

**BHS**

**STUDENT  
HANDBOOK  
2021-2022**



# TABLE OF CONTENTS

Section 1: Introduction & General Notices	2
Section 2: Attendance, Promotion, & Graduation	9
Section 3: Student Fees & Meal Cost	20
Section 4: Transportation & Parking	21
Section 5: Health & Safety	24
Section 6: Discipline & Conduct	27
Section 7: Internet, Technology, & Publications	43
Section 8: Search & Seizure	46
Section 9: Athletics & Extracurricular Activities	47
Section 10: Extracurricular Code of Conduct	52
Section 11: Special Education	63
Section 12: Student Records & Privacy	64
Section 13: Parent Rights & Notifications	68



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**538 Miller Street, PO Box 338 • Beecher, IL 60401-0338**  
**(708) 946-2266 x1300 • [www.beecher200u.org](http://www.beecher200u.org)**



**BEECHER HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2021-2022**

**SECTION 1: INTRODUCTION & GENERAL NOTICES**

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**BEECHER COMMUNITY UNIT SCHOOL DISTRICT 200U MISSION STATEMENT**

The mission of Beecher Community Unit School District 200-U is to provide a quality education to all students emphasizing college and career readiness and technology so that they are able to contribute toward the betterment of society. Through a safe and secure learning environment, the district will strive to encourage and support each student to achieve his/her greatest potential.

The finances of the district shall be used efficiently and effectively to provide the widest possible range of learning opportunities and experiences to prepare students to meet the challenges of the twenty-first century.

**BEECHER HIGH SCHOOL MISSION STATEMENT**

Inspiring a small community to pursue the biggest of dreams through a safe, effective learning environment that develops character and puts students on the path to success.

**BEECHER HIGH SCHOOL VISION STATEMENT**

Beecher High School will provide a safe, supportive learning environment in which all students are provided opportunities to accomplish the following activities:

1. Access, process, and communicate information in a variety of media.
2. Solve problems using logical, creative, and critical thinking skills.
3. Work collaboratively with students and faculty to accomplish common goals
4. Develop into life-long learners.
5. Participate as responsible and ethical citizens in a changing world.

**BEECHER HIGH SCHOOL AFFIRMATION STATEMENT**

I make a positive contribution to Beecher High School because:

I am caring, respectful, creative, and honest. I try to give back.

I am proud of helping strangers, friends, family, and other people in my life.

I try to be the best person I can be.

I am involved in school. I respect myself and others.

I am accepting of everyone.

I take responsibility for my actions and stand up for those who need it.

I am a good leader and always positive to others.

## **PURPOSE**

The procedures and other provisions set forth in the “Student/Parent Handbook” are not to be considered exclusive of any other remedy or disciplinary authority the Board of Education may exercise pursuant to the provisions of the Illinois School Code.

The Student/Parent Handbook’s primary function is to inform and direct students in regard to the everyday efficient and safe operations of the school district. Scheduled dates of activities and athletic events may be changed due to weather, scheduling conflicts, or any other unforeseen event.

This handbook is not a contract with the student but rather; it is a document that reflects the current policies and guidelines as well as general information for the benefit of the students. It is subject to change at the direction of the Board of Education.

The Board of Education authorizes its administrative staff to make those interpretations, clarifications and modifications of student guidelines/rules that are necessary to carry out the effective functioning of the school district and to continue to enhance a safe learning environment.

## **BEECHER STUDENTS’ RIGHTS AND RESPONSIBILITIES**

### **Preamble**

Students have a fundamental right to a free public education and a corresponding responsibility to join with other members of the school and community in respecting the rights and responsibilities of others in establishing a climate for learning within the school. This guide summarizes students’ basic rights and responsibilities as Beecher High School students according to the laws of the land as expressed in the United States and Illinois Constitutions, State School Code, and Federal and State court decisions.

### **Free Education**

A student has the right to a free and appropriate education through secondary school in Illinois from age 5 through 20 unless he/she graduates before that age. A student is required by law to regularly attend an approved educational institution until he/she is 17. A student may not be asked to leave school merely because he/she has reached 17 years of age if the student is fulfilling his/her responsibilities as a student. Those responsibilities also require a student to follow and attempt to complete the course of study prescribed by the school or a student may be subject to punishment. Married students share these responsibilities and rights, including the opportunity to participate in the full range of activities offered by the school. Local school districts may determine policies for providing pregnant students with the elements of an educational program designed to meet their needs. It is the policy of the Beecher Community Unit School District 200U to provide a free and appropriate public education to all students with disabilities within its jurisdiction, regardless of the type of disability or its severity.

The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the first amendment of the United States Constitution. There shall be established an elective and truly representative, student-directed government with offices open to all students. All students shall be allowed to vote. This government shall be elected annually on the basis prescribed by each individual organization.

Students shall have the right to council and due process procedures in the manners of suspension and expulsion. Academic performance shall be the only criteria for academic grades. Students shall not be subjected to unreasonable or excessive punishment. Students have the right to respect from teachers and administrators that would exclude being subjected to cruel and unusual punishments, especially those which are derogatory or which diminish their self-esteem or exclude them from their peers. Students have the right to a meaningful curriculum and to voice their opinion in the development of such a curriculum. Students have the right to physical safety, the protection of personal property, safe buildings, and sanitary facilities.

## **GENERAL SCHOOL INFORMATION**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.beecher200u.org](http://www.beecher200u.org)) or at the Board Office, located at:

Beecher Community Unit School District 200U  
538 Miller Street  
P.O. Box 338  
Beecher, IL 60401-0338  
Phone: (708) 946-2266 x1400  
Fax: (708) 946-3404

The School Board has hired the following administrative staff to operate the school:

Dr. Jack C. Gaham III, Superintendent of Schools  
Mr. Michael W. Meyer, Principal  
Mr. Robert E. Ogdon, Dean & Athletic Director  
Mr. Stephen D. Sarsany, Guidance Counselor

The school is located and may be contacted at:

Beecher High School  
538 Miller Street  
P.O. Box 338  
Beecher, IL 60401-0338  
Phone: (708) 946-2266 x1300  
Fax: (708) 377-6850

## **VISITORS**

The Beecher High School campus is a closed campus and visitors are not normally approved. Visitors are not allowed in the building or on school grounds without administrative permission obtained in advance of the visit. 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.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system.

The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. For student safety, all adults entering and visiting 200u will be expected to wear their badge during school hours without exception.

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. Students who bring or encourage visitors to enter the building without permission will be considered in violation of this policy.

## **IDENTIFICATION CARDS**

Each student will be issued an identification card to be carried at all times. The card is used for identification purposes in school activities such as: athletic contests, plays, and dances. A replacement fee will be charged for lost identification cards.

## **EQUALITY & SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

Annually, the school will perform an audit for sex equity in honors and AP courses.

No student shall, based on sex or sexual orientation, 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 or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent at the District Office.

In light of the creation of these orderly procedures of dealing with student concerns, no students shall disrupt the educational process within Beecher High School.

## **TITLE IX**

In an effort to comply with education amendments in 1977 (Title IX), Beecher Community Unit School District 200U affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

In a further effort to comply with Title IX, Beecher Community Unit School District 200U, has appointed the District Superintendent, to coordinate its Title IX effort.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the principal in the case of an educational opportunity for students or maintaining campus safety and security, 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.

## **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the principal prior to assisting at the school. Forms are available in the Main Office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by the superintendent or district office. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain he/she knows where to go in case of an early dismissal. If we dismiss early for an emergency, after-school functions may be cancelled at the discretion of the administration.

