

SANGAMON VALLEY C.U.S.D. #9
HIGH SCHOOL
STUDENT HANDBOOK AND
DISCIPLINE POLICY 2023-2024



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PERSONNEL

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1. INTRODUCTION

A. FOREWORD

The Sangamon Valley C.U.S.D. #9 Board of Education (“Board”) authorizes district administrators to have the discretionary authority to modify any or all rules within this Student Handbook and Disciplinary Policy (“Handbook”) based on unusual individual circumstances. Parents and students should be aware, however, that administrators will use this power only under specific extreme circumstances. It should be expected that the Handbook will be enforced as written.

This Handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this Handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

Membership or participation in a school-sanctioned activity is a privilege and not a property right. Disciplinary responses may include, but are not limited to, the actions described in this Handbook. The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle; the presence and actions of students on campus during the school day and after-school activities; and the school-sanctioned activities that occur on or off campus.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student’s previous history, his/her age and maturity level, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this Handbook.

The Board has authorized the administration to make supplemental rules to improve the educational process as situations arise. By no means does this Handbook restrict the administration from doing whatever is necessary to enhance the quality of education for all students.

B. DISTRICT MISSION STATEMENT

The mission of Sangamon Valley Community Unit School District #9 (“Sangamon Valley C.U.S.D. #9”) is to prepare students for a successful journey in life through a commitment to academic excellence, social responsibility, and integrity.

C. SCHOOL-WIDE EXPECTATIONS

- Everyone should BE RESPECTFUL.
- Everyone should BE RESPONSIBLE.
- Everyone has a right to BE SAFE.

D. RESPECT TOWARD STAFF

Students are expected to show each staff member of Sangamon Valley C.U.S.D. #9 the proper respect they deserve at all times. Custodians, bus drivers, cooks, library aides, secretaries, substitute teachers, teachers, coaches, and administrators shall be addressed in an appropriate manner.

All teachers in the school district have the authority to enforce Handbook policies and to correct any student whose conduct is in violation of Handbook policies. This applies even if the student is not assigned to that teacher or class.

E. PBIS (POSITIVE BEHAVIOR INTERVENTION AND SUPPORT)

PBIS focuses on improving a school's ability to teach and support positive behavior of all students. It is a proactive system approach of prevention and response to classroom and school discipline issues. The emphasis is on developing and maintaining safe environments where teachers can teach and students can learn. The core expectations of PBIS established throughout the Sangamon Valley School District consist of the following:

- Be Respectful
- Be Responsible
- Be Safe

2. RIGHTS, RESPONSIBILITIES AND PRIVILEGES

A. RIGHTS OF STUDENTS

All students are entitled to the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate policies or rules set forth in this Handbook will be subject to disciplinary measures. These rights include the following:

- To attend school unless removed from school pursuant to Sangamon Valley C.U.S.D. #9's Student Disciplinary Policy in Section 17 of this Handbook.
- To attend school in a safe and orderly environment.
- To enjoy the full benefit of their educational efforts without disruption from other students.
- To have reasonable access to school personnel.
- To be informed of school rules and regulations.
- To be respected and treated courteously by staff members and administration.

B. RESPONSIBILITIES OF STUDENTS

- To attend school and classes regularly, on time, and to leave the school campus immediately at the end of the school day unless supervised by school personnel.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general going to, coming from and during school.
- To achieve to the best of his/her ability.
- To be accountable for all of his/her actions.

C. PRIVILEGES OF STUDENTS

The following types of activities are considered students privileges. Students **do not** have a property right to participate in these activities. Therefore, at the discretion of the faculty and administration, students may be removed from an activity for a specific reason for a specified amount of time.

- Participating in graduation exercises.
- Attending prom and homecoming activities.
- Attending/participation in sporting and other extra-curricular events.
- Driving to school.
- Use of hall passes.
- Membership in clubs or organizations.
- Participation in field trips.
- Holding a student elected office.

D. RIGHTS OF PARENTS/GUARDIANS

- To have their children educated in a safe and orderly environment.
- To have school personnel work cooperatively and in a timely fashion with parents or guardians.
- To be informed of district policies, regulations, and school rules.
- To review the Employee Code of Professional Conduct (Board Policy 5:120)
- To review their child's record with appropriate assistance and supervision from staff.
- To visit school and to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children.
- To be respected and treated courteously by staff members and administration.

E. RESPONSIBILITIES OF PARENTS/GUARDIANS

- To set a positive example for their children by treating staff members with respect.
- To visit school and to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children.
- To ensure that their children are fed and clothed to the best of their ability.
- To teach positive behavior to their children.
- To take on and accept the primary responsibility for rearing their children.
- To cooperate with the school in bringing about improvements designed to enhance the educational climate for all students.
- To provide the school with accurate information regarding the legal residence, telephone number, medical data, and other facts which may help the school to ensure the safety and welfare of their children.
- To become familiar with district policies, school rules, and regulations, and to support reasonable disciplinary measures as applied by school personnel.
- To provide their children with a quiet study area and encourage their academic endeavors.
- To ensure that their children attend school on a regular basis and arrive at school on time prepared to work.

F. RIGHTS OF STAFFMEMBERS

- To expect and receive the attention, effort, and participation of students.
- To have parental and administrative support when enforcing rules designed to provide an appropriate learning environment.
- To provide a learning atmosphere where interruptions are held to an absolute minimum.
- To be respected and treated courteously by parents/guardians and students.

G. RESPONSIBILITIES OF STAFFMEMBERS

- To set a positive example for their students by treating parents/guardians and students with respect.
- To consider the personal worth of each individual student as a single, unique, important human being.
- To express consistently high expectations for the achievement and behavior of all students.
- To equip each student with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions.
- To ensure that all students are treated equitably.
- To recognize different ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To inform parents/guardians and students with timely or periodic reports, including all pertinent information related to the student's school experience.
- To continuously review their own performance and strive for professional growth.
- To initiate and enforce individual classroom and school rules consistently.

H. RIGHTS OF ADMINISTRATORS

- To initiate building rules, regulations, and procedures as needed to establish and maintain a safe and orderly environment in which appropriate learning and teaching conditions prevail.
- To expect that all school employees recognize and fulfill their role to provide and ensure an appropriate learning environment.

I. RESPONSIBILITIES OF ADMINISTRATORS

- To set a positive example for students by treating parents/guardians and students with respect.
- To provide leadership that will establish, encourage, and promote effective teaching and optimal learning.
- To establish, publicize, and enforce school rules that facilitate learning and promote good citizenship attitudes and habits.
- To hold students accountable for their conduct and to take prompt and appropriate action.
- To request assistance from the faculty, as well as the district's support personnel, community agencies, and resources when appropriate.
- To be sensitive to the concerns expressed by the students, staff, parents/guardians and community.
- To act in the best interests of the students, staff and school.
- To establish procedures to address discipline problems.
- To provide in-service to staff in areas of discipline.
- To assist students in meeting the challenge of positive social behavior.

J. SCHOOL-PARENT/GUARDIAN COMPACT

It shall be the purpose of Sangamon Valley High School to provide a high-quality curriculum and instruction in a supportive learning environment that enables students served to meet the State's student academic achievement standards. Parents/Guardians can foster this purpose by carefully monitoring attendance, homework completion, assessment scores, and behavior while their child is involved in the school system. Parents/Guardians should stress the need to make learning a priority. Parents/Guardians are encouraged to visit the school and become involved in their children's educational career. Additionally, parents/guardians are encouraged to be active in the educational decisions of their child and be supportive of extracurricular participation by their children.

Students will be given the opportunity to be successful in school and in life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve a quality education. They will be regularly assessed based upon the Illinois Learning Standards. The staff will provide additional assistance and support, if necessary, to students that fall behind provided that those students are putting forth the necessary effort for improvement.

It is the belief of the administration and staff that communication between parents/guardians and the school is essential for student success. Parent/teacher conferences shall be formally held at the end of the first quarter. Additionally, parents/guardians and staff are encouraged to schedule appointments whenever there is a perceived need. The school will also send progress reports for students who are struggling midway through each quarter.

Parents/Guardians shall have reasonable access to the school and staff. If a problem should arise in a particular classroom, parents/guardians are expected to try to remedy the situation by contacting the teacher first. If this situation continues and cannot be resolved, parents/guardians should contact the building principal.

K. PARENT SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits parents/guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours. For regularly scheduled, non-emergency visitations, the school district will make time available for visitation during both regular school hours and evening hours.

3. GENERAL SCHOOL POLICIES

A. VISITORS

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

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

B. LAW ENFORCEMENT OFFICIALS

The building principal shall cooperate with law enforcement officials in the following way:

If the law enforcement official has a warrant for the arrest of a student, the building principal or other school official if the building principal is not available shall:

- Honor the warrant.
- Make an attempt to contact the parents and inform them of the arrest.

If the law enforcement official has no warrant, but wishes to interrogate the student, the building principal or other school official if the building principal is not available shall:

- Notify the parents and request their presence, prior to the law enforcement official interrogating the student.

- If parents are unable to be present or cannot be contacted, then the building principal or other school official if the building principal is unavailable should be present during the interrogation.

C. MILITARY RECRUITER ACCESS TO DIRECTORY

Every school district which serves high school students is required by law to provide military recruiters with students' names, addresses, and telephone numbers. Parents/guardians may opt out of such unconsented-to disclosure by signing appropriate paperwork at registration or within one week of the start of attendance at Sangamon Valley High School.

D. ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property. The exception to this policy is for service animals who are properly certified as such and whose owners can provide copies of said certification. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment as determined by district administrators. 105 ILCS 5/2-3.12 and 105 ILCS 5/24-24.

E. APPOINTMENTS WITH SCHOOL PERSONNEL

Anyone desiring a conference with a member of the school staff may set up an appointment by calling the high school office. Appointments must be scheduled ahead of time to avoid conflicts. Many problems can be solved or eliminated with a conference. Do not hesitate to set up a conference if you have a question or feel a problem is developing. Open communication is an important element in our school system.

F. SCHOOL/OFFICE HOURS

School begins at 8:10 a.m. and ends at 3:05 p.m. The high school office will be open between the hours of 7:30 a.m. and 3:30 p.m. Students who arrive later than 8:10 a.m. will be counted as tardy.

G. CLOSED CAMPUS

Students must remain at school upon their arrival and stay until 3:05pm Students will not be allowed to leave campus during the day unless proper procedures are followed. Before a student may leave school due to illness, appointments etc., he/she must report to the office and ask permission to call their parent/guardian. Permission must be obtained from the parent/guardian and the principal's office before leaving school.

Students will not be allowed to leave school for personal reasons (e.g. lunch, errands, etc.). Repeated occurrences will result in request to leave being denied. It is the responsibility of the student to bring proper materials to school.

