5) subjects in the current semester in order to be scholastically eligible for athletic competition.
- A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which eligibility shall terminate on the first day of the sport season.

## ATHLETIC CODE OF CONDUCT

- Fair, hard play at all times, showing respect for opponents, officials and spectators.
- Conduct with the highest degree of character on and off the field.
- Faithful completion of schoolwork as practical evidence of commitment to school and team.
- Complete observance of all training rules and athletic policies.
- Treat all visiting teams and officials as guests.
- Give opponents the credit for their ability and the respect you would hope to receive in return.
- Be modest and considerate in victory; be gracious in defeat.
- Realize it is an honor and a privilege to represent Grant Community High School.
- Realize that team success comes before individual recognition.
- Sportsmanship and competition are the primary reasons for high school athletics.

## TRAINING POLICIES

### RULE 1 – ATTENDANCE AT PRACTICE OR GAMES

- Athletes leaving school because of illness during the day will not be eligible to participate in sports that day.
- Athletes who are ill and arriving late to school, before half of the school day is over, will have their eligibility decided by the Athletic Director who will keep in mind the welfare of the athlete.
- Athletes, who are absent from school for reasons other than illness, will have their eligibility left to the discretion of the administration. Practice is mandatory unless personally excused by the coach.

### RULE 2 – CONDUCT UNBECOMING AN ATHLETE

- Athletes will not display behavior on or off the playing field, which, in the opinion of the coaching staff, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.

#### Sanctions

1st Offense: The athlete will be suspended from competition for 20% of the games scheduled that season, from the date the offense is reported to the Athletic Director. (Athletes are expected to practice during the suspension.) In the event 20% of the season does not remain in that sport season, the balance of this suspension will carry over to the athlete's next sport season. (20% will be rounded to the nearest whole number.)

Probation: If in the course of one calendar year, a second offense occurs, the athlete will immediately be moved to the next disciplinary sanction.

2nd Offense: Suspension for the remainder of the season. In the event a student-athlete recognizes he/she has a behavior problem, they may appeal for special consideration in athletic eligibility. If allowed, that consideration will include the following stipulations:

- Successfully completing a certified counseling program addressing their problem, at the family's expense.
- Forfeiture of 40% of contests during the season. In the event 40% of the contests do not remain in that sport season, then the forfeiture for the balance of contests will carry over to the athlete's next sport season.
- The understanding that any future Training Rule or Athletic Code violations will result in the loss of Athletic eligibility for one calendar year while being placed on probation for any future violations.

Probation: Same as above.

3rd Offense: Suspension from sports for the remainder of the school year and placement on probation for the following year. Probation places the athlete at a level 2 offense for one calendar year. If no infractions occur during that period, the athlete shall have a "clean" athletic record and will be returned to the starting level for disciplinary action.

### RULE 3 – TOBACCO IN ANY FORM

- Athletes will refrain from the use or possession of tobacco.

#### Sanctions

1st Offense: The athlete will be suspended from competition for 20% of the games scheduled that season, from the date the offense is reported to the Athletic Director. (Athletes are expected to practice during the suspension.) In the event 20% of the season does not remain in that sport season, the balance of this suspension will carry over to the athlete's next sport season. (20% will be rounded to the nearest whole number.)

Probation: Same as above

2nd Offense: Suspension for the remainder of the season. In the event a student-athlete admits to having a tobacco problem, he/she may appeal for special consideration in athletic eligibility. If allowed, that consideration will include the following stipulations:

- Successfully completing a certified counseling program addressing their problem, at the family's expense.
- Submitting to and successfully passing two (2) random lab tests for their problem during the season, at the family's expense.

- Forfeiture of 40% of contests during the season. In the event 40% of the contests do not remain in that sport season, then the forfeiture for the balance of contests will carry over to the athlete's next sport season.
- Submitting to and successfully passing a random test paid for by the family during any ensuing sport season throughout the remainder of the school year.
- The understanding that any future Training Rule or Athletic Code violations will result in the loss of Athletic eligibility for one calendar year while being placed on probation for any future violations.

Probation: Same as above

3rd Offense: Suspension from sports for the remainder of the school year and placement on probation for the following year. Probation places the athlete at a level 2 offense for one calendar year. If no infractions occur during that period, the athlete shall have a "clean" athletic record and will be returned to the starting level for disciplinary action.

#### RULE 4 – DRUGS IN ANY FORM

- Athletes will refrain from the use or possession of illegal drugs, including alcohol, in any form.
- This includes the illegal use or possession of performance enhancing drugs, such as steroids.

##### Sanctions

1st Offense: Suspension for the remainder of the season. In the event a student-athlete admits to having a drug problem he/she may ask for a review of their case for special consideration in athletic eligibility. If allowed, that consideration will include the following stipulations:

- Successfully completing a certified counseling program addressing their problem, at the family's expense.
- Submitting to and successfully passing two (2) random lab tests for their problem during the season, at the family's expense.
- Forfeiture of 40% of contests during the season. In the event 40% of the contests do not remain in that sport season, then the forfeiture for the balance of contests will carry over to the athlete's next sport season.
- Submitting to and successfully passing a random test paid for by the family during any ensuing sport season throughout the remainder of the school year.
- The understanding that any future Training Rule or Athletic Code violations will result in the loss of Athletic eligibility for one calendar year while being placed on probation for any future violations.