## **SAFETY DRILL PROCEDURES & CONDUCT**

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **EVACUATION DRILLS**

Fire exit signs are posted in each room. When the fire bell sounds, the following instructions must be carried out immediately without exception. It is necessary to be prepared for all possible disastrous situations.

Instructions:

1. At the continuous sound of the bell:
  - a. The class rises immediately.
  - b. The nearest student opens the door.
  - c. Students file in double time to the proper exit. There is to be no talking or running.
2. Teachers follow the last student from the room and see that windows and doors are closed and lights are turned off.
3. All students should remain clear of the building until the signal to return is given. All entrances are to be kept clear by at least 50-100 feet. No roadways should be blocked. All students are to report to the assigned area in the parking lot.
4. Everyone must leave the building.
5. Students should not return until the signal is given.
6. Any student involved in causing a false fire alarm will be suspended from school for up to 10 days, may be referred to the Board for possible expulsion and the police will be notified.

In the event that an evacuation is necessary, students will be released to the parking lot. Students should evacuate to the nearest exit, walk to the parking lot, meet their designated teacher and await instructions. Teachers are organized around the parking lot by their last names.

## **FIRE DRILLS**

Fire exit signs are posted in each room. When the fire bell sounds, the following instructions must be carried out immediately without exception. It is necessary to be prepared for all possible disastrous situations.

Instructions:

1. At the continuous sound of the bell:
  - a. The class rises immediately.
  - b. The nearest student opens the door.
  - c. Students file in double time to the proper exit. There is to be no talking or running.
2. Teachers follow the last student from the room and see that windows and doors are closed and lights are turned off.
3. All students should remain clear of the building until the signal to return is given. All entrances are to be kept clear by at least 50-100 feet. No roadways should be blocked. All students are to report to the assigned area in the parking lot.
4. Everyone must leave the building.
5. Students should not return until the signal is given.

6. Any student involved in causing a false fire alarm will be suspended from school for up to 10 days, may be referred to the Board for possible expulsion and the police will be notified.

**TORNADO DRILLS**

Tornado drills will be designated by intermittent sounds over the classroom speakers. Signs are posted in each classroom as to where students are to go when the alarm sounds.

**CRISIS MANAGEMENT WARNING CODES**

Please be advised to the following information concerning our colored warning codes. If the following announcements are made, we expect the following actions by our faculty and student body. In the event of a power outage, please stay in the classroom. Building evacuations to designated staging areas (e.g. fire drills) or safe areas (e.g. bomb threats) will be announced over the public address system and/or signaled by alarm.

CODE	SITUATION	ACTION
Lockdown EBRS	Serious/dangerous situation in building	EBRS response. Assess and respond
Shelter In Place	Danger exists in community	Stay in room until further notice. Continue instruction.
All Clear	Normal day-to-day interactions	Secure outside doors and windows. Normal procedures.

**VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

**STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Main Office at (708) 946-2266 x1300.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

**CARE OF STUDENTS WITH DISABILITIES**

If your child has diabetes and requires assistance with managing this condition at school and school functions, a Diabetes Care Plan must be submitted to the school. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **SUICIDE & DEPRESSION AWARENESS & PREVENTION**

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

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

### **ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE**

This is to inform you of the status of the Beecher School District 200U asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, our buildings were initially inspected for asbestos in 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and an inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available for public review in the District Office. Should you wish to review the plans, please call to make an appointment between the hours of 8 a.m. and 4 p.m., Monday through Friday.

### **RESIDENCY REQUIREMENTS**

Residency is verified each year during registration. Beecher District 200U requires that all students attending school be legal residents. 105 ILCS 5/10-20.12b provides that legal residence and legal custody be defined by any of the following:

1. Custody exercised by a natural or adoptive parent with whom the pupil resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the pupil's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the district.
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public aid Code [305 ILCS 5/1-1 et seq.] for the pupil who resides with that adult caretaker relative for the purposes other than to have access to the educational programs of the district.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed night time abode for purposes other than to have access to the educational programs of the district.

### **CHANGE OF ADDRESS**

In order to update records students who move during the school year must bring a current proof of residence (utility bill or rent receipt) as address verification to the Guidance Office immediately upon moving.

## **STUDENT WORK PERMITS**

Illinois law requires that most youthful employees hold work certificates before they are employed. A person under the age of 16 must be accompanied by a parent before a permit can be issued. Work permits may be obtained from the High School Office before or after school.

## **TELEPHONE**

The office telephones are for business purposes only and are not to be used for personal calls. Students are not called to the telephone, but in case of important messages, the office will contact the students. In case of emergency, students may use an office phone with the permission of the High School Office personnel.

## **SECTION 2: ATTENDANCE, PROMOTION, & GRADUATION**

### **ATTENDANCE**

Regular attendance is essential to succeed in school. Employers and college admissions officers are favorably impressed with a student who has had a good school attendance record. Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. The administration reserves the right to refuse attendance on a field trip for excessive absence or discipline.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **KANKAKEE AREA CAREER CENTER ATTENDANCE**

Students assigned Kankakee Area Career Center (KACC) are expected to follow the same regulations set forth in the previous paragraphs. The Career Center reports absences to Beecher High School daily and these absences are marked excused or unexcused. Admit slips are not needed for re-admittance to the Career Center; however, students will be held responsible for the work they have missed. Students with unexcused absences to KACC will be disciplined for cutting school. Admittance to the KACC program will be determined by participation in Sophomore Day, completion of an application and contract, and a record of good attendance and punctuality. Students who are habitually late or absent from KACC may receive disciplinary consequences including fines to cover lost tuition paid by Beecher High School.

BHS works in a joint effort with KACC. Therefore, students are expected to attend KACC on days that BHS is not in session. Transportation will be offered and students are expected to attend. In addition, driving to KACC is strictly prohibited unless the proper paperwork has been filed with BHS and KACC offices. Students may withdraw from KACC without penalty during the first ten (10) days of KACC attendance. After this point, unless dropping KACC is approved as part of a team-developed educational plan (e.g. IEP, 504, etc.), students who withdrawal from KACC will be held financially responsible for the remainder of the KACC tuition.

## **TARDINESS**

It is the responsibility of students to be in their scheduled classes on time. A student is considered tardy anytime he or she is not inside the classroom before the bell rings. Students who are tardy must report directly to class. In cases of tardiness exceeding more than half the period, students may be detained in a designated location. Students late to school must sign in and report to the Main Office. In these situations, passes will be granted for excused tardiness such as bus trouble, inclement weather, or late dismissal from Prairie State College. Oversleeping, car trouble, and similar reasons will count as tardiness to school. Students with more than 15 tardies to school may have their parking pass and privileges removed.

The following disciplinary consequences will be assigned for excessive tardiness:

1. Four (4) Unexcused Tardies – 30 Minutes of Detention
2. Eight (8) Unexcused Tardies – 60 Minutes of Detention
3. Twelve (12) Unexcused Tardies – 90 Minutes of Detention
4. Sixteen (16) Unexcused Tardies – 2 Hours of Detention
5. Twenty (20) Unexcused Tardies – 4 Hours of Detention
6. Twenty-four (24) Unexcused Tardies – 1 Day Inner-School Suspension

Tardies will be documented by teachers and are cumulative across classes. Students who have Twenty-four (24) or more unexcused tardies in a single quarter will be placed on a discipline contract that specifies consequences and interventions for continued tardiness. Tardies will start over at the beginning of each quarter unless a student has a discipline contract for tardiness in place. Additional disciplinary consequences may be imposed for students who are repeatedly tardy to school and/or the same class period. In these cases, parent contact will be established by the teacher.