H. BEGINNING OF THE SCHOOL DAY

All students shall report to the cafeteria upon their arrival at school. Students should park their vehicles or get off the school bus and proceed directly to the cafeteria. Students will not be allowed to enter the hallways or classrooms prior to the 8:00 am bell without a pass from a staff member. Loitering outside of the building or in an undesignated area is not permitted. Students are reminded to obtain admit slips following an absence before 8:10 am daily.

I. TARDY POLICY

All students shall report to their first class prior to 8:10 am daily. Any student who is not in class, or who has not checked in with a teacher, by 8:10 am is considered tardy. Three tardies will result in a minor referral with student conference; four tardies will be a minor referral with a lunch detention. Five tardies or more will result in a major referral with an administrative consequence.

J. PARKING REGULATIONS/VEHICLES

Vehicles are not to be occupied at any time other than when coming or leaving school without permission from the principal's office. Students are not to pass stopped school buses. When arriving or leaving school, drive in a safe and responsible manner. Cars parked on school grounds are subject to inspection and search by school officials.

The privilege of driving and parking on campus may be suspended from any student that violates any of the following regulations with prior notice:

- Parking lot speed shall not be in excess of 10 miles per hour.
- Student parking is permitted in the lot on the south side of the school. No student is to park behind the school in the faculty parking area at any time.
- Upon arrival at school, students should proceed immediately into the school building.
- Students may not return to their cars during the day without permission from the principal's office.
- Vehicles must be driven safely at all times.
- Students must not interfere with the flow of bus traffic in any way.
- Spinning tires in the gravel or on asphalt will result in driving privileges being suspended or revoked.
- Students are required to register their vehicle insurance, license plate and description at registration, or the time that they begin driving to school.

Any student who has their driving privileges suspended is expected to attend school as scheduled. Failure to abide by the parking regulations may result in the towing of the vehicle at the owner's expense.

4. ATTENDANCE POLICY

In accordance with the requirements of The School Code of Illinois and in recognition of the responsibilities imposed upon parents/guardians therein, it is the policy of the Board that students shall attend school on a regular basis and be on time for class. Student attendance is not optional; it is a requirement. Illinois law requires that whoever has custody of 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 had custody of 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. Regular attendance is one of the most important factors in determining success or failure in school and is the responsibility of the individual students and their parents or guardians. The Board requires that school administration and staff enforce school regulations dealing with attendance and punctuality.

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS¹, attend a civic event,² or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

A. ATTENDANCE GUIDELINES

1. School begins at 8:10 a.m. and ends at 3:05 p.m. Once students arrive on campus, they are not allowed to leave before the end of the school day without permission from their parents/guardians and the principal's office.
2. Any students enrolling later than the official beginning of any semester shall be considered absent and those absences will count toward the 8 total excused absences.
3. Transfer students bring their absences with them.
4. Student attendance for state reporting purposes is on a half-day basis.
5. Parents are requested to contact the school by 8:00 a.m. regarding absences. If a call had not been made to the school by 10:00 am on the day of the student's absence, a school official will call the home to inquire why the student is not at school.
6. A student arriving late (after 8:10 a.m.) will be counted as tardy. Being late is a habit that can

¹ Applies to grades 6-12 only.

² Beginning 1-1-23, any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event.

"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

- become very problematic and is strongly discouraged.
7. Children with temperatures over 100.4 degrees Fahrenheit should not be sent to school. Ill children are to be excluded from school until they are fever-free for 24 hours, without the use of fever-reducing medicine.
 8. Any student who expects to be dismissed early should present written documentation or phone call from parents/guardians stating the time of dismissal and reason to the office by 8:00 a.m. Students must check out in the appropriate office before leaving school.
 9. Before a student may leave school due to an illness, he/she must report to the office and ask permission to call his/her parent/guardian. Permission must be obtained from the parent/guardian and the office before signing out and leaving school.
 10. In order for a student to participate in any competition, performance, and/or practice, the student must be in attendance by the start of 2nd hour.
 11. Student absences for more than one-half day will not be allowed to participate in any extracurricular activity, unless prior approval has been given. If the absence occurs on the day prior to a weekend or non-attendance day (i.e. holiday) activity, the student must have prior approval for the absence to be allowed to participate in any activity.
 12. If a student has a chronic illness or injury that forces the student to be absent for a lengthy period, the school must be informed. When appropriate verification is presented to the school, homebound instruction may be provided and the student shall not be considered absent.
 13. The teachers' attendance records are final and will determine eligibility to make up work.
 14. All absences after the **8th absence during any semester in any class** will be **unexcused** and the student will not have make-up privileges **unless the student presents medical verification**.
 15. Students who do not have parent/guardian permission to be absent shall be considered to be skipping/truant. The student in such cases shall receive disciplinary action.
 16. Any student leaving school grounds without permission shall receive disciplinary action.

Students who have gone over their allotted 8 absences have 48 hours to bring one of the following in order for the absence to be excused:

- Doctor's note/proof of hospital visit
- Evidence of court appearance
- Pre-arranged absence sheet
- Memorial card from funeral
- Other documentation

If the office is not provided one of the aforementioned, the absence will remain unexcused.

B. TRUANCY

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.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will 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 will 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

C. COLLEGE/TRADE SCHOOL VISIT DAYS FOR JR. AND SR. STATUS STUDENTS:

- Each Junior status student will be afforded one administrator-approved college visit day per semester that will not count against their attendance days missed, provided that they return with a document obtained from the high school guidance office signed by a college official.
- Each Senior status student will be afforded two administrator-approved college visit days per semester that will not count against their attendance days missed, provided that they return with a document obtained from the high school guidance office signed by a college official.
- College visit days do not carry over from semester to semester.

D. MAKE-UP PRIVILEGES

Make-up privileges will be granted when a student has had an excused absence or out of school suspension and has contacted his/her teacher within 48 hours of returning to school after the absence. The student will receive 24 hours to complete the missing work for every day of absence. **No make-up privileges will be granted to a student whose absences in any specific class have exceeded eight days** unless the student provides the office with a documented excuse, or as a result of a special decision by the teacher or administration. Sangamon Valley C.U.S.D. #9 requires that all absences after the eighth in any semester be considered unexcused (no make-up work for credit permitted) unless the parent/guardian provides one of the following:

1. Evidence from a physician of medical or dental treatment
2. Evidence of court appearance
3. Evidence of pre-arranged school activities
4. Memorial card from funeral
5. Other documentation

Students who are absent due to a school function are responsible for being prepared for class upon return and should complete an advanced dismissal form.

6. STUDENT RECORDS

A. STUDENT RECORD REGULATIONS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video

and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to

the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

The right to a copy of any school student record proposed to be destroyed or deleted.

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

The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:•

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.

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

The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

B. TRANSCRIPT REQUESTS

Transcripts of students’ records will be sent when requested. Either the student or the student’s parents must request these transcripts. Requests for transcripts or other credentials (example: immunization records) may be made online through the student’s Parchment account.

C. STUDENT DIRECTORY INFORMATION

The Sangamon Valley Schools maintain directory information which includes the student’s name, address, telephone listing, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent school attended by the student. The school may release this information to third parties without previous written consent.

Parents/guardians may opt out of such unconsented-to disclosure by signing appropriate paperwork at registration or within one week of the start of attendance at Sangamon Valley High School.

7. ADMISSION OF STUDENTS

A. ADMISSION REQUIREMENTS

The high school furthers the education provided by the elementary and middle schools. Any student living within the district boundary who has successfully met the requirements for promotion from eighth grade is eligible for admission. Any pupil in good standing who transfers from an accredited high school will be admitted and given credit for all work completed which is equivalent to work offered at the high school level.

All students must register for school each year on the dates and at the place designated by the Superintendent. All students enrolling in Sangamon Valley C.U.S.D. #9 must meet one of the following

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conditions:

1. Be a legal resident of the district as defined in the Illinois School Code Section 14-1.11 and 12-1.11a or Section 10-20.12b
2. Pay a non-resident pupil tuition charge upon enrollment. Current tuition rates are on file at the unit office.

Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Sangamon Valley School C.U.S.D. #9 without payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1,500 and not more than thirty (30) days in jail.

The following items are required to be considered for admission to Sangamon Valley C.U.S.D. #9:

1. A certified copy of the student's birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Building Principal shall so refer the case. The Building Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Affidavit of Custody & Control
3. Proof of residence, as required by Board policy 7:60, *Residence*.
4. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health Examinations, Immunizations, and Exclusion of Students*. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.
5. **For students transferring from another school district, an ISBE Student Transfer form must be completed and received from the sending district.**

B. STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

C. HOMELESS CHILDREN

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children.

A “homeless child” is defined as provided in the McKinney-Vento Homeless Assistance Act.

D. ADMISSION FROM HOMESCHOOL

Ninth through twelfth grade students who are age eligible and seeking admission to Sangamon Valley High School from a home school will be required to show proof of credit from an accredited homeschool program. If these conditions are satisfactorily met, the student may be admitted to the appropriate grade. Grade placement is at the sole discretion of administration.

E. RETURN FROM ALTERNATE PLACEMENT

Students sent to alternate placement (i.e. Futures, Milligan Academy Safe School, etc.) by Sangamon Valley Schools must remain there until the conditions resulting in their placement have been satisfactorily completed. Students enrolled in these programs are not eligible for the SVHS graduation ceremony, prom, homecoming, or any other school function.

Students who have been accepted for placement in alternative schools may return to Sangamon Valley High School only with the approval and recommendation of the alternative school. Academic credits received from this placement will be accepted at Sangamon Valley High School.

8. EQUAL EDUCATION MEASURES

A. LIMITED ENGLISH PROFICIENT STUDENTS

The Superintendent or designee shall develop and maintain a program for students having limited English language proficiency that will:

1. Appropriately identify students with limited English proficiency.
2. Comply with State law regarding Transitional Bilingual Educational program (TBE) and Transitional Program of Instruction (TPI).
3. Comply with any applicable federal law and/or any requirements for the receipt of federal grant money for limited English proficient students.
4. Determine the appropriate instructional environment for limited English proficient students.
5. Annually assess the English proficiency of limited English proficient students and monitor their progress in order to determine their readiness for a mainstream classroom environment.
6. Notify parents/guardians of and provide information about: (1) the instructional program, (2) reasons for their child’s identification, (3) their child’s level of English proficiency, (4) the method of instruction to be used, (5) how the program will meet their child’s needs, (6) specific exit requirements of the program, (7) how the program will meet their child’s IEP, if applicable, and (8) information on parent/guardian rights. Parental involvement will be encouraged and parents/guardians will be regularly apprised of their child’s progress.
7. Parents/guardians of limited English proficient students 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 Sangamon Valley C.U.S.D. #9's Limited English Proficiency program.

B. EDUCATION OF CHILDREN WITH DISABILITIES

The Sangamon Valley C.U.S.D. #9 shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed.

It is the intent of the Sangamon Valley C.U.S.D. #9 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.