Probation: If in the course of one calendar year a second offense occurs, the athlete will immediately be moved to the next disciplinary sanction.

2nd Offense: Suspension from sports for the remainder of the school year and placement on probation for the following year. Probation places the athlete at a level 2 offense for one calendar year. If no infractions occur during that period, the athlete shall have a "clean" athletic record and will be returned to the starting level for disciplinary action.

#### RULE 5 – DRUG SELLING

- Athletes will refrain from the selling of illegal drugs, including alcohol, or drug paraphernalia.

##### Sanctions

1st Offense: Suspension from sports for the remainder of the school year and placement on probation for the following year. Probation places the athlete at a level 2 offense for one calendar year. If no infractions occur during that period, the athlete shall have a "clean" athletic record and will be returned to the starting level for disciplinary action.

Probation: Same as above

2nd Offense: Suspension from sports for the remainder of their high school career. Once a student has participated in a sport during a given school year, he/she is bound by the Training Rules and Athletic Code for that school year; whether or not he/she continues to participate in any other sports during that time.

THE SANCTIONS LISTED ABOVE ARE THE MINIMUM AN ATHLETE MAY FACE PENDING REVIEW BY THE ATHLETIC COUNCIL.

## NOTICES TO STUDENTS AND PARENTS

### Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities and will not be subject to illegal discrimination. Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities.

### Behavioral Interventions Policy for Students with Disabilities

Grant Community High School has a Behavioral Interventions Policy for Students with Disabilities. (SBP 7:230)

### Birth Certificates

A valid birth certificate shall be provided by the person enrolling a child within thirty (30) days of enrollment.

### Bus Surveillance

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity (SBP 7:220).

### Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Bus Transportation**

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

### **Credit for Proficiency, Non-District Experiences and Course Substitutions**

The district does offer credit for proficiency, non-district experiences, and course substitutions. See SBP 6:110, 6:310, and 6:320.

### **CrossWalk**

For everyone's safety, **all students** walking are expected to cross the street with the crossing guard before and after school.

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. (105 ILCS 5/14-6.01)

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Inquiries shall be directed to the Special Education Coordinator of Grant Community High School at (847) 587-2561. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the School District Office.

### **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact the school office at (847)587-2561.

### **Equal Educational Opportunity**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, no student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Further information and grievance procedures may be found in SBP 7:10.

### **Eye Exams**

Students enrolling in school for the first time must have an eye exam by October 15th.

### **Free and Reduced Price Meals**

The District does provide free and reduced-price meals to students who meet the eligibility criteria established by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education (SBP 4:130).

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

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. Support for homeless families can be provided by contacting the Homeless Liaison at (847)587-2561.

### **Illinois High School Association (IHSA) CPR and AED Videos**

Parents are encouraged to view videos for hands-only cardiopulmonary resuscitation and automated external defibrillators at the IHSA website [www.ihsa.org](http://www.ihsa.org).

### **Make-Up Work**

If a student's absence is excused, unexcused, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

### **Mandated Reporters**

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

### **Pesticide Application Notice**

The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Business Manager at (847)587-2561. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **Prevention of and Response to Bullying, Intimidation, and 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 school goals.

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager, deans, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### Complaint Manager

Mr. Jeremy Schmidt, Principal  
Grant Community High School  
285 E. Grand Avenue  
Fox Lake, IL 60020  
[JSchmidt@grantbulldogs.org](mailto:JSchmidt@grantbulldogs.org)  
847-587-2561

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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

#### **Right to Know Information**

Parents may request the qualifications of their student's teachers and the student's achievement on the state academic assessment. Parents may also receive notice when their student has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks.

#### **School Surveillance**

Electronic visual and audio recordings may be used on the school campus to monitor conduct and to promote and maintain a safe environment for students and employees.

#### **School Visitation Rights**

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

#### **School Wellness**

Student wellness, including good nutrition and physical activity, shall be promoted in the educational program, school activities, and meal programs (SBP 6:50). The District does participate in the National School Breakfast and Lunch program (SBP 4:120).

#### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, automobiles, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes,

etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

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

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

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

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **Standardized Testing**

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

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

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

### **Student Privacy Protections**

#### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## **Instructional Material**

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

## **Student Records and Privacy Act**

It shall be the policy of the Board of Education of Grant Community High School District 124, Fox Lake, Illinois to be in compliance with Illinois law governing the "Family Educational Rights and Privacy Act of 1975." 122-50 School Code.