## **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Valid causes for absence from school include, but are not limited to: illness confirmed by a doctor or medical professional, observance of a religious holiday, death of an immediate family member, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or emergencies beyond the control of the student. In the case of these situations, written documentation from a third party may be required in order for the absence to be considered excused. Should the number of absences for these situations exceed five (5) in any semester, written documentation from a third party shall be required in order for the absence to be considered excused. The principal must approve prearranged excused absences. Some unacceptable reasons for absence are cutting, shopping trip, hair appointment, car trouble, baby-sitting, needed at home, oversleeping, missed bus, birthdays, job interview, jobs, opening day of baseball season, and getting driver's license.

On the day of a student absence, the parent (or guardian) is required to call the High School Office (708-946-2266 Ext. 11) in the morning. Voice mail is always available to accept calls before 7:30 AM. If the High School Office has not been contacted by 8:30 AM the day following the absence, the student will be unexcused. No notes or excuses will be accepted. Any student who decides to stay home after the parent (guardian) has left for work has the responsibility of contacting a parent/guardian to inform him that he/she is home so that the parent/guardian can call before 8:30 AM the following morning of absence.

If a student is absent for two or three days in succession, the office expects a call from the parent (or guardian) each day, unless they are informed of an extended illness. Students who are ill more than two consecutive days are encouraged to call the office and request assignments. The Attendance Coordinator will attempt to call the home of any absent student who has not called in. If a student is absent due to a court date or doctor's appointment, the student is expected to bring in a timed, dated and signed slip from the court or doctor's office. Failure to do so will result in an unexcused absence. A doctor's note must be turned into the high school office within three days.

Students who have advance knowledge that they will miss school for vacation, college days, retreats etc. are expected to prearrange the absence with the high school office. The pre-arranged absence form is available in the office and must be

completed prior to the absence(s). The student has the responsibility for making prior arrangements with his/her teachers. Absences at the request of parents for other purposes place all responsibility for securing assignments and make-up work with the student.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal prior to the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **WILL COUNTY ATTENDANCE ASSISTANCE PROGRAM**

The purpose of the Attendance Assistance Program is to help potential and chronic truants and behaviorally "at risk" students to overcome roadblocks to regular school attendance. If students accumulate several absences within any one nine week grading period that student may be referred to the Attendance Assistance Program. The goal of the program is to improve student achievement through improved attendance.

### **SKIPPING/CUTTING SCHOOL**

Skipping is defined as the purposeful act of missing a class. Skipping can result regardless of whether a student leaves the building or not. If it becomes necessary for a student to leave the building during the school day, the student must sign out in the High School Office. A pass to leave the building will be given to the student only after a parent has given permission for the student to leave. Any student leaving the building without a permit will be considered truant and disciplined accordingly. Cutting is defined as missing school with or without permission. Chronic late arrivals and/or missing entire blocks of school is also considered as truant behavior and disciplined accordingly.

### **EXAM EXEMPTIONS**

Seniors can be exempt from semester exams by receiving a "B" or better in both quarters of the semester AND no more than four unexcused absences in the semester. A senior may choose to take a semester exam to try to improve a grade. The attendance component of the semester exam exemption policy takes into consideration the student's attendance at KACC as well as BHS. Seniors taking AP courses will not be allowed to exempt from Semester 1 AP Exams. However, all students taking AP exams will be exempt from their semester 2 AP semester exam.

AP students may choose to take the fourth quarter semester exam to try to improve their grade.

### **MAKEUP POLICY**

If a student is absent from school or if a student is suspended from school, he/she will be permitted to makeup any missed work, including homework and tests, for equivalent academic credit. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. This period of time is not to exceed five (5) school days unless due to an excused absence approved by the Principal. If the work is not made up in the allowed time, grades for the days missed will be counted as zeroes. The student is responsible for obtaining assignments from his/her teachers. Arrangements for make-up work should be made immediately upon the student's return to school. Parents are encouraged to prearrange longer absences (such as vacations) in order for students to obtain work that will be missed from teachers in advance.

Students who plan to miss a semester exam will be expected to pre-arrange for make-up exams with the teacher. Exam make-up dates should be scheduled before leaving. Students who need to make-up semester exams must follow the schedule posted in the school calendar unless other arrangements are made with the Principal. If a semester exam is missed, a quarter grade of "Incomplete" will be assigned until the exam is made-up. In the event a student purposefully misses the scheduled examination period, the student may receive a zero and fail the quarter.

### **TRUANCY**

Pursuant to *105 ILCS 5/26-2a*, a student is considered a chronic or habitual truant if he or she is absent without valid cause from school for five percent (5%) or more of the past 180 regular days of student attendance. This equates to nine (9) or more unexcused absences for the academic year. A parent or guardian who knowingly and willfully permits a child to be

truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.

## **GRADING & PROMOTION**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum and attendance. A student will not be promoted based upon age or any other social reason not related to academic performance.

## **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Homework is an integral part of our school's academic program. It allows teachers the opportunity to cover material with the student beyond the scope or time frame of the class. In addition to the academic component of homework, homework is given to assist the student in becoming a mature and responsible person. Completing homework on time and in a proper manner is entirely the student's responsibility. Failure to do homework may result in failing grades and/or makeup sessions with the teacher.

## **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

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

1. Enrollment in a marching band program for credit 9-12
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District 9-12;
3. Ongoing participation in an interscholastic athletic program (student must be in 9<sup>th</sup> through 12<sup>th</sup> grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in 11<sup>th</sup> or 12<sup>th</sup> grade); or
5. Enrollment in academic classes that are required for graduation, provided that failure to take such classes will result in the student being unable to graduate (student must be in 11<sup>th</sup> or 12<sup>th</sup> grade).

## **CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, & COURSE SUBSTITUTIONS**

### **Credit for Non-District Experiences**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which,

if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### **Proficiency Credit**

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

### **Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student assumes responsibility for all fees; and
3. The building principal or designee approves the course in advance.

Beecher High School will accept only two credits of correspondence toward requirements for graduation. Students are required to repeat failed courses the following year in lieu of taking elective classes. Depending on the educational needs of the individual student, exceptions may be made to this policy at the discretion of the Principal.

### **Summer School**

Summer school courses may be offered at BHS at parent/student expense through a credit recovery program. These classes, which must be approved by the principal or designee, are recommended for students who fail core subjects during the school year and may not be taken in lieu of a course at Beecher High School. Summer Driver Education may be offered for an additional fee to a select number of students who meet age and eligibility requirements.

### **Distance Learning & Online Courses**

A student enrolled in a distance-learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The student assumes responsibility for all fees (including tuition and textbooks); and
3. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings. Advanced Placement and other courses are available online through the Illinois Virtual School (IVS). Consult the website at [www.ilvirtual.org](http://www.ilvirtual.org) for detailed information on classes. To be eligible for Beecher High School credit, students who take IVS courses must be registered through the Guidance Department. Courses can be taken without administrative authorization; however, they will not appear on the student's transcript. Call the Guidance Department for further details.

### **Independent Study**

A student will receive high school credit for successfully completing an independent study in a curriculum area offered by the District, provided the student obtains consent of a supervising teacher as well as the principal.

### **College Courses**

A student who successfully completes community college courses as part of Prairie State College (PSC)'s Early College Institute (ECI) may receive high school credit, provided: (1) the student is a senior in good academic standing; (2) the student's placement in the ECI program is approved in advance by the guidance counselor and the building principal; and (3) the student signs a contract and assumes all responsibilities for fees.

## **Dual Credit Courses**

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

## **Youth Apprenticeship Vocational Education Program (Tech Prep)**

Students participating in a Youth Apprenticeship Vocational Education Program (Tech Prep) such as School To Work may earn credit toward graduation for work-related training.