For students eligible for services under IDEA, the Sangamon Valley C.U.S.D. #9 shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the Sangamon Valley C.U.S.D. #9 shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

The Sangamon Valley C.U.S.D. #9 may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Related Service Logs: For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each types of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

C. EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the Sangamon Valley C.U.S.D. #9 will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the Sangamon Valley C.U.S.D. #9 remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

D. HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the office.

E. SEX EQUITY

No student shall, based on sex, 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. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

F. ADMINISTRATIVE IMPLEMENTATION

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

9. TEACHER QUALIFICATIONS

A teacher, as the term is used in this policy, refers to a Sangamon Valley C.U.S.D. #9 employee who is required to be certified under State law. The following qualifications apply:

Each teacher must:

- Have a valid Illinois license that legally qualifies the teacher for the duties for which the teacher is employed.
- Provide the Sangamon Valley C.U.S.D. #9 Office with proof of certification by the end of the first week of school, each school year.

- Provide the Sangamon Valley C.U.S.D. #9 Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
- Notify the Superintendent of any change in the teacher's transcript.

The following teachers must be "highly qualified" as defined by State and federal law:

1. (a) Newly hired teachers who will work in a program supported with Title I funds, and (b) by the end of the 2005-2006 school year, all teachers of core academic subjects. Teachers are generally considered to be highly qualified if they:
 - (a) have a bachelor's degree; (b) have full State certification according to criteria adopted by ISBE; and (c) have demonstrated subject-matter competence in the area(s) taught according to criteria adopted by ISBE.
2. "Core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

The Superintendent or designee shall:

1. Develop and implement a plan to ensure that all teachers who teach core academic subjects are "highly qualified," as defined in this policy, not later than the end of the 2005-2006 school year;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I money are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

10. SCHOOL HEALTH & SAFETY

A. STUDENT PHYSICAL EXAMS

A student's parent(s)/guardians(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade.

The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advance practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician. Unless the student is homeless, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the Sangamon Valley C.U.S.D. #9. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by

the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification. Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board Policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Students participating in athletics must have a current physical exam on file for each year the student is involved in athletics.

B. STUDENT DENTAL / EYE EXAMS

The School Code of Illinois requires all children entering a public, private, or parochial school for kindergarten, second, sixth, and ninth grade to have a dental examination on file by May 15th of the school year. *The new Illinois' Children's Eye Examination Law requires comprehensive eye exams performed by qualified eye doctors, such as optometrists and ophthalmologists, for children entering kindergarten or enrolling for the first time in public, private, or parochial elementary schools in Illinois. Proof of the eye exam must be submitted by October 15th of each school year.* Student vision and hearing exams will be conducted at school as required by the Illinois Department of Public Health guidelines.

C. COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Sangamon Valley C.U.S.D. #9's policies. Students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether a student with a chronic communicable disease may attend the school in the regular classroom setting shall be made in accordance with the Sangamon Valley C.U.S.D. #9's placement procedures. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The Superintendent may establish additional rules and regulations designed to implement these regulations.

D. MEDICATION POLICY

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.

E. Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

F. Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

G. Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

H. Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

I. ACCIDENT REPORTS

All coaches, faculty, and sponsors acting in a supervisory capacity involving students from Sangamon Valley C.U.S.D. #9 are required to file an accident report in the office within 24 hours of any accident and/or injury to a student. All employees who are injured while in performance of their duties are required to file an accident report within 24 hours.
HAZARDOUS AND INFECTIOUS MATERIALS

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of Sangamon Valley C.U.S.D. #9 personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials. Parents/guardians who complete the appropriate form(s) requesting notification shall be notified two (2) days prior to the application of insecticides, pesticides and herbicides.

Sangamon Valley CUSD #9 has an Integrated Pest Management System in place. On the third Tuesday of each month, after school hours, Sentinel Pest Control monitors each building in the District.

Any questions concerning pest management, asbestos, insecticides, herbicides or any other hazardous concerns, should be addressed to the Unit Office at 217- 668-2338.

J. SAFETY

The Sangamon Valley C.U.S.D. #9 shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for injury prevention; bomb threats, weapons, active shooter and explosives on campus; fire emergency and drill procedures; tornado protection; instruction in safe bus riding practices; emergency aid; and post-crisis management. There shall be at least three full participation exit drills during the regular school year

K. SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

L. CHILD SEX OFFENDER AND MURDER NOTIFICATION ACT

No employee, volunteer, or contractor's employee shall be on school property or at any school event if he or she is a child sex offender, as defined in the Child Sex Offender and Murderer Notification Law, unless prior permission is given by the Superintendent.

The Superintendent shall develop procedures for the distribution and use of information from law

enforcement officials under the Child Sex Offender and Murderer Community Notification Law. The Superintendent or designee shall serve as the Sangamon Valley C.U.S.D. #9 contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders. All contracts with the Sangamon Valley C.U.S.D. #9 that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following provision:

“The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.”

M. LOCK DOWN STATUS/HOLD IN PLACE

For security reasons, the Building Principal reserves the right to place the campus under lock down. During this time, teachers will hold the students in the classrooms with the door closed and locked. No student will be allowed in the halls or other parts of the building during the duration of the lockdown, unless authorized by the Building Principal or Superintendent.

N. SEARCH AND SEIZURE

To maintain order and security in the schools, authorized authorities may conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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, 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. This paragraph also applies to student vehicles parked on school property. In addition, Building Principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Student Searches: 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 students 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 reasonable 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. School officials may not request or require a student or his/her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property: If a search produces evidence that the student has violated or is violating the law or the Sangamon Valley C.U.S.D. #9's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity: Before a law enforcement officer, school resources officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will:

1. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing
2. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning
3. If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with your is present during the questioning

11. STUDENT FEES

All students (and their parents/guardians) are responsible for the textbook rental fee, technology fee, athletic participation fee (including cheerleaders and dance teams), and a Driver's Education fee if applicable. Certain classes may require individual materials at the student's cost. Athletes that choose to participate in a cooperative sport hosted by Tri-City Schools will be subject to their athletic fees (\$100.00 per sport). Those participating in sports at Meridian Schools are subject to their \$50.00 per sport athletic fee. All fees must be turned into the High School office prior to the first practice.

A. Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student’s parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District’s decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

B. BREAKFAST/LUNCH PROGRAM

Breakfast: Regular \$1.40 Reduced \$.40
Lunch: Regular \$3.00 Reduced \$.50
Adult Lunch: \$3.55
Milk by itself: \$.60 (even if your child receives free/reduced lunches)
Ala-carte is available for all students.

*Prices subject to change.

All students will have an account set up through School Insight (TeacherEase). Money may be put into students’ accounts before 10:00 a.m. daily. Make sure the cash/check is in a sealed envelope with your child’s full name on it. The envelope should be placed in the tan locked box outside of the office. **No money will be refunded at the end of the year, but rather rolled over into the next year.** Your child will be given a pin number that he/she will type into a keypad at mealtime.

C. FREE AND REDUCED-PRICE FOOD SERVICES

Notice: The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children: A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification: At the beginning of each school year, by letter, the Sangamon Valley C.U.S.D. #9 shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the Sangamon Valley C.U.S.D. #9 for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance: The Sangamon Valley C.U.S.D. #9 shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal: A family may appeal the Sangamon Valley C.U.S.D. #9's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The Sangamon Valley C.U.S.D. #9 may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The Sangamon Valley C.U.S.D. #9 shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

12. ACADEMIC POLICIES

A. STUDENT SERVICES

Some of the student services offered to Sangamon Valley High School students and from which all students can benefit are:

- Planning and scheduling a program of studies
- Post high school entrance and scholarship and financial aid
- Careers and occupations information
- Recommendations for employment, colleges, scholarships and service academy appointments
- Transcripts for college admissions and trade and technical schools
- Student Support Team (SST)

B. DEPARTMENTS AND COURSES

The Student Services Office has a booklet entitled “Course Descriptions.” This booklet lists graduation requirements, requirements for admission to public universities, career tracking, and course descriptions for classes at Sangamon Valley High School, Heartland Technical Academy and Richland Transfer Academy.

C. SCHEDULE CHANGES

Students have the first five days of a semester to initiate a change in their class schedule due to a scheduling conflict. The adding or dropping of a class is done through the Director of Student Services. **Students should email schedule change request(s) to all instructors involved (both add and drop), parent/guardian, and the director of student services. Once all have responded, the director of student services will make the appropriate changes to the student’s schedule, and respond in the email with confirmation of the change(s).** There will be no classes added after the fifth day of a semester without administrative approval due to special circumstances. If a student drops a class after the fifth day of a semester, the student will be assigned an F (failure). The procedures to add or drop a class are as follows:

1. **Students should email schedule change request(s) to all instructors involved (both add and drop), their parent/guardian, and the director of student services.**
2. **Director of student services will make the appropriate changes to the student’s schedule.**
3. **Director of student services will reply to the email with the appropriate changes to the student’s schedule.**

This detailed process is necessary in order to notify each individual of the change in classes. Any failure to follow this procedure may cause the student to lose credit for the course.

D. DUAL CREDIT COURSES

Courses awarded college credit through Richland Community College (RCC) are eligible to be taken for ½ Sangamon Valley High School credit, provided they are at least 3 semester hours college credit and

a minimum 100 level course. Students enrolled in college course work electing to receive dual credit must meet all school requirements to attend RCC in addition to the following requirements.

1. Transportation, tuition, and all RCC fees are the responsibility of the student.
2. Dual credit will be offered to any Junior or Senior
3. Dual credit will be offered to sophomore students who have permission of the High School principal.
4. Dual credit may be offered for courses articulated with RCC.
5. Students participating in extracurricular activities must meet all SVHS and IHSA eligibility requirements. Course work taken outside the normal school day will be monitored for extracurricular eligibility.
6. One half credit will be offered as credit for all 3, 4, and 5 credit hour classes. One-quarter credit will be offered for 1 and 2 credit hour classes. Students must accumulate 3 credit hours to earn one half credit. In accordance with current high school policy students who withdraw at/or before 10 school days will be assigned a letter grade of withdraw failing.
7. If a student drops a course at any time before completing the course, the student must report the drop to the Director of Student Services at the High School.
8. If a student drops a course at any time before completion, this drop will become a part of his/her permanent high school record. The entry date, name of course and withdrawal date will be recorded. Immediately after dropping, the student must report the drop to the High School and report back for classes and attendance for a full day of school. No credit will be able to be earned due to a lack of a full semester of attendance in the course.

E. RICHLAND TRANSFER ACADEMY(RTA)

RTA is a partnership between RCC and the Sangamon Valley School District and is an opportunity for high school students to earn up to 38 — 41 transferable college credits in a two-year dual credit program.