### **Student Records - Notification of Rights of Parents and Student**

- I. The student permanent record consists of basic information. The permanent record shall be kept for 60 years.
- II. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
- III. Parents have the right to:
  - A. Inspect and copy any and all information contained in the student record. There may be a charge for copies, not to exceed \$.35 a page. This fee will be waived for those unable to afford such costs.
  - B. Challenge the contents of the records, by notifying the building principal, who is the records custodian, of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by the hearing officer.
  - C. Receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.
  - D. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
- IV. Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
- V. The following is designated as Directory Information and shall be released to the general public, unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parent's names and addresses, email addresses, information on participation in school sponsored activities and athletics, photographs or videos of students used for informational or news related purposes, the student's major field of study and period of attendance in the school.
- VI. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance.
- VII. A parent or student may deny access to the student's name, address and phone number to official recruiting representatives.
- VIII. Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian of each school and the Superintendent of the district.

### **Student Social Networking Password or Other Account Information**

The school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's social networking account contains evidence that the student has violated a school disciplinary rule or policy.

### **Suicide and Depression Awareness and Prevention**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **Survey Policies**

Parents have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program and of district policies regarding surveys that request personal information from students or other activities involving the collection, disclosure, or use of personal information collected from students (SBP 7:15).

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including whether the teacher has met State certification requirements, is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived, teacher's college major, whether teacher has any advanced degrees and, if so, the subject of the degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, contact the school office.

### **Teen Dating Violence Prohibited**

Teen dating violence is unacceptable and prohibited and that each student has the right to a safe learning environment (SBP 7:185).

### **Vision/Hearing Screening**

Special education students and referred students will participate in a vision/hearing screening once a school year unless a report from an optometrist or ophthalmologist indicating an exam was administered within the past 12 months and is on file with the school. Vision/hearing screening is not a substitute for a complete evaluation by a doctor.

### **Waiver of Fees**

Certain fees may be waived for students who meet the eligibility criteria in accordance with State law (SBP 4:140).

# Student Expectations for T.E.A.M. (Together. Everyone. Achieves. More.)

## T.E.A.M. CLASSROOMS

### GENERAL T.E.A.M. INFORMATION:

- Every student has an assigned location during T.E.A.M. time. Come to the T.E.A.M. room each day prepared to do work with the appropriate supplies, books, and assignments.
- Unless conferencing with the T.E.A.M. teacher, utilizing a resource lab, or participating in a special T.E.A.M. activity, students should use the T.E.A.M. time as a study hall
- Students should ask for help or get questions answered by the T.E.A.M. teacher whenever necessary.
- If there is a required schedule activity for the T.E.A.M. room, students must attend the activity and cannot go to an Academic Resource Lab.

### T.E.A.M. ATTENDANCE:

- Students are expected to be at T.E.A.M., on time, every day. T.E.A.M. runs every day with the exception of days when a modified schedule is run.
- T.E.A.M. teachers cannot give out passes to their T.E.A.M. students. Students must have a pass before coming to T.E.A.M. if they need to see a specific teacher. If a student needs to see a specific teacher during T.E.A.M., he/she must report to the T.E.A.M. room first for attendance.

### T.E.A.M. CONFERENCES:

- Students are scheduled to have at least three formal conferences with the T.E.A.M. teacher each semester.
- Students are expected to come prepared for each conference by completing the appropriate conference form in the Student Planner.
- When the T.E.A.M. teacher is conferencing with another student, please be respectful by working quietly.

T.E.A.M. Conference Schedule		
Schedule	First Semester	Second Semester
First 6 Weeks	Goal Setting & Progress Monitoring	Progress Monitoring & Goal Revisit
Second 6 Weeks	Progress Monitoring	Progress Monitoring
Third 6 Weeks	Progress Monitoring & Summary Review	Progress Monitoring & End of Year Reflection

## Academic Resource Labs

### PASSES:

- Passes to academic labs can only be written from teachers in that content area.
- If a student has a pass from one of his/her teachers to go to an Academic Resource Lab during T.E.A.M., the student should report directly to the Academic Resource Lab instead of reporting to T.E.A.M.

### ATTENDANCE:

- Students are expected to be in the appropriate Academic Resource Lab before the late bell rings. Detentions will be issued for tardy students.
- Once a student goes to an Academic Resource Lab, the student must remain in that Lab during the entire T.E.A.M. time. If students finish with the work for which help was needed, the student may work quietly on something else.
- When students arrive to an Academic Resource Lab, Computer Lab, Library, or Student Services Office, they must either swipe in their ID or key in their student ID number in order to have attendance properly recorded.

### GENERAL EXPECTATIONS:

- Students are not allowed to use portable electronic devices in academic resource labs, unless approved by the Academic Lab teacher.
- Students attending an Academic Resource Lab must come prepared with the necessary books, classroom notes, supplies, and assignment they would like to get help with. They must sign in, sit down and be ready to work right away.

### ACADEMIC RESOURCE LAB LOCATIONS

- Art Lab – Room 110
- English Lab – Room 241
- Foreign Language Lab – Room TBD
- Library – Room 182 (Library)
- Math Lab 1 (Algebra I & Geometry) – Room 159
- Math Lab 2 (Algebra II & Above) – Room 164
- Music Lab – Room 145
- P.E. Make-Up Lab – East Gym
- Student Services – Student Services Office
- Test Make-Up Center – Room 173