## **Vocational Academy**

Students enrolled in the Kankakee Area Career Center (KACC) earn credit toward graduation as provided in the Academy's design. Students must attend the center for the full year and may only withdraw from KACC without penalty during the first ten (10) days of KACC attendance. Attendance at the center takes priority over any activities, assemblies, early dismissals, etc. unless excused by the principal. Causing problems on the bus going to and from the center may result in removal, with financial penalties imposed and no credit awarded from the center.

## **Substitutions for Required Courses**

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The parent/guardian requests and approves the substitution in writing on forms provided by the District.

## **HOME & HOSPITAL INSTRUCTION**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to three (3) months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the district office.

## **ADVANCED PLACEMENT**

Beecher High School students wishing to take very rigorous, college-level coursework with the potential of earning postsecondary credit through the College Board may enroll in Advanced Placement (AP) courses. AP classes are offered in Biology, Calculus AB, English Language & Composition, English Literature & Composition, AP Physics and United States History. Admission is highly selective and based on performance in prerequisite courses – especially accelerated, college preparatory, and/or honors levels – teacher recommendation, and completion of other AP classes and exams. Students are required to pay the AP registration fee in order to enroll in AP classes. Students who complete the course will be awarded a weighted grade (+1.0) Completion of the spring AP exam is required for a student to receive college credit. Students who do not wish to take the AP Exam must demonstrate extenuating circumstances and receive approval from the Principal. In these cases, the AP registration fee can be refunded Students can be reimbursed a percentage of the cost of the AP exam dependent on their result. (2-25%, 3-50%, 4-75%, 5-100%)

## **PRAIRIE STATE COURSES**

All courses taught by Prairie State College are in accordance with Prairie State College and Illinois State Board guidelines for dual credit. These courses will have a one (+1) weight for BHS.

## **DRIVER EDUCATION**

Students who wish to take Driver Education at Beecher High School must receive a passing grade in at least seven (7) courses during the previous two semesters prior to enrolling in Driver Education. This restriction applies to both the classroom and behind the wheel segment of the class. Driver Education is limited to sophomores, juniors, and seniors. By state law, students must have 30 hours of classroom instruction. Students who do not meet the attendance requirement will be dropped from Driver's Education. Students who are failing Physical Education, will be removed from behind the wheel privileges and classroom.

## **COURSE OF STUDY**

Courses of study at Beecher High School are structured to meet the needs of each student. A broad, comprehensive curriculum offers opportunities for students in College Prep, Tech Prep and vocational curricula to be well prepared for future opportunities. Detailed descriptions of course offerings are available in the course description guide.

## **CLASS RANK**

Class rank will be computed for all classes at the end of each semester grading period. It will be computed on the 4.333 system. Students who take weighted classes could have a grade point average greater than 4.333.

## **CLASSIFICATION POLICY**

In general, it can be said that most students who make an honest effort to learn will receive passing grades. Honest effort includes regular attendance, daily preparation for classes, and an attitude of cooperation with the teacher and classmates during class periods. An "F" grade under this system and policy generally denotes lack of sufficient effort. The number of academic credits needed to be on track for 4-year graduation is 24.

### **Class standing is based on the following criteria:**

Sophomore: Pass all required courses and have 6.0 credits

Junior: Pass all required courses and have 12.0 credits

Senior: Pass all required courses and have 18.0 credits

Students who have not earned the specified credits will be reclassified in the same capacity as the previous year. This may happen for any grade. If reclassified, a student may lose driving privileges, Prom, and other events specifically for upperclassmen.

### **Seal of Biliteracy**

Students in Spanish IV Honors have chance to take the APPPL exam for the seal of biliteracy in Spanish Student Students earn the Illinois Seal of Biliteracy by doing 2 things:

1. Demonstrating proficiency in English on the SAT
  - a. Earn a 480 ELA SAT score Or Earn a 21 English score on the ACT
2. Demonstrating proficiency in a second language on the AAPPL test
  - a. Earn a score of I-5 (intermediate high) on all 4 parts of the AAPPL test

The seal is placed on the graduating student's transcript along with the language of certification.

## **GRADING SYSTEM**

All grades on report cards will be letter grades. The following system of grading is used:

GRADE	COURSES
A+	99-100
A	93-98
A-	90-92

B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Semester grades will be based on the following percentages:

Quarter 1-40%, Quarter 2-40%, Exam 20%

Quarter 3-40%, Quarter 4-40%, Exam 20%

### GRADE POINTS \*

#### Values

#### Weighted Courses

Grade Reg. Honors	AP	Biology Honors	Concert Choir Honors
A 4 4.5	5	Chemistry Honors	Algebra II Honors
B 3 3.5	4	Physics Honors	Pre-Calculus & Trig. Honors
C 2 2.5	3	Anatomy & Physiology Honors	Civics Honors
D 1 1.5	2	*Freshman English Honors	Economics Honors
F 0 0	0	*World Literature & Comp. Honors	World History Honors
		*American Lit. & Composition Honors	PSC Courses
		*British Lit. & Composition Honors	AP Biology
		Spanish IV Honors	AP Calculus AB.
		Algebra I Honors	*AP English Language & Comp
		Geometry Honors	*AP English Literature & Comp.
		Concert Band Honors	AP Physics
			AP United States History

### STATE GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

#### State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements. Freshman English, World Lit, American Lit, and all honors/AP ELA courses are writing intensive classes.

- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (g) One semester of health education.
- (h) Daily physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag. (j) Nine weeks of consumer education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

### **DISTRICT GRADUATION REQUIREMENTS**

English	4.0 Credits
Math (1 year of Algebra I and 1 year of Geometry)	3.0 Credits
Science (Coursework in Biology, Chemistry, and Physics)	3.0 Credits
Social Studies	3.0 Credits
Civics (Passing Illinois Constitution Test and U.S. Constitution is a requirement of the class) World History, United States History	
Physical Education, Health, and Driver’s Education	4.0 Credits
Consumer Education (or Economics, Economics Honors, or Consumer Mathematics)	0.5 Credits
Electives	<u>6.5+ Credits</u>
	24.0 Credits
Community Service	24.0 Hours

Beginning in 1993, House Bill 418 prohibits ineligible students from enrolling in classroom or behind-the-wheel instruction in Driver Education. Eligibility is granted to students who have earned a passing grade in at least eight courses during the previous two semesters. All juniors are scheduled to take Physics unless a placement change is indicated and a written plan is established before the beginning of junior year. The replacement for the Physics graduation requirement is typically Conceptual Chemistry and Conceptual Physics.

### **Note to College-Bound Students**

Effective in 1993, Illinois Public Universities required that all entering freshmen have four (4) years of English, three (3) years each of Math, Science, and Social Studies and may require (2) or more years of foreign language. At the University of Illinois and many other state colleges, for example, foreign language is required for all entrants. Beecher High School and Prairie State College entered a Memorandum of Understanding (MOU) for transitional math.

### **COMMUNITY SERVICE REQUIREMENT**

Beecher High School believes that community service – time and effort provided without payment of money and/or services – is a vital component in helping students to become responsible citizens. Starting in ninth grade, students must complete a minimum of 24.0 hours of community service as a graduation requirement. (Transfer students will be prorated and required to complete 30 minutes of community service for each month

remaining until graduation.) Community service provides students with the opportunity to share their talent and abilities with the community, improves self-esteem, engages students in relevant real life experiences, fosters a stewardship towards the community, cultivates the development of a sense of compassion, and strengthens the relationship between the District and the community.