Students may take college classes, only if they have scored appropriately on the RCC placement tests or SAT/ACT. Students:

1. Must have signed permission each semester from the administration or Director of Student Services as well as parental permission.
2. Must follow guidelines for attendance and performance set by RCC.
3. Student/parent/guardian must pay 100% of cost up front. Those students earning a “C” or better in up to 6 credit hours can receive 50% tuition reimbursement by submitting their RCC account bill and their final grades for the semester.
4. If a student drops a course at any time before completing the course, the student must report the drop to the Director of Student Services at the High School.
5. If a student drops a course at any time before completion, this drop will become a part of their permanent high school record. The entry date, name of course and withdrawal date will be recorded. Immediately after dropping, the student must report the drop to the High School and report back for classes and attendance for a full day of school. No credit will be able to be earned due to a lack of a full semester of attendance in the course.
6. Students will provide their own transportation.
7. All students will need to complete all SVHS graduation requirements.
8. Each three credit hour semester course at RCC equals 1/2 high school credit. No exceptions. Example 3 credit hour classes = 0.5 high school hours.

9. Students may take classes that coincide with school hours. Students will not be given release time from school for classes that are scheduled outside school hours.
10. Students must be enrolled in at least two SVHS classes each day to be eligible to enroll in off campus classes.
11. Students will follow the SVHS schedule. Any scheduling questions should be directed to the administration and Director of Student Services.

RCC FOR SUMMER OR EVENING CLASSES.

Students enrolled at RCC during the summer or evening (beginning after 4:30pm):

1. May take courses for remediation, dual credit, and college credit.
2. Will pay all tuition and fees.
3. Will provide their own transportation.
4. May take any course offered for college credit with approval from the SVHS administration or Director of Student Services, and RCC.
5. Each semester course will equal 1/2 high school credit. No other fractions of credit will be given.

F. HEARTLAND TECHNICAL ACADEMY (HTA)

The following criteria must be met by students being considered for admission to the HTA cooperative programs, and must be met for re-admission:

1. Each potential HTA student shall be recommended for attendance by the SVHS Administration and subject to approval by the Board of education. Students must also pay a program fee of **\$100.00** to be paid at registration in August.
2. Eligibility for application or continued enrollment at HTA is based on passing all required courses and meeting minimum attendance requirements at SVHS the previous semester. Each student must have a "C" or above, in all classes the previous semester of attendance prior to enrollment, and maintain a "C" or above in all classes to remain enrolled at HTA. A student may have no more than 10 absences during the previous 2 semesters unless approved by the administration. Poor academic performance and/or attendance at SVHS may result in the student in question being denied admission or removed from HTA.
3. Each student shall have attained sufficient credits to attain junior or senior standing.
4. While enrolled at HTA each student shall be subject to all rules and regulations governing SVHS students. SVHS/HTA students shall attend school in Decatur in accordance with the Area Technical Academy calendar, unless otherwise stipulated by the superintendent.
5. Each student shall have no more than a total of 3 whole or partial days of unexcused absence for each semester. Each student shall be in attendance by the beginning of second hour or the student shall not attend HTA classes that day unless pre-approved by the SVHS Administration.

Bus transportation shall be provided by the Sangamon Valley C.U.S.D. #9. All students approved for attendance shall ride the district bus to and from HTA. No student will be allowed to drive to HTA unless required to do so by the Director of HTA and pre-approved by the SVHS Administration. (i.e. internships, field trips, etc.) Athletes must meet with the Athletic Director or the Principal to make

arrangements for transportation in order to get back early for away contests. Students who choose to drive, or ride with another student to HTA without permission may be immediately dropped from HTA classes (receiving a failing grade) and will be re-enrolled full time at SVHS.

Any student who wishes to drive to HTA on a regular basis must have a waiver signed by a parent and approved by the SVHS Administration prior to doing so. All students who drive must sign out prior to leaving school grounds.

The district bus will return to SVHS no later 3:00 P.M. Upon returning to SVHS, students may leave school or report to the library. Loitering in the hallways or classrooms is prohibited.

Violation of any of the above may result in loss of driving privileges or immediate withdrawal from HTA (receiving a failing grade) and reinstatement in afternoon classes at SVHS.

G. GRADING AND PROMOTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, and/or other standardized testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. *Per the Illinois School Code (105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27), the decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.*

Every teacher shall maintain an evaluation record for each student in their classroom. The final grade is assigned by the teacher and cannot be changed by an administrator without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record. (See 105 ILCS 5/2-3.64, 5/10-21.8, and 5/27 — 27.23 Ill, Admin. Code 1.440.)

H. SEMESTER EXAMS

Students are required to take a semester exam, unless excused by administration during the scheduled class time and remain in the classroom during the entire testing period.

Exam Rules:

- Semester exams are to be given for all courses.
- Exams are to be given only at appointed times, unless approved by administration.
- Semester exam grades will be the points assigned to the test by the teacher. No semester exam will exceed 20% or the overall final semester grade. Teachers must clearly communicate with students how many points the exam will be worth.
- Teachers will provide review materials for students with ample time to study prior to the test date.
- Failure to take the final exam will result in a failure of course for the semester.
- Students must stay in class for the entire testing period. Teachers should not release students early.
- Students who miss exams for an excused reason can make up exams at **the teacher's** earliest convenience.
- Passes will be issued in emergency situations only. NO students in halls during testing sessions!
- Students may study in designated study rooms when they are not required to take a test.
- All regular school rules apply during final exams.
- If a student fails both quarters they are ineligible to take the final exam.

High School Semester Exam Exemption Policy:

Students will have the chance to make themselves exempt from final exams by meeting the following criteria.

Seniors are exempt from **ALL** second-semester final exams when they meet the following criteria:

- Have earned an **80%** or better each quarter
- Have no unexcused absences.
- Have not received a major referral.

Freshman through First Semester Seniors may earn **one** exam waiver of their choice per semester when they meet the following criteria:

- Students who earn **80%** or better each quarter
- Have no unexcused absences.
- Have not received a major referral.

Other Guidelines:

- Students may not use the exemption in the same class in both semesters.
- Students may choose to take semester exams for no harm.
- Teachers are welcome to do a lab/project as their final exam.

FIRST SEMESTER EXAM WAIVERS FOR SAT AND PSAT

Juniors who score **1000-1199** on the **SAT** exam will be allowed an additional semester exam waiver. Those students who score **1200** or better will be allowed two exam waivers. Waivers can be used in any subject area; however, students must have an 80% or better average each quarter in the subject they plan to exempt.

Freshmen who score **900** or better on the **PSAT 9** exam will be allowed an additional semester exam waiver. Sophomores who score **950** or better on the **PSAT 10** exam will be allowed an additional semester exam waiver. Waivers can be used in any subject area; however, students must have an 80% or better average each quarter in the subject they plan to exempt.

I. HIGH SCHOOL SEMESTER EXAM DISMISSAL POLICY

1. Students taking a semester exam must remain in the class for the entire period. Students are encouraged to bring other study materials or a book to read in case they finish an exam before the end of the period. Restroom breaks are permitted and will be assigned at the discretion of the teacher.
2. Cell phones/Laptops/Chromebooks and other electronics are not permitted in the classroom during a semester exam. The teacher will collect all electronic devices before the exams are distributed. All collected electronic devices will be returned to the student at the end of the period or after all exams have been collected.
3. Once a student arrives for finals, they are to stay in the building until they have completed their last exam for that day.

J. HIGH SCHOOL GRADUATION REQUIREMENTS

Credits

- 4.0** English
- 3.0** Math (1.0 Algebra and 1.0 Geometry required, may use AP computer course, Accounting, or other math as 3rd credit)
- 2.0** Science (1.0 physical & 1.0 life required)
- 2.0** Social Studies (Global Studies and U.S. History required)
- 0.5** Government
- 3.5** Physical Education
- 0.5** Consumer Education or Ag. Business Management
- 0.25** Driver Education
- 0.25** Community Service (30 Hours documented)
- 0.5** Health
- 0.5** Computers
- 1.0** Electives from music, language arts, vocational, etc.
- 8.0** General electives
- 26** **Total Credits Required for Graduation**

Vocational and HTA students may earn one less credit per year of program enrollment.

College Prep Course Recommendations

- 4** years of English
- 4** years of Math
- 3** years of Science
- 3** years of Social Studies
- 2** years of Foreign Language/Humanities

High School Course Weighting

Sangamon Valley students receiving a grade of “C” or above in the following courses shall have his/her grade for that class raised by 0.5 grade point per semester: College English and other approved RCC dual credit classes, English IV, Honors English I-III Classes, Pre-Calculus, Calculus, AP Calculus, AP Statistics, Chemistry I & II, Anatomy, Biology II, AP Physics, AP Computer Science Principles, Foreign Language III and IV.

Community Service Requirement

It is the belief of Sangamon Valley CUSD #9 that students should be offered a variety of learning opportunities which extend outside of the classroom. It is also believed that community involvement is an important factor in developing well-rounded, community-minded students. Each SVHS student will be required to document a minimum of 30 community service hours over the course of their high school career before graduation. Each service project should be documented using the record sheet with supporting documentation and a written student reflection. The service project record sheet and reflection instructions are located on the student services page of the SVHS website and should be turned into the Principal’s office completed before the end of each school year. Students will receive 0.25 credits for successful completion of the community service project.

K. HIGH SCHOOL GRADUATION HONORS

Valedictorian/Salutatorian

Sangamon Valley High School will present valedictorian and salutatorian honors based on the student’s cumulative weighted grade point average as carried through the seventh semester. The valedictorian shall be the graduating senior with the highest G.P.A. The salutatorian shall be the graduating senior with the second highest G.P.A. Co-valedictorians and/or salutatorians shall be named only if G.P.A. are exactly the same to the hundredths. In case of students who have attained the grade of “A” in all courses throughout the seven semesters of high school, the student who has taken more weighted classes is named valedictorian. Co-valedictorians are named when students with all A’s have taken the same number of weighted classes.

L. NATIONAL HONOR SOCIETY

Candidates who are invited to apply to the SV Chapter of National Honor Society exemplify the Four Pillars of Scholarship, Service, Leadership, and Character. Membership is open to eligible students who have been in the school equivalent of one semester. This period is necessary for students to establish themselves and for the faculty to get to know them. Students with a 3.50 grade point average or above are considered for National Honor Society.

After a student has met the necessary academic requirements, he/she is required to obtain three letters of recommendation from current faculty and write an essay with a minimum of 500 words. The Faculty Committee reviews each submission with final approval coming from then administration.

Membership in the NHS comes with very high expectations, including group and individual service requirements. NHS members must also attend mandatory meetings in order to remain in “good standing.”

M. EARLY GRADUATION FROM HIGH SCHOOL

All students are encouraged to attend high school for four full years. The social and academic maturity gained in the four-year high school experience better prepares young adults for advanced training and education and the world of work.

Students may seek early graduation if the following criteria are met:

1. Seven semesters of academic work must be successfully completed.
2. All academic credit requirements must be complete.
3. Students must apply no later than ten days after the first day of student attendance in the school year early graduation is being requested.

If early graduation is granted, the following stipulations apply:

1. Upon early graduation, all association with the school will end. (This includes the prom and participation in all other curricular and extracurricular activities unless preapproved by the principal.)
2. The early graduate will be able to participate in the graduation ceremony held at the end of the eighth semester at which time the diploma will be presented.

N. BAYER STUDENT OF THE QUARTER

At the end of each quarter, one student in each grade 6-12 will be selected for the student of the quarter. The process for selection begins with teacher nominations based upon academic success, leadership and character. **Students with unexcused absences or major referrals will not be eligible for selection.** The teachers will then vote on a student from each grade level from a list of nominated students. The student from each grade level receiving the most votes will be student of the quarter. **A student may receive the award only once per academic year.**

O. SANGAMON VALLEY UNIFORM GRADING SCALE

Teachers will use the following grading system to determine grades and final grades for each semester. This will provide for uniformity among teachers in calculating semester grades.

The percentage scale for teacher use to determine letter grades on report cards is as follows:

99.50-and above	A+
92.45-99.44	A
89.45-92.44	A-
86.45-89.44	B+
82.45-86.44	B
79.45-82.44	B-
76.45-79.44	C+
72.45-76.44	C
69.45-72.44	C-
66.45-69.44	D+
62.45-66.44	D
59.45-62.44	D-
00.00-59.44	F

P. HONOR ROLL

1. Honor Roll will be figured on a quarterly basis using all subjects
2. Averages are based on percentages.
3. A student cannot have any D's or F's.
4. To be eligible for High Honor Roll a student must have a 3.75 grade point average.
5. To be eligible for Honor Roll a student must maintain a 3.50-3.74 grade point average.

Q. INCOMPLETES

A student will be given an incomplete (I) on his/her report card at the conclusion of a grading period if he/she has, for some EXCUSABLE reason, failed to complete his/her assigned work within the time allotted. Except in extreme emergencies, all incompletes will convert to failures in ten days after the close of the grading period. If a student has an excused absence, it will be the responsibility of the student to contact the teacher for make-up work, and such make-up work will be turned in by the deadline set by the teacher. If a student has an unexcused absence, the student will make-up work as directed by the teacher so that the student will not fall behind.

R. HIGH SCHOOL CREDIT RECOVERY COURSES

Credit from correspondence, summer, and on-line programs can only be taken to make up credit for a failed course. Credit recovery courses cannot be used for early graduation or to replace a course offered by the high school. All courses must be approved before enrollment by the principal or counselor. Courses must be completed and grades (for seniors) received by graduation day if they are to be counted for graduation requirements for that year. Grades and records from such courses will be placed in the student's file and on the transcript.

S. ILLINOIS VIRTUAL SCHOOL AND ACADEMY (IVSA) PARTNERSHIP

Online Courses Being Offered through the partnership:

Credit Recovery online classes will be offered at a cost to student/family of **\$190.00/semester**.

Full services online classes (never before taken) will be offered at a cost to student/family of **\$300.00/semester** per class, with some classes being a semester in length and others being two semesters long.

The Sangamon Valley C.U.S.D. #9 provides the option for students to take the following classes from IVSA with the opportunity to receive 50% reimbursement for their cost after receiving a grade of C or higher:

Psychology Introduction to Sociology Any Advanced Placement (AP) course

AP courses will be calculated as weighted in a student's G.P.A. The Sangamon Valley C.U.S.D. #9 will also offer the opportunity to have AP courses counted for college credit upon passage of the AP exam. The Sangamon Valley C.U.S.D. #9 will reimburse **50%** of the cost of the AP exam, which is currently **\$95.00**, if the student scores a 3 or higher on the exam.

T. RESPONSE TO INTERVENTION(RTI)

RTI is the practice of:

- Providing high quality instruction and interventions matched to student need.
- Monitoring progress frequently to make decisions about changes in instruction or goals.
- Applying child response data to important educational decisions.

U. STUDENT SUPPORT TEAM(SST)

The purpose of the Student Support Team (SST) is to review concerns of a student's academic and/or behavioral history. The members include, but are not limited to, a school psychologist, Director of Student Services, social worker, principal, and the classroom teacher. The team will meet weekly to discuss students who have been recommended by a teacher due to attendance, physical and mental health, academic or behavioral concerns.

V. PROGRAMS FOR HIGH SCHOOL STUDENTS AT RISK OF FAILURE AND/OR DROPPING OUT OF SCHOOL

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services that address individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative Learning Opportunities Program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time

13. PHONES, ELECTRONICS & INTERNET

A. SCHOOL TELEPHONE USE

Emergency telephone calls may be made from the telephone in the Principal's office. Students must secure permission from office personnel **before** using the telephone. If a phone call needs to be made, students are encouraged to use the telephone at the beginning or end of the lunch period or after school. Students are not to use the phone for non-emergency issues; such as, making after school plans with friends or asking parents to bring in forgotten homework/materials. Students who abuse the use of the office telephone may be denied access to it. The school requests that only in absolutely necessary situations should parents request messages be given to students.

B. CELL PHONES/ELECTRONIC DEVICES

Students will be allowed to have cell phones/electronic devices in the classroom. Each teacher is allowed to have individual rules for their classroom. Class rules regarding phones/devices must be clearly communicated to the students. Students are not allowed to use social media (Facebook, Twitter, Instagram, Snapchat, Vine, etc) in a negative manner. Students caught engaging in the use of social media in a negative manner will automatically forfeit their use of phone/device at school. Students are not allowed to make phone calls while in class or during passing period. All phone calls should be made from the office with appropriate consent from office personnel. Students in violation may forfeit the use of their phone for the rest of the semester or period designated by the Principal.

Students are not allowed to photograph, film or record faculty/staff/students without their permission. Students caught doing so can receive a minimum of a one-day Alternative Education Placement and may forfeit their use of the phone/device for the remainder of the school year with the possibility of

additional time. If a student uses or posts images, videos or recordings of faculty/staff/students without permission of those individuals, they can forfeit the use of their device and incur additional consequences as seen fit by the administration.

If a student chooses to bring a cell phone/device to school, then Sangamon Valley Schools assume no responsibility for damages to or lose of the item.

C. SCHOOL-REACH NOTIFICATION

School Reach is a telephone broadcast system that allows the school to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. The school will continue to report school closings due to weather as an overlay to public announcements. For an answering machine to receive the call, it must be set to allow no more than 4 rings.

D. INTERNET ACCEPTABLE USE POLICY

Sangamon Valley CUSD #9 provides access to the Internet for faculty, staff and students as a privilege, not a right. Inappropriate use, including violation of the following rules and conditions, will result in cancellation of this privilege for a period of time to be determined by the administration. For students enrolled in computer classes, this cancellation of privilege may result in removal from the class roster and a failing grade.

Acceptable Use: The purpose of Internet access at Sangamon Valley CUSD #9 is to support student and faculty research and educational use. All users must comply with the following:

1. Access will be permitted to students only under the direct supervision of a teacher.
2. Users will use only their own account name and password and will not share this information with others.
3. On-line logs will be checked randomly to ensure that users are using only educationally appropriate sites. It is the user's responsibility not to knowingly access inappropriate material.
4. Despite existing content filtering, users may, by accident, encounter material that may be considered offensive or inappropriate. It is the user's responsibility to report such access to the supervising staff or network administrator.
5. Transmission of any material in violation of any statute is prohibited. This includes, but is not limited to, copyrighted material, threatening, indecent or obscene material or material protected by trade secret.
6. Users will not download or install any software without the express permission of the network administrator.
7. Users will not use the network in a manner intended to harass, threaten, intimidate or demean others. Any abusive or inappropriate communication is prohibited.
8. Users will not reveal the personal addresses of students or colleagues. Students will not post personal identifying information of any kind.
9. Students may use e-mail, "chat" or "instant messaging" capabilities only with permission of the instructor. This includes checking personal e-mail accounts. Generally, this type of use is prohibited and should only be used for a specific educational purpose.
10. Users may not attempt to access information relating to other users.
11. Vandalism including, but not limited to, computer viruses and destruction of data belonging to others will result in immediate suspension of computer privileges.

12. Commercial use is prohibited. Students will not use district accounts to purchase goods and services online.
13. It is the user's responsibility to immediately report any security problems to their teacher or the network administrator.

14. DRESS CODE & LOCKERS

A. HIGH SCHOOL P.E. UNIFORM POLICY

All students are required to dress in regulation physical education uniforms daily. Students must wear gym, tennis, or running shoes. Sandals and dress shoes will not be allowed. Jewelry will not be allowed in the physical education classroom. Students should leave all rings, earrings, necklaces, etc. in the locker room. Uniforms may not be cut-off.

Depending on outside weather, adjustments to the uniform may be warranted (sweats, jackets, sweatshirts, etc.). The additional clothing will not have to be school issued, but should be school appropriate.

Health Issues: If a student needs to sit out of P.E. class for a health/injury reason, he/she will be allowed to miss ONE class with a note from a parent/guardian. If a student needs to sit out of P.E. class for more than one day, a note from a doctor is required. Please be sure the doctor's note has both a starting date and a return date.

B. HIGH SCHOOL PE EXEMPTION POLICY

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

C. STUDENT DRESS CODE

It is the responsibility of the Board to ensure that every student has a safe environment in which to

SANGAMON VALLEY HIGH SCHOOL STUDENT HANDBOOK

learn. Students' dress and grooming must not disrupt the educational process, interfere in the maintenance of a positive teaching and learning environment, or compromise reasonable standards of health, safety and decency. Clothing, jewelry, and other students wearing apparel that, in the opinion of the school administration, disrupts the educational process, interferes with the maintenance of a positive teaching and learning climate, or compromises reasonable standards of health, safety and decency is prohibited.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

D. DRESS CODE RULES

Such items that are prohibited include:

1. Clothing, jewelry or other wearing apparel that is embellished with, suggests or promotes gang affiliation.
2. Sunglasses, or unusual headgear of any kind during school hours.
3. Clothing, jewelry and other wearing apparel that is embellished with, suggests, promotes or depicts alcohol, tobacco, drugs, profanity, or weapons.
4. Clothing or other wearing apparel which is sexually explicit, including but not limited to shirts which reveal or expose the chest or abdomen; fish-net tops or stockings or wide-cut mesh unless the same is covered with a shirt. No muscle shirts, tank tops, backless tops, or spaghetti straps will be permitted. Sleeveless shirts must cover all undergarments.
5. Coats, jackets, hats, hoods, and gloves are not to be worn inside the school during the school day and shall be kept in students' lockers
6. Excessively ripped pants, trousers, jeans are not allowed due to safety concerns. Also, no pants, trousers, shorts or jeans should be worn below the waistline. Undergarments shall not be exposed. Shorts or skirts must be longer than the end of the longest finger when the arms and hands are fully extended at the sides.
7. Chains, loose hanging suspenders or hanging belts are not allowed.
8. Writing/drawing on skin in marker or ink is not allowed.

Students should take into consideration classes where additional safety measures are required, such as physical education and art classes, and in general those classes where inappropriate dress or grooming present an actual danger to the health or safety of the students or others present.