**Community Service cannot be done for:**

- Family or relatives
- Neighbors (with the exception of those who are disabled and/or senior citizens \*)
- An employer
- Private Business or any for-profit organization

\* In these cases, students are responsible for documenting the neighbor’s age and/or disability and reason why community assistance is needed

**Community Service may be done for organizations such as:**

- Non-profit organization
- Governmental or Educational Program
- Religious organization if non-proselytizing in nature (non-missionary)

Students may begin to earn community service hours at the beginning of the summer they are entering Beecher High School. Students need prior approval before performing community service and may contact the Guidance Office for suggestions on where to complete hours. All community service must be submitted for approval on the proper form and must have all necessary signatures. Hours earned for participation in class service events such as the Pancake Breakfast and/or Spaghetti Supper may count towards this requirement. Students may not count hours required for National Honor Society and/or disciplinary consequences. The high school administration or designee will give final approval of community service hours.

**GRADUATION CEREMONY**

Participation in the graduation ceremony is a privilege, not a right. In order to participate in the ceremony, seniors must have earned the required 24.0 credits, earned passing grades in all required courses, have all balances paid in full, and all work for correspondence courses completed and turned in by the end of the first week in May.

**HONOR ROLL**

The honor roll is determined by grades earned by students in academic subject areas. No grade less than a “C” will qualify a student for the honor roll. Students may qualify for one of two honor roll designations.

- |                       |                        |
|-----------------------|------------------------|
| <b>3.00 – 3.50</b>    | <b>Honor Roll</b>      |
| <b>3.51 and above</b> | <b>High Honor Roll</b> |

**INCOMPLETES & FAILURES**

When, due to absence or other reasons, a student has not completed the assigned work in a subject, he or she should contact the teacher of that subject and make plans at once to makeup the work that was missed. All Incompletes must be made-up within five (5) school days after the end of the most recent quarter. If, without good reason, the Incomplete is not made-up, the incomplete becomes a failure. Students with Incompletes are not eligible for the honor roll. It is primarily the responsibility of the student to ask the teacher for make-up work following any absence.

Students who fail a required course must repeat the course. If the subject is not required for graduation, another subject may be taken in its place. If the student fails in two or more subjects, the parents are requested to make arrangements with the school for a conference that will include the student, teacher, counselor, and parents.

## **LATE ENROLLMENT**

A student who enrolls in the high school more than 15 days after the beginning of the semester must cause the current student records to be provided. If the student is unable to get records from the sending school, the district will contact such school to verify attendance and grades. Students transferring from another Illinois public school must have the Illinois State Board of Education student transfer form. A student who fails to produce this form will not be enrolled. Students who fraudulently use this form to enter Beecher High School will be dropped from our rolls immediately. Students who have not attended any school since the beginning of the current school year may be required to enroll in an alternative educational program or wait until the start of a new semester. Transfer students who have failed or are failing one-half or more of their courses may be recommended for enrollment in an alternative education program or to wait until the start of a new semester. BHS will recognize incoming coursework for other schools.

## **REPORT CARDS**

Report cards for each of the four grading periods are available electronically via PowerSchool. Parents and students wishing a hard copy may pick one up from the Main Office. PowerSchool should be checked on a regular basis in order to keep up-to-date on student progress.

## **RESTRICTIONS ON RE-ENROLLING DROPOUTS**

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

## **SCHEDULE CHANGES**

Students are expected to work with counselors and parents during registration to select appropriate courses for the following school year. Once the initial registration process is complete in the spring, courses selected should be considered final for the following year. Schedule changes to get another teacher will not be allowed unless a highly extenuating circumstance exists. In these situations, the counselor and principal will review the case. Students are expected to remain in the course they've been scheduled to attend. A student may withdraw from a class during the first two full week of instruction for the first quarter (or third quarter for a semester-length course) without penalty or grade reduction. Withdrawing during the third week (excluding the first weekday of that week) or third week will warrant a "W" reported on the student's transcript. A student who withdraws from a class after the fourth full week of instruction will receive a failing grade ("F") for that course.

## **LEVEL CHANGES**

Beecher High School students are encouraged to challenge themselves academically. Those wishing to transfer to a more rigorous course must secure teacher recommendation, complete a course change request form, and demonstrate strong academic performance in the previous class. The table below will be used for scheduling purposes. Course level changes will only be made at the end of the quarter, semester, or school year.

Regular Course to Honors Course Grade of "B" or better needed in Regular Course  
Regular Course to AP Course Grade of "A" or better needed in Regular Course  
Honors Course to AP Course Grade of "B" or better needed in Regular Course

Students wishing to transfer to a less rigorous course should obtain teacher recommendation. In these cases, teacher recommended level changes will not result in a “W” or “F” appearing on the student’s official transcript because of the transfer. Note that the grades from the previous class will count towards the semester average.

A student taking an Honors level course must maintain a high grade to stay in the course. The grade will be checked each quarter. A student that gets an A or B will continue this class. Students that get a C in an honors course must have a teacher recommendation to stay in the honors class. Students who earn a D or F will be placed in a non-honors course of the same content.

A student taking a non-honors class that has a conceptual or foundation level available will be required to maintain an A, B, or C. If the student earns a D, a teacher recommendation will be required to stay at this level. Students who earn an F will be moved to a conceptual or foundations course of the same content.

A student who wishes to move up to an honors course at the quarter must have an A or a teacher recommendation with a B grade. No student in non-honors will be permitted to move up with a C or lower grade.

### **TRANSFERRING OR WITHDRAWING FROM SCHOOL**

A parent transferring a student is requested to sign a consent form to release records to the receiving district. A student planning to withdraw from school should present a signed note from the parent indicating the reason for withdrawal and consent. Parent and student are encouraged to meet with the guidance counselor to discuss options before withdrawal is completed. Students withdrawing or transferring must obtain a withdrawal sheet from the Main Office and clear any outstanding obligations with the counselor, teachers, and school offices. If a student withdraws from school at any time during a semester for attendance related reasons (parent withdrawal, lack of interest, nonattendance, etc.), the student will not be allowed to re-enter until the succeeding semester.

### **VALEDICTORIAN & SALUTATORIAN SELECTION**

The student with the highest GPA over eight semesters will be recognized as class Valedictorian. The student with the second highest GPA will be recognized as the class Salutatorian. If the two share the exact highest GPA they will be recognized as co-valedictorians.

## **SECTION 3: STUDENT FEES & MEAL COST**

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### **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities, which are provided at registration. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian are unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment or fees for athletics, extracurricular activities, and optional programs and services.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. A fee waiver form must be completed **each year** and turned into the high school office to qualify.

The superintendent may 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.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The district superintendent will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the District Office at (708) 946-2266 x1400. Students not eligible for fee waivers who have unsettled school debts such as fees may be withheld from social privileges including but not limited to: field trips, dances, and graduation ceremony. In order to be eligible for participation in all school dances except Prom, at least half the monetary balance of student fees must be paid. In order to attend Prom, students must settle all outstanding student fees in full.

### **SCHOOL BREAKFAST & LUNCH PROGRAM**

Lunch is served every day of school attendance, except when there is an 11:30 AM or earlier dismissal. A student may bring a sack lunch from home or may purchase a school lunch. The school will not accept deliveries of outside food except by a parent or guardian during regular school hours. Students are responsible for ensuring a positive, adequate fund balance in their lunch accounts and will not be allowed to incur debt in order to purchase meals. Free or reduced price meals are available for qualifying students. For an application, contact the high school office.

### **STUDENT INSURANCE**

If a student has insurance and is injured while under school supervision, an accident report form must be completed immediately, whether or not medical attention is necessary. Should the accident occur in class or while under the direct supervision of a teacher, the student should report to the teacher who will assist in the completion of the accident report. If the accident occurs between classes or to and from school, the incident must be reported immediately to the Nurse's Office.

## **SECTION 4: TRANSPORTATION & PARKING**

### **BUS TRANSPORTATION**

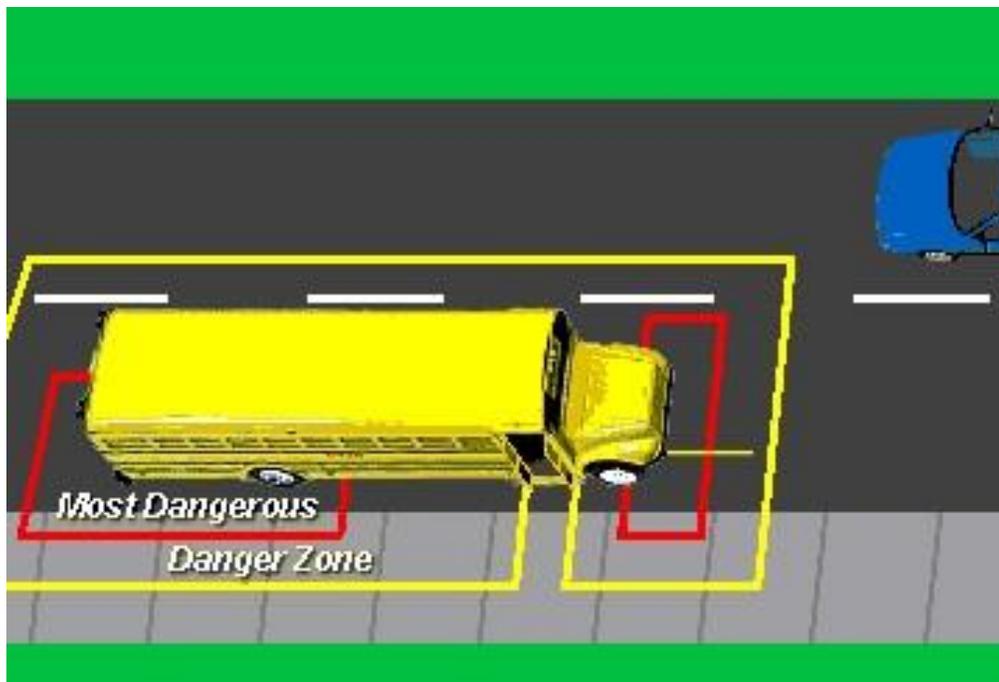
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the school administration.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the school administration.

In the interest of student safety and compliance with State law, students are also expected to:

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

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



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding bus route transportation issues, contact the District Office.

## **BUS CONDUCT**

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

## **PARKING**

The school has three (3) locations available for school visitor parking. Those dropping off and picking up students may do so in the school drive or parking area along Miller Street. Parents should NOT drop off students in the street. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges. The administration has designated parking lots for school staff, personnel, and visitors. This includes gravel spots on Hodges Street and Miller Street used for student pick-up and drop-off by parents. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the owner's expense. Parking spaces 30-60 are reserved for KACC students who purchase parking permits.

A limited amount of parking is available to students in the student lot west of the drive between the hours of 7:00 am and 4:00 pm. Students may park in these locations only upon the issuance of a parking decal indicating that the car has been registered for the current school year. Applications for school parking lot access are available in the High School Office. Cars that do not have a parking decal or that are parked illegally may be towed without advanced warning at the student's expense, ticketed for trespassing, and the student may be disciplined for defiance.

Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. To reduce the potential of theft and vandalism in the student parking lot, no student is to be in the parking area during the school day. Students must get permission from the High School Office before going to the parking lot. If anyone sees a suspicious situation, especially outsiders, in the parking area, please notify the High School Office immediately.

Parking Permits for students' cars parked in school lots will cost \$20.00 each. Lost permits may be replaced at the same cost of \$20.00. The permit does not guarantee students a spot, but only the right to park in the lots. When a car is used in the process of breaking a school rule (such as skipping), the consequence assigned to each student who was in the car will be increased to the next level. The second car violation may result in the loss of parking privileges for the remainder of the school year. Students who are tardy to school may have their parking privileges and pass revoked without reimbursement. Reckless driving or repeat violation of parking lot rules may also result in the loss of parking privileges.

It is understood by parents, guardians, and students that any person, who causes a vehicle to be located, drives a vehicle, or has control of a vehicle in a school parking lot, shall be deemed to have consented to a search of such vehicle. School lots are regularly searched by contraband dogs, administration, and police officers. The search may be conducted for any reason and at any time at the request of school officials. The entirety of the vehicle shall be subject to search, including but not limited to, the passenger compartment, the trunk or the undercarriage of the vehicle and any containers located therein, whether locked or unlocked. Students have no reasonable expectation of privacy in cars parked on school grounds. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

## **SECTION 5: HEALTH & SAFETY**

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### **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS Required Health Examinations & Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases 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 for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. Two (2) varicella vaccines are required for students entering grades 6-11 except in cases where the student can show proof of having previously contracted chicken pox. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Dental Examination**

All incoming freshman are required to have a dental examination on file to start the school year.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Exemptions**

A student will be exempt from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **STUDENT MEDICATION**

Taking medication during school hours or school-related activities is discouraged unless absolutely necessary for a student's health and wellbeing. 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 "Student Medical Authorization Form." Prescription medication must be brought to school in the original container labeled appropriately by a Pharmacist or licensed prescriber. Over-the-counter or non-prescription medication shall be brought to school with the manufacturer's original label, list of ingredients, and student's name. No medications are allowed on the bus, with the exception of an inhaler, Epi pen, or diabetic medication, which students may carry as deemed necessary by prescriber/guardian/parent to assist in a medical condition.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

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

## **GUIDANCE & COUNSELING**

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance with educational and career decision-making. Post-secondary planning is accomplished through group and individual counseling. Assistance in goal setting, personal decision-making and conflict resolution are other areas where a counselor may be helpful. Students are encouraged to make appointments as needed. The department is in charge of scheduling classes, testing, cumulative records, placement, and follow-up studies of high school graduates.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of the counselor to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## **SCHOOL NURSE**

If at any time a student feels ill, he/she may request permission from the teacher to go to the Nurse's Office. If a student is injured in class or between periods, he/she should report to the school nurse immediately. If the nurse is not available, the student should report to the High School Office. Except in emergency cases, a student must have a pass to go to the nurse.

## **REPORTING A THEFT**

In order to report a theft, the student should contact the Dean's Office immediately. The Dean's Office will complete the investigation. Any theft in the physical education area should be reported first to the teacher. Beecher Community Unit School District 200U accepts no responsibility for lost or stolen property. To protect yourselves, all lockers should be locked at all times

## **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. This letter will excuse the student's absences for the purposes of truancy.

## **MEDICAL REQUIREMENTS FOR SCHOOL ENTRANCE**

In concert with the rules of the Illinois Department of Public Health and the Illinois Office of Education, District 200U will strictly enforce the following policy. Failure to meet these mandates will result in students being excluded from school until they are in compliance.

- All students entering the ninth grade must show proof of a physical exam done within twelve (12) months prior to attending this grade.
- Students entering District 200U from another school district can enter by showing proof of having a physical at the time required by the Illinois state law.
- The day, month and year of all immunizations, from birth through the present, must be recorded on the physical exam form. If more immunizations are needed a written schedule from the doctor or clinic will be required. If an immunization is medically contra-indicated a note from the doctor stating the reason must be submitted to the school.
- The physical exam is to be done by a physician, physician's assistant, and/or Advanced Practice Nurse (APN). Dental exams are advised. All local physicians and dentists have the examination forms.
- Students entering at the beginning of the school term must submit these requirements on or before the first day of school. In the case of a transfer student, a period of thirty (30) calendar days, beginning with the first day of enrollment in the District, shall be given to meet the inoculation and physical requirements. If exclusion from school is necessary, a child will be re-admitted to school by submitting a confirmed appointment date (appointment card from doctor's office) or proof of completed requirements.

If at any time during the school year there is a confirmed case (by a physician) of an infectious communicable disease for which a vaccination exists, any student who has not been immunized against said disease because of religious exemption or medical contraindication, will be excluded from school until acceptable proof of immunity

is received from a physician or re-admittance to school is permitted by the Illinois Department of Public Health. Parents are asked to report cases of infectious communicable diseases as soon as possible.

## **HEAD LICE**

District 200U will follow the recommendations of the Illinois Department of Public for head lice.

1. If a student is observed with head lice at school, the nurse will complete an assessment and his/her parents will be contacted.
2. Parents will be required to pick the student up from school – he/she may not ride the bus home. The student may remain in class until picked up by his/her parents.
3. The nurse will provide, if available, a product kit for the treatment of head lice. The student may not ride the bus back to school until he/she has been assessed by the nurse after use of treatment.
4. The day the student returns to school, he/she will again be assessed by the nurse. If no live head lice are observed (not including nits), he/she will be permitted back to class and allowed to ride the bus.
5. If the student still has live head lice following treatment, his/her parents will be contacted and the steps above will be repeated.

## **SECTION 6: DISCIPLINE & CONDUCT**

### **RIGHTS & RESPONSIBILITIES**

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility to provide an atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

### **GENERAL BUILDING CONDUCT**

Classes begin at 8:05 AM and students are dismissed at 2:57 PM on regular attendance days. Office hours in the Main Office are 7:00 AM to 3:30 PM. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building and shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

## **DISTRICT DRESS CODE / STUDENT APPEARANCE**

State educational authorities and court decisions have determined that hair and dress styles should enhance, not detract from the educational process as well as comply with state health and safety standards. Many national studies concerning schools list a positive school climate as a major characteristic of effective schools. Student dress is one of the factors that influences school climate. District 200U encourages students to dress in a manner that reflects positive character, taste, and self-image. Parents and guardians are expected to monitor students' dress before their son(s)/daughter(s) leave home each day. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. The school staff and ultimately, administration will make decisions regarding the appropriateness of dress for students. The following rules apply to all but will be strictly enforced for 4<sup>th</sup> and 5<sup>th</sup> grade students.

- Shorts or skirts must be appropriate for the school environment and should be no shorter than mid-thigh. Skin and/or undergarments cannot be visible above mid-thigh, including exposure due to transparent and/or torn clothing.
- Shirts or tops that don't extend past the waist or cover the back, must have appropriate clothing underneath, cannot show cleavage, and are not allowed to show skin and/or undergarments beneath the arms. No tube tops allowed.
- Clothing with excessive holes or tears is not permitted. Pants, capris, and other garments with designed tears and/or holes must not show excessive skin, and the tears and/or holes must be mid- thigh length on the leg. Otherwise, other clothing must be worn under the student's pants, that cover the holes or tears.
- No student may wear any article of clothing or display any insignia or sign which shows disrespect for any race, creed, color, sex, nationality or display lewd, vulgar, obscene, occult, offensive language or symbols, including gang symbols.
- Clothing that displays anti-social, immoral, or illegal behavior, including pictures of alcoholic beverages, tobacco, narcotics, illegal drugs, drug paraphernalia, violent behavior, is not permitted.
- Hats, coats, bandannas, sweatbands, sunglasses, or inappropriate headgear such as hoods may not be worn in the building. All overcoats are to be kept in the student's locker. Hats should be removed immediately upon entering the building and should not be put on until exiting through the doors outside the building. Sunglasses may be worn if medically prescribed or approved by the school nurse.
- Hairstyles, dress, and accessories that pose a safety or health hazard are not permitted in laboratories, during physical education, or if the learning situation is impaired. Unusual hair colors are discouraged, as they are a distraction to the educational climate.
- Garments made of sheer, lace, or other transparent material must have appropriate clothing underneath. Students can be disciplined for visible bra straps. Low riding pants are not to be worn. Pants must be worn at the hips.
- Form-fitting spandex leggings are at the discretion of the administrator unless covered by shorts, skirts, pants, long shirts, or other garments that extend past the buttocks.
- For reasons of health and safety, appropriate footwear must be worn at all times. Slippers are not acceptable. Roller skate shoes (heellies) and shoes with heels of excessive height and not permissible. Flip flops/slides are discouraged for outdoor activities. Gym shoes must be worn for all outdoor activities, including P.E. and recess.
- Chains that present a hazard or that could be used as a weapon may not be worn in school. This includes but is not limited to chains attached to keys or a wallet.

**If there is any doubt about dress and appearance, the administration will make the final decision.**

**This dress code shall be in effect at all times during school hours.**

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline. The teacher and/or administration will deal with violations. Students will be unable to attend class until the violation is corrected. Disciplinary detentions and/or suspensions may be issued for offenders. Any student not attending their regularly scheduled classes may be ineligible for any extra-curricular activity that day.

**STUDENT BEHAVIOR**

**Copies of all School District policies on student behavior are available online through the School District's website or in the school office.**

**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 or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "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.

- g. 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.
- h. 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.

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, smart watch, 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 or videos, especially in locker rooms or bathrooms; cheat; access any unfiltered, unprotected internet or data network connections; or otherwise violate student conduct rules or any applicable laws. 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 silent and out-of-sight during the regular school day unless: (a) the supervising staff member grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. 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.
- 9. 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.
- 10. 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.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 91-1); 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. 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.
21. 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.
22. 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, ingested by the person.

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.

### **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. 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.

### **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 may 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-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent or designee, 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 pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or violation of district policies, (5) or incite other students towards physical violence upon any other person.

### DISCIPLINE CLASSIFICATIONS

Every offense begins with the confirmation of the details and a Dean’s Office conference with the student. Any offense may be started at any level depending on the severity or repetition of the behavior. Each offense may result in:

1. Referral to the Guidance Office
2. Utilization of School Resources
3. Community resources are available when desired and/or deemed appropriate

This list is not all-inclusive. The actual consequence used at each level is at the discretion of the Principal and/or Dean of Students. Self-defense will be considered a factor in determining discipline.

CORRECTIVE ACTION		LEVELS			
NUMBER	OFFENSE	1	2	3	4
1	Bullying/Intimidation/(Sexual) Harassment	#	#	#	#
2	Cafeteria Misconduct	#	#	#	#
3	Computer Violation	#	#	#	#
4	Dress Code Violation	#	#	#	#
5	Excessive Tardiness to Class/School	#	#	#	#
6	Improper Operation of Personal/School Vehicle	#	#	#	#
7	Insubordination/Disrespect of Authority	#	#	#	#
8	Refusal to Serve/Unserved Discipline	#	#	#	#
9	Repeated Classroom Disciplinary Referrals	#	#	#	#
10	Skipping/Cutting Class (Including KACC)	#	#	#	#
11	Tobacco Violation	#	#	#	#
12	Verbal Aggression/Abusive Language	#	#	#	#
13	Interfering with School Security		#	#	#
14	Physical Aggression/Fighting		#	#	#
15	Theft/Possession of Stolen Personal/School Property		#	#	#
16	Vandalism (Parents Held Financially Liable)		#	#	#
17	Gang Activities			#	#
18	Verbal/Physical Assault or Battery on School Personnel			#	#
19	Possession, Use, or Distribution of Alcohol *				#
20	Possession, Use, or Distribution of Drugs/Narcotics *				#
21	Possession of Firearms or Other Dangerous Weapons *				#

\* Applies to before, during, and after regular school hours; at school-sponsored activities; and on school grounds. Includes possession, use, and distribution of paraphernalia, look-alikes, and counterfeits.

## **Re-Engagement of Returning Students**

Students who are suspended out-of-school, expelled, and/or returning from an alternative school setting will be provided transition services upon returning to Beecher High School. These may include but are not limited to: conferences with the student, parent/guardian, and school staff; counseling and social work sessions; transferring and continuing accommodations from academic and behavioral education programs; schedule, locker, and instructional delivery modifications; shadowing and staff supervision; and involvement of local law enforcement agencies. 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.

### **LEVEL 1**

**Disciplinary consequences based on the frequency, severity, and duration of the misconduct may include but are not limited to:**

- A. Conference**
- B. Detention**
- C. Multiple Detentions**
- D. Up To 2-Day Suspension**
- E. Social Probation**

### **LEVEL 2**

**Disciplinary consequences based on the frequency, severity, and duration of the misconduct may include but are not limited to:**

- A. Conference**
- B. Multiple Detentions**
- C. Up To 3-Day Suspension**
- D. Social Probation**

### **LEVEL 3**

**Disciplinary consequences based on the frequency, severity, and duration of the misconduct may include but are not limited to:**

- A. Conference**
- B. Up To 5-Day Suspension**
- C. Social Probation**

### **LEVEL 4**

**Disciplinary consequences based on the frequency, severity, and duration of the misconduct may include but are not limited to:**

- A. Conference**
- B. Up To 10-Day Suspension**
- C. Alternative Placement**
- D. Expulsion**
- E. Social Probation**

## **DETENTIONS**

Detentions with the Dean's Office will normally be held after school on Tuesday and Thursday. The student will be given at least one day to make arrangements to serve a detention. Detentions are not assigned to be convenient for the student and scheduling should take priority over most conflicts. It is the student's responsibility to serve detentions on the day assigned. Failure to serve may result in additional detentions.

Two-hour detentions are assigned by the Dean's office and meet after school. This is a supervised session that will have no scheduled breaks. Students must report to the detention room by the designated time and be prepared with enough material to work for the full two hours. Failure to serve an extended detention may result in double the amount of detention time.

## **FAILURE TO SERVE DISCIPLINE**

Any student who fails to serve discipline will be held accountable. Time missed due to unexcused absences from assigned discipline will be doubled. For example, a student who misses a one-hour detention will be assigned a two-hour detention. Students will only be allowed to reschedule unserved detentions one time per offense. Failure to serve a detention a second time for the same offense will result in a day in the Behavior Adjustment Center (BAC). "Incomplete" grades will be given to students who have not taken semester exams.

## **EXCESSIVE REFERRALS**

Any student who continues to receive disciplinary referrals may be considered for the following actions:

Level	1	Referral 5	1 day suspension. Student may be placed on a disciplinary contract.
	2	Referral 10	3 days suspension.
	3	Referral 15	5 days suspension.
	4	Referral 20	Alternative placement considered.

## **DANGEROUS WEAPONS & ACTIONS USED OR ATTEMPTED TO CAUSE HARM**

A student who is determined to have brought one of the following weapons 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 to exceed two years:

(1) A firearm. For the purposes of this Section, "firearm" means 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. This policy is inclusive of firearms purchased legally and/or concealed pursuant to 430 ILCS 66/65. 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-alikes" 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.

For purposes of this section, the term "weapon" means possession, use, control or transfer of any object which may cause bodily harm, including but not limited to a weapon as defined under applicable legal codes, knives, guns, firearms, rifles, shotguns, brass knuckles, clubs or "look-a-likes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. A student who is subject to suspension or expulsion as provided in this section may be eligible for a transfer to an alternative school program in accordance with the School Code. Students involved in arson, extortion/intimidation, bullying, acts of gross disrespect, verbal or physical assault and/or battery shall be considered for immediate suspension, possible assignment to the Regional Alternative Safe School Program (RASSP) and/or may be referred to the Board of Education for Expulsion. The Board shall consider filing criminal charges in all matters where dangerous devices are used to injure, endanger or threaten any person on school premises, on school transportation, or at a school-sponsored activity.

## **GANG ACTIVITY**

Any public school secret society or gang is contrary to the best interests of Beecher High School. The Board of Education has determined that the presence of gangs and gang related activities substantially disrupts and materially interferes with the District's educational process and programs. "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school secret society or gang and may result in suspension from school and possible assignment to the Regional Alternative Safe School Program (RASSP) or referral to the Board of Education for possible expulsion from school.

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.

### **ABUSIVE LANGUAGE**

Demearing, intimidating, racial or ethnic slurs, obscene, profane, or vulgar language will not be tolerated whether written, oral or expressed by symbols.

### **ACADEMIC DISHONESTY (CHEATING)**

The School Board and staff of Beecher District 200U expect academic honesty from all students at all times. Staff, students, and parents must understand what academic dishonesty is and what the results may be. Academic dishonesty by students degrades their character and reputation, and interferes with the learning process. Any action to obtain credit for work that is not one's own is considered academic dishonesty. Such actions may include but not be limited to the following:

1. Turning in someone else's work as your own.
2. Obtaining or receiving a copy of a test or scoring device.
3. Plagiarizing. (Copying from another's work or the Internet and passing it off as your own.)
4. Impersonating another student, falsely claiming illness to avoid a test, or changing grades in grade book.

If you do something, which is academically dishonest, you can expect:

1. The teacher will have a conference with you regarding the problem.
2. The teacher will notify the guidance counselor, your parents, and the Dean. The teacher and/or administration will choose if another assignment is a viable option or if a disciplinary action is better. On a first offense, a student will not be given a zero and disciplinary action. The teacher will set a realistic due date for the alternative assignment. If the student is caught cheating on a semester exam, they will receive a zero (0) for the semester exam grade.
3. Violating the academic dishonesty policy will result in disciplinary action, ranging from detention(s) to suspension from school.
4. A second event of plagiarism will result in a zero and disciplinary action from the office.

### **ALCOHOL AND OTHER DRUGS**

It is the policy of the Beecher High School Board that all District workplaces shall be free from drugs and alcohol. All students and employees shall be prohibited from:

1. the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on District premises, busses or while performing work for the District.
2. the distribution, consumption, possession of or being under the influence of alcohol while on District premises, busses or while performing work for the District.

Any student who has consumed, is under the influence, distributes, or is in possession of alcohol or drugs while on school grounds, busses, or at a school-sponsored event may be suspended from school for a period of 10 days and the police will be notified. During the suspension the parents may be required to accompany the student for a conference with the administration to discuss additional consequences, which may include:

1. Require the student to appear before the Board of Education for possible expulsion, OR
2. Assign the student to the regional alternative education program, and/or
3. Place the student on Social Probation.

This section includes counterfeit or “look alike” drugs as well as any drug related paraphernalia, unapproved medicines, inhalants, and the distribution/misuse of commercially available drugs, dietary supplements, and non-prescription medication. Students who possess drug graffiti may also be considered for suspension.

## **ASSEMBLIES**

Students are to conduct themselves in a manner considered proper for high school students. Proper applause, complete attention during the entire program and remaining in the seating area