Students wearing apparel prohibited by this policy shall be asked to turn the garment inside out or take the garment off and exchange it for a permissible item. Students may also be subject to discipline for wearing items prohibited herein. Any violation or repeated violations of this dress code may result in a discipline notice to said student.

E. LOCKERS

All lockers made available for student use on the school premises, whether in the hallway or locker room, are the property of Sangamon Valley CUSD #9. These lockers are for student use in storing school materials and personal items necessary for school use. You are not permitted to attach any item to the exterior of the locker. Your locker is school property and is not to be abused in any way.

Periodic locker checks will be made during the school year. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with intended purpose and to eliminate fire and health hazards, maintain sanitary conditions, and to locate lost or stolen materials. Lockers are assigned by the school office and are not to be traded or changed without permission from the office. Students who have difficulty with a locker, or need repairs, should report to the office so that repairs can be made. Locks are attached to the lockers and will be assigned at the beginning of the school year. Lockers should be locked at all times, and students should not share their lock combinations with anyone. The school is not responsible for lost or stolen items from lockers. **Any misuse or damage to the lockers by a student will result in disciplinary action and restitution.**

15. EXTRA-CURRICULAR ACTIVITIES

The Board of Education and staff of Sangamon Valley Community Unit School District #9 adopted this policy, which applies to all students in grades 6 – 12, who desire to participate in extracurricular athletics, cheerleading, dance, scholastic bowl, drama, band, music or any other school sponsored activity. It applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on student athletes and participants.

Athletics and Non-Athletics are an intricate part of the educational system. Extra-curricular activities are a classroom, which contain programs for the gifted in the nature of physical and mental abilities. Their abilities are above and beyond the normal expectation of education classes. Participation in extracurricular activities is a privilege and not a right.

It is the desire of this school, not only to produce winning teams at all levels but also to produce a person who has benefited from the extracurricular program. It is desired that a graduate of these programs can utilize what has been taught. The participant must learn future life dealings with others and most important, to understand himself/herself.

The outcome of each practice session and game rests on the participant and coach. No other influence is as important as those two. In accomplishing this, there must be responsibilities, good judgment, good conduct, discipline, and respect. The coach and participant set the pace for each competition/performance/practice to be held. Their conduct and responsibility must be of the highest degree in sportsmanship and integrity.

The purpose of this handbook is to set the basic groundwork, upon which successful sports and non-sports programs can be built. By reading and knowing the contents of this handbook, it is hoped that you will become a competitor that is a star in his or her own right.

IHSA MEMBERSHIP

Sangamon Valley High School is a member of the Illinois High School Association and strictly adheres to all policies and bylaws of the organization. Any other special situation not covered in this handbook will be handled at the discretion of the Sangamon Valley Administration and the coach(es).

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

The policies stated in this handbook apply to any student participating on a Sangamon Valley team or group, including but not limited to cheerleaders and scholastic bowl. All existing rules and regulations found in the Student Handbook and Sangamon Valley School District #9 policies apply to all extracurricular activities. Coaches also may hand out specific rules for their activity, which will also be adhered to.

CHAIN OF COMMAND

As with any organization, it is necessary to provide a means of decision making and resolution of disagreements. In all such instances, sponsors, students/athletes, and parents should follow this hierarchy. Students/athletes should attempt to resolve all issues directly with the coach/sponsor. Parents should first address all questions and concerns to the coach/sponsor. This should be done by calling the school and setting up an appointment with the coach. If, after first attempting to resolve matters with the coach/sponsor a student or parent is not satisfied, the chain of command which is to be followed is as indicated:

- A. Coach
- B. Athletic/Activities Director
- C. Principal
- D. Superintendent
- E. Board of Education

GUIDELINES

The following guidelines are ones that are explained in more detail from the Student Handbook and may also be additional information. The Student Handbook will be followed along with these guidelines and any additional requirements from the coach. If you have any questions, please contact the Athletic Director.

PRE-SEASON DOCUMENTS - All athletes must present the following documentation to the school office, prior to the start of the season.

Student Physical - all athletes must have a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant on file in the Principal's office prior to the first practice, in order to participate in practices or games. It is recommended to update this physical in the summer months, so it will not expire during the school year.

Incoming Freshman do not need a sports physical, as their school physical will act as such.

Permission Slip - a permission slip to participate in the specific athletic activity signed by the student's parent/guardian. This is usually provided by the coach prior to the start of the season.

Concussion Form - all athletes must have a signed concussion form on file, prior to the start of practices. Additionally, each participant will take part in Impact testing, as a part of the concussion protocol.

Athletic Fee - An athletic fee of \$50 must be paid prior to the first practice or the participant will not be allowed to participate. This fee is non-refundable after the official IHSA start of the season. Athletes that choose to participate in a cooperative sport hosted by Tri-City Schools will be subject to their athletic fees. All fees must be turned into the office prior to the first practice.

ATTENDANCE - In order for a student to participate in any competition, performance, and/or practice, the student must be in attendance by the start of 2nd hour. Also if a student leaves school at any time during the school day, for reasons other than medical, they will not be allowed back at school that day to compete/practice/perform or watch other activities practice/performance/competition. Any

exceptions to this rule must be approved in advance by the Principal, and the coach and the Athletic Director will be informed.

CONFLICTS WITH OTHER ACTIVITIES - If another school activity conflicts with practice or a game, the coach should be notified immediately so that the coaches involved may resolve the conflict.

PARTICIPATION IN TWO SPORTS DURING A SEASON – The Sangamon Valley Board of Education has determined an athlete may participate in two different sports during the same season.

EQUIPMENT AND UNIFORMS - All athletes and participants are held responsible for any equipment or uniforms issued to them that is school property. At the discretion of the Coach and/or Athletic Director, the athlete will be expected to pay for any piece of equipment or uniform lost or damaged. Uniforms issued are the responsibility of each team member with respect to care and maintenance. **Uniforms are not to be worn at any time other than the athletic contest, or as approved by the coach, and are never to be worn by anyone other than the athlete.**

STUDENT TRANSPORTATION - All participants must ride the bus to away contests or practices. Should a parent or guardian like to arrange alternate return transportation, he/she must:

- Submit a written note to the building principal designating with whom the student has permission to leave the contest OR
- Sign for release of his/her student at the conclusion of the event.

Any student found in violation of this policy will be subject to disciplinary action up to and including removal from the team.

Although discouraged, in the event a definite matter of inconvenience exists, a parent may submit a written request for approval to the building principal for the student to drive to a practice or athletic contest.

Athletes, cheerleaders and participants may not be given permission to ride with anyone other than his or her own parents unless prior administrative approval has been given.

INJURIES - Any school-connected injury shall be immediately reported to the coach. If a participant has received a disabling injury, it is the responsibility of the participant to bring the coach a written release from the doctor before he or she may return as a participant. In the event of a head injury, it is the player's IMMEDIATE responsibility to inform the coach in regards to the nature of the injury. Furthermore, any student exhibiting symptoms consistent with a concussion (headache, dizziness, confusion, balance issues) must complete the required steps of Sangamon Valley's concussion protocol, as well as be approved to return to play by a licensed medical professional with experience in treating concussions.

SUSPENDED STUDENTS - Students who have an in-school suspension *are* eligible to participate in competitions and practices. Students who have an out-of-school suspension *are not* eligible to participate in competitions or practices, nor are they allowed to be on school grounds or in attendance at any school activity (either home or away) during the period of suspension.

PRACTICES - All practices are closed practices. If a parent would like to sit in on a practice, please call the coach first to discuss the matter and make arrangements. Students that are ineligible to compete are allowed to attend practice, unless instructed otherwise by the coach.

OPEN GYMS - Open gyms may only be attended by students not currently in a sport.

TERMINATION FROM A SPORT - Students may self-terminate, be ineligible, break handbook or coaches rules and thus no longer be a member of a team. When this happens the student shall not be allowed to participate in open gyms or start another activity until the one they are no longer a part of has finished its normal season. Additionally, any termination of participation constitutes a forfeiture of any awards given for that activity.

TRAINING RULES

The policies stated in this handbook apply to any student participating on a Sangamon Valley team or group, including but not limited to cheerleaders and scholastic bowl. All existing rules and regulations found in the Student Handbook and Sangamon Valley School District #9 policies apply to all extracurricular activities. Coaches also may hand out specific rules for their activity, which will also be adhered to. In addition, the following rules apply:

SCHOLASTIC STANDING

1. High School students must have passing grades in all but 1 class during the semester.
2. HS – if a student has more than 1 “F” at the end of the semester, they are not eligible to participate in any sport or activity the following semester. If any student has only 4 classes during a semester they must be passing all of them during the semester as well at the end of the semester to remain eligible.
3. Participants must be passing ALL classes for Middle School students. This is checked weekly during each quarter and starts over each quarter. This does not carry over to the following school year.
4. A participant shall be removed from the team after three (3) weeks of ineligibility. (Does not have to be consecutive weeks.) Members of groups such as Band, Drama or Chorus will be removed at the coach’s discretion, due to their number of competitions or performances.
5. Eligibility checks for each sport/activity shall commence the 2nd week of the season. The season begins with the first day of practice.
6. It is up to each coach to decide if an ineligible student will be in attendance at home/away competitions. However, no ineligible student will be allowed to leave school early to attend a scheduled event.

EXTRACURRICULAR CODE

Tobacco (Use of and/or possession of) Use of and/or possession of tobacco is strictly prohibited at any time you are a member of a school-sanctioned sport or activity. Violations will be cumulative for the entire school year.

FIRST OFFENSE: Suspended for *competition(s) at their level of competition.

***Individual Activity Suspensions**

Football - 1 game

FB Cheerleading -1 game

Volleyball - 2 matches

Golf - 2 matches

Track – 2 meets

Basketball - 2 games

BB Cheerleading - 2 games

Softball - 2 games

Baseball – 2 games

Scholastic Bowl - 2 meets

** Chorus, Band, and Drama -- suspension will be determined by the Principal and Coach due to the small number of competitions.

*** These suspensions will be served by the participant, by being in attendance and sitting with the team out of uniform.

SECOND OFFENSE: Suspended for 1 year from the date of the offense from all sports/activities.

Alcohol (Use of and/or possession of) Use of and/or possession of alcohol is strictly prohibited at any time you are a member of school-sanctioned sport or activity. Violations will be cumulative for the student's entire high school career for all activities, and be dealt with as follows:

FIRST OFFENSE: This shall result in a 1/3 suspension of the regularly scheduled competitive season at the time of the violation. **EXAMPLE:** If the first violation occurred during football and nine games were scheduled, the participant would be suspended for three games. If the violation occurred during track and eighteen meets were scheduled, the participant would be suspended for six meets. The suspension will be based upon the higher level at which the participant practices and participates in and will encompass all IHSA – Sanctioned contests in-between. Any suspension that was not completed within an activity will carry over to the next activity that participants participate in, if this happens, the number of suspensions left to serve will be re-calculated for the new activity. Suspensions may carry over into Post Season play or the next school year. These suspensions will be served by sitting out of uniform with the team.

SECOND OFFENSE: Suspension will be for 1 year from the date of the offense for all sports/activities.

THIRD OFFENSE: Suspension will be for the remainder of their high school career in all sports/activities.

Drugs-legal/illegal (Use of and/or possession of) Use of and/or possession of drugs or drug paraphernalia is strictly prohibited at any time you are a member of a school-sanctioned sport or activity.

FIRST OFFENSE: Suspension will be for 1 year from the date of the offense for all sports/activities.

SECOND OFFENSE: Suspension will be for the remainder of their high school career from all sports/activities.

Tobacco and Alcohol (Sale of) Whenever a participant is involved or caught in the selling of tobacco and/or alcohol the participant will be suspended from all sports/activities for 1 calendar year.

Drugs (Sale of) Whenever a participant is involved/caught in the selling of drugs, the participant will be suspended from all sports/activities for the remainder of their high school career.

*If any participant violates any of the above areas, they will not be eligible for nomination for any All Conference awards or recognitions.

Unexcused Absence Discipline for an unexcused absence from a practice or game will be left to the discretion of the coach.

Unsportsmanlike Conduct Gross misconduct or inappropriate actions while acting as a representative of the school will result in immediate discipline by the Coach, Athletic Director and/or the Principal.

Theft or destruction of property Theft or willful destruction of personal or school property will result in immediate discipline by the Coach, Athletic Director and/or Principal.

Trips All students must ride the school bus to and from all contests unless previous permission, IN WRITING, has been given BY A PARENT, to the coach in charge. This practice is discouraged unless a definite matter of inconvenience exists. Athletes, cheerleaders and participants may not be given permission to ride with anyone other than his or her own parents unless prior administrative approval has been given. When in route to and from a scheduled contest, and in the presence of the public, athletes not attired

in team uniforms should dress to the standards set by the respective coach, as well as non-athletic participants.

**** Sangamon Valley High School is a member of the Illinois High School Association** and strictly adheres to all policies and bylaws of the organization. Any other special situation not covered above will be handled at the discretion of the Coach, Athletic Director, and Principal.**

ATHLETIC AWARDS

1. SENIOR SPORTS PLAQUES – The Senior Sports Plaque is awarded to any student athlete who has received at least two Varsity letters and one of these being earned their senior year.

2. VARSITY LETTERS – To earn a Varsity award, the athlete must complete the following requirements in each sport. Only one letter is awarded per student. For each letter earned after the first one, an insert (pin representing the sport) will be awarded. Coach’s discretion applies to all awards described below.

Football: 40% of Varsity quarters or participating for four years and finishing the season in good standing.

Volleyball: 40% of Varsity games or participating for four years and finishing the season in good standing.

Basketball: 40% of Varsity quarters or participating for four years and finishing the season in good standing.

Softball: 40% of innings of Varsity games or participating for four years and finishing the season in good standing.

Baseball: 40% of innings of Varsity games or participating for four years and finishing the season in good standing.

Track: Two points per meet (20 points for ten meets) or score in an Open Varsity meet or participating for four years and finishing the season in good standing.

Fresh/Soph Open meets will count toward Varsity points.

Cheerleaders: Must perform at 80% of the games including Tournaments and any post-season games.

Dance: Must perform at 80% of the games.

3. NUMERALS- At the end of the first successfully completed season, the athlete will receive numerals representing the student’s graduating class year.

4. CERTIFICATES- Each athlete that successfully completes a season is awarded either a Letter Winner Certificate or a Participant Certificate regardless of other awards.

5. SPECIAL AWARDS- Special awards for outstanding performance or contributions by an individual during the season are presented by the coach at the athletic awards program for that sport. The school will provide up to 5 plaques per sport for special awards.

HIGH SCHOOL ATHLETE OF THE YEAR

VOTING: SV Head Coaches, Assistant Coaches, Athletic Director

CRITERIA:

- Earned 4 or more Varsity Letters and at least 1 in their Senior year.
- Vote for 1 female and 1 male athlete and consider the following:
- 60 % - Athletic Achievement - actively competed and participated in athletics.
- 30 % - Leadership/Character – courteous, gracious, mature, helpful, classroom and/or team leader, disciplined, possess a strong will to succeed, respectful, and growth as an individual as a result of their athletic experiences.

- 10 % - Scholarship - shall include grade point average, ACT/SAT performance, meets academic deadlines, and is cooperative in the class

Each recipient will receive an individual award in addition to their name being placed on a plaque, which shall remain at school.

NON-ATHLETIC AWARDS

1. VARSITY LETTER AWARDS

1. **Scholastic Bowl**- Must earn a predetermined number of points, depending on the number of matches and tournaments played, and Freshmen and Sophomores must compete in at least 4 Varsity matches, or anyone who has participated 4 years and finished the season in good standing.
2. **Chorus/Band/Drama**- These activities will not receive letters. They may receive certificates and pins for the activity. Only one letter is awarded per student. For each letter earned after the first, an insert (pin representing the activity) will be awarded. Coach’s discretion applies to all awards described.
2. **CERTIFICATES** - Each participant that successfully completes a season is awarded either a Letter Winner Certificate or a Participant Certificate regardless of other awards.
3. **SPECIAL AWARDS**- Special awards for outstanding performance or contributions by an individual during the season are presented by the coach at their respective awards program. The school will provide up to 5 special awards per activity/sport.

B. SUSPENSION FROM SCHOOL-RELATED ACTIVITIES

Because of misconduct or inappropriate behavior at extra-curricular activities, the school administration may suspend students from attending such functions for the remainder of the season, semester, or year. Any student who has been suspended more than 10 days during the school year is prohibited from attending or participating in any school activity.

C. SPORTS, ACTIVITIES, AND CLUBS

Sangamon Valley students are encouraged to actively participate in one or more of the school sponsored activities. Activity participation enables the student to achieve experience in social activities, develop leadership qualities, pursue leisure-time interests (and develop new interests), enlarge friendships, learn the art and policy of government, and have fun! The Sangamon Valley C.U.S.D. #9 rules apply at any school sponsored activity whether it be a weekday or weekend. Athletes that choose to participate in a cooperative sport hosted by Tri-City Schools and Meridian Schools will be subject to their athletic fees. All fees must be turned into the office prior to the first practice.

Athletics (Boys)

Football
Basketball
Baseball
Track
Soccer

Basketball
Track
Soccer
Softball

Athletics (Girls)

Football Cheerleading
Volleyball
Basketball Cheerleading

Activities (Coed)

Scholastic Bowl
Band
Color Guard
Valley Voices (Choir)

Clubs (Coed)

FFA
Publications/BOLT
Future Business Leaders of America (FBLA)
National Honor Society (NHS)

Student Council
Drama Club
Book Club
Chess Club
Principal’s Advisory Council

D. PROM AND HOMECOMING

Students should be aware that these and all extra-curricular activities are privileges and participation is based upon the fulfillment of appropriate requirements. Students who demonstrate disruptive behavior while at school may be denied the privilege of participating in any or all extra-curricular activities including Homecoming and Prom. Homecoming is a social activity planned for our high school students. Any freshman through senior in good standing may attend. Prom is reserved for juniors and seniors though freshmen and sophomores may attend as a date of a junior or senior. Middle School students shall not be permitted to attend Homecoming or Prom. Any high school graduate that has not reached his/her 21st birthday may attend as a date of a current student. All appropriate paperwork must be completed, turned into the office, and approved by the principal before a specified time.

Any student that has been suspended or expelled from school and has not been readmitted in good standing cannot attend Prom or Homecoming. Students that have dropped out of public school shall not be permitted to attend without the approval of the administration. Good conduct is expected at these and all extra-curricular events. Failure to demonstrate appropriate conduct shall result in removal from the activity and a possible ban on attending such activities in the future. Students shall not participate in suggestive or sexually implicit dancing.

16. TRANSPORTATION

A. WALKING / BIKING TO AND FROM SCHOOL

Students who walk or ride their bikes to and from school must use the school crosswalk and crossing guard at all times. Students who fail to abide by this policy may receive disciplinary action.

B. SCHOOL BUS TRANSPORTATION

The Sangamon Valley CUSD #9 shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student’s parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the student’s individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act. Bus schedules and routes shall be determined by the Transportation Director and shall be altered only with the Transportation Director’s approval and direction. In determining the routes, the pick-up and discharge points should be as safe and convenient for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of

students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

C. RULES FOR STUDENTS RIDING BUSES:

- Be on time at the designated school bus stop — help keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter the bus.
- Keep hands and head inside the bus at all times and remain seated at all times.
- Assist in keeping the bus safe and sanitary at all times.
- No food consumption on route buses.
- Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment (windows, seats, etc...) with respect, and never tamper with the bus or any of its equipment.
- Do not leave books, lunches, or other articles on the bus.
- Keep books, packages, coats, and all other objects out of the aisles.
- Do not throw anything out of the bus window.
- Do not leave your seat while the bus is in motion.
- Be courteous to fellow pupils, the bus driver, and chaperones.
- Be absolutely quiet when approaching a railroad-crossing stop.
- Be alert to a danger signal from the driver.
- Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
- Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
- The bus driver has the authority and responsibility to maintain proper conduct on his or her bus. The driver has the authority to assign seats for as long a period as considered necessary.
- Students may obtain a bus pass to get off at a different stop provided that the alternate stop is listed on the student transportation form. Bus passes must be requested by email or a written note by 11 AM on the date of the request.
- Changes to the student transportation forms must be made in person and may require 48 hour notice to adjust student routes.
- Students participating in school-sponsored activities must utilize school provided transportation to and from a given activity. Where circumstances are extenuating, a student is allowed to utilize alternative transportation, providing a written permission slip is submitted to the supervisor of said activity by the parent/guardian. Supervision must be provided by a parent/guardian of a student in that vehicle.
- If the bus driver and school officials have continued difficulty with a student's behavior, suspension of bus privileges may take place. In the event of a bus suspension, the parents/guardian will provide transportation to and from school.

D. BUS CONDUCT POLICY

All students must follow the Sangamon Valley CUSD #9's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus include, but are not limited to:

- Willful injury or threat of injury to a bus driver or to another rider.
- Repeated use of profanity.
- Damage to bus property.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Students are expected to conduct themselves in an appropriate manner while riding the school bus. The administration reserves the right to issue disciplinary consequences for students who violate bus riding rules of conduct. Students who violate rules shall be subject to all disciplinary consequences provided for within the student handbook. Students may be suspended from riding the bus to school by district administrators for a period of up to (10) days per occurrence. Continued disciplinary problems may result in the Board suspending bus riding privileges for a period up to (2) calendar years.

Any student who is suspended from riding the bus to school is still expected to be in attendance on a daily basis. Any absence during the time of a bus suspension must be accompanied by a doctor's, dentist, court or funeral excuse in order for the absence to be counted as "excused."

The district's regular suspension procedures shall be used to suspend the student's privilege to ride the 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. Additionally, unexcused absences are considered truancy and may be subject to disciplinary action. Parents/guardians who contribute to truancy shall be reported to the state's attorney and the Department of Children and Family Services.

17. DISCIPLINE POLICY

A. PURPOSE

The Board believes that the primary function of its schools (Pre-K — 12) must be the preparation of all students for meaningful, rewarding participation in a democratic society. The right to an education for each student will be respected and protected as long as it does not result in behavior that denies other students the same right. Every organization in a civilized society finds it necessary to have rules and regulations in order to operate effectively and efficiently. Discipline in the schools is not intended to serve merely as punishment, but rather more importantly as a means of maintaining order and proper governance of the school. Discipline should always provide a constructive learning experience emphasizing the importance of each student's responsibilities to respect and preserve the rights and welfare of others. The Sangamon Valley Community Unit School District #9 Discipline Policy has been approved by the Board and will serve as a guideline for all school district employees. **It is a basic document that may be revised as the needs of the time and the changing relationships demand.**

In an attempt to ensure proper conduct and behavior, teachers are authorized by the Illinois School Code to remove disruptive students from their classes. Students who have to be removed from the classroom on a consistent basis will be referred to the school administration. The Superintendent and/or Principal may suspend students who are consistently disruptive in class.

All teachers and staff members of the Sangamon Valley CUSD #9 have the authority to enforce school rules and to correct any student whose conduct is in violation of school rules. This applies to all students at all locations and includes conduct away from school at school-sponsored events and activities.

Parents/guardian are expected to support the school district regarding disciplinary actions. Failure and/or refusal of parents to abide by the policies and procedures established by the school district will jeopardize the student's continued enrollment within the school system.

When parents enroll their students in Sangamon Valley C.U.S.D. #9, it is implied and understood that the children will abide by the rules and regulations for each school or face appropriate disciplinary consequences.

In accordance with 105ILCS 5/24-24, teachers and administrators may use reasonable force as needed to maintain safety for other students, school personnel, or persons for the purpose of self-defense or the defense of property.

Parents/guardians shall have no authority in disciplinary matters beyond the due process guaranteed by law for suspensions and expulsions.

All disciplinary consequences must be fulfilled in order for a student to be considered "in good standing." Any student who withdraws from the school district and who owes disciplinary consequences will fulfill the outstanding consequences upon re-enrollment.

B. GENERAL DISCIPLINARY AUTHORITY

Because the Board is entrusted with protecting the safety, health and welfare of the students, staff and the property of the school district, it may be necessary to discipline students whose conduct affects the wellbeing of our school. In accordance with constitutional due process and statutory requirements, the Board may expel students in case of gross disobedience or misconduct that occurs on or off campus. This may include: conduct that occurs on the bus, at the bus stop, traveling to or from the bus stop; at school sponsored activities and activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. Only the Board may determine to expel a student from school or the school bus. The Superintendent and Principal may suspend students from school or the school bus for up to 10 school days. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administration.

C. DUTY TO WARN

Every student at Sangamon Valley High School has an expressed duty to warn the appropriate school personnel of any threat made against the school or another individual. School safety is the responsibility of everyone.

D. PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.

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:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - 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.
 - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - 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.
 - "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, 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.
 - 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.
 - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.

3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, 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 and 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 telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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 during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. 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.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

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.

When and Where Conduct Rules Apply

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

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

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 of school voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.

7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

Corporal punishment is illegal and will not be used. 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 Prohibition

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the

superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

E. MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Sangamon Valley CUSD #9 will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

Discipline of Special Education Students

The Sangamon Valley CUSD #9 shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is

not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the Sangamon Valley CUSD #9 demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

F. SEXUAL HARASSMENT POLICY

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - substantially interfering with a student's educational environment;
 - creating an intimidating, hostile, or offensive educational environment;
 - depriving a student of educational aid, benefits, services, or treatment; or
 - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Principal, Guidance Counselor, the Nondiscrimination Coordinator, or a classroom teacher. Students may choose to report to a person of the student's same sex. Complaints will be kept

confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. The Superintendent shall post the names, addresses, and telephone numbers of the Sangamon Valley CUSD #9's current Nondiscrimination Coordinator on the main bulletin boards in all District buildings. The Superintendent shall also use other reasonable measures to inform staff members and students that the Sangamon Valley CUSD #9 will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks. Any student of the Sangamon Valley CUSD #9 who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension and expulsion, with regard to students.

G. BULLYING POLICY

The Board of the Sangamon Valley CUSD #9 has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board that aggressive behavior of students shall not be permitted. Repeated aggressive behavior will be documented and serious disciplinary action will be taken.

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

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying.

Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

H. DUE PROCESS

Before suspension, the student shall be provided a conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges. Any out-of-school suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.

I. RANGES AND DEFINITIONS OF ADMINISTRATIVE CONSEQUENCES

*The following ranges and definitions are not a required sequence of disciplinary actions.

WARNING - Students are told that repeated offenses will result in more severe disciplinary action.

STUDENT CONFERENCE- A meeting occurring between teacher(s)/student, administrator/student in which expectations are reviewed and the student is given the opportunity to take responsibility for their behavior, and/or repair damages that result from their actions. In some cases administration will facilitate restorative conferences between students and/or with faculty involvement.

PARENT CONTACT – Parents/Guardians are notified of the discipline concern by phone, email, mail, or in person.

PARENT CONFERENCE – A formal scheduled meeting with the parent/guardian to discuss a student’s behavior.

TIME OUT — Temporary holding situation: Students are placed in the supervision room for one or multiple class periods after a staff member has removed them from a class or situation for disciplinary reasons. During a supervision period, the student will work on class assignments under the supervision of a district employee.

ALTERNATE LUNCH- Students exhibiting conduct inappropriate for the cafeteria setting or classroom may be denied privilege of dining with other students. An alternate location will be assigned for lunch and written work may be required to be completed prior to the end of the lunch period or student will return to the same alternate lunch period for the following day. The administration also reserves the right to assign further disciplinary action addressing behavior.

DETENTION – Time assigned the student by a staff member or administrator to be served outside of the academic portion of the school day.

RESTITUTION- Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds. For example: removal of gum from under desks and seats, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc.

ALTERNATIVE EDUCATION PLACEMENT (AEP)- Students who demonstrate behavior which disrupts the learning environment may be assigned to alternative education for a period of time deemed appropriate by the school administration. Students assigned to the AEP will be apart from other students during this time, unless otherwise specified by administration. Additionally, behavior while in the alternative placement will be monitored by the administration and evaluated at the end of the assigned period of time to determine if further disciplinary action is warranted.

The following rules must be adhered to while in AEP:

1. Report to the main office at the beginning of the instructional day.
2. No cell phone use permitted without permission of the supervisor. Phone may be turned off in pocket or locker, or can be left in the office for the duration of the day.
3. Bring paper and pencil along with assignments for the day and any assignments that need to be completed.
4. Students must remain in their seats with no talking or sleeping allowed. Any student talking or sleeping will receive additional disciplinary consequences at the discretion of the monitor and/or administration.
5. Students must keep area clean.
6. Lunch will be eaten in the office. No food or drink without permission.
7. Morning, lunch, and afternoon bathroom/drink breaks will be given. Students will be escorted by the monitor to the bathrooms and water fountains.
8. Any disruptions or violations of the above rules may result in immediate dismissal from AEP. If that occurs, the student will be required to make up the day(s) of AEP in full.
9. All student areas must be checked by the supervisor before leaving AEP. No student will be permitted to leave until all checks have been made and approved by the supervisor.

OUT-OF-SCHOOL SUSPENSION (OSS) - In accordance with section 10-22.6 of the Illinois School Code, a student who exhibits behavior detrimental to the learning environment (including multiple violations of any part of the school discipline policy), may be suspended for a period of time not to exceed 10 days per occurrence. A student who is suspended shall be granted the opportunity to complete missed work for equivalent credit during the suspension and a reengagement plan will be developed to assist with transitioning back into the school setting. Students who are suspended are not allowed to be on school grounds or in attendance at any school activity (either home or away) during the period of suspension. This includes field trips as well.

EXPULSION - A student's disciplinary expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from in excess of 10 days to a definite period of time not to exceed two school years. The Sangamon Valley C.U.S.D. #9 Board of Education retains the right, following a recommendation from the administration, to expel a student from school.

J. DISCIPLINE VIOLATIONS

Discipline Consequences indicate the minimum measure for the first offense. More stringent consequences may be used when necessary or when multiple violations occur.

All parents/guardians and students should be aware that some of the acts listed below, as well as violations of the Safe School Zone, can also bring criminal prosecution and penalties as well as school disciplinary action. The school, the police or state's attorney, parents/guardians and/or students can bring legal action. **The District will notify the police department of any act involving drugs, weapons and assault of district employees.**

K. DEFINITIONS OF MAJOR AND MINOR BEHAVIORS

MAJOR PROBLEM BEHAVIOR	DEFINITION (Administrator, Office Discipline Referral)
Abusive/inappropriate language and/or profanity	Student relays verbal messages that include swearing, name calling or use of words in an inappropriate way.
Alcohol	Student is in possession of or is using alcohol.
Arson	Student plans and/or participates in malicious burning of property.
Bomb threat/false alarm	Student relays a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).
Defiance/disrespect/insubordination/non-compliance	Student refusal to follow directions, talking back, and/or socially rude interactions. (Chronic Behavior)
Disruption	Student behavior causing an interruption in a class or activity. Disruption includes, but is not limited to, sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. (Chronic Behavior)
Fighting/physical aggression	Actions by student involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Forgery/theft	Student is in possession of, having passed on, or responsible for removing someone else's property or has signed a person's name without that person's permission.
Harassment/tease/taunt	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats or intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, national origin, disabilities, or other personal matters.
Lying/cheating	Student delivers message that is untrue and/or deliberately violates rules.
Drugs	Student is in possession of or is using drugs/substances or imitations.
Other	Any other problem behaviors that do not fall within the above categories
Property damage	Student deliberately impairs the usefulness of property.
Skip class/truancy	Student leaves class/school without permission or stays out of class/school without permission.
Tardy	Student is chronically late to class or the start of the school day.
Technology Violation	Abusive, inappropriate or unlawful use of technology including cell phone.
Tobacco/Electronic cigarettes/etc.	Student is in possession of or is using tobacco, vaporizer, electronic cigarettes or similar materials.

Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
MINOR PROBLEM BEHAVIOR	DEFINITION (Teacher)
Inappropriate verbal language/profanity	Low-intensity instance of inappropriate language
Physical Contact	Non-serious, but inappropriate, physical contact
Defiance/disrespect /non- compliance	Brief or low-intensity failure to respond to adult requests
Disruption	Low-intensity, but inappropriate disruption
Dress code violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Lying	Student delivers message that is untrue.
Property misuse	Low-intensity misuse of property
Tardy	Student is late to class or the start of the school day.
Technology Violation	Low-intensity misuse of technology including cell phone.
Other	Any other problem behaviors that do not fall within the above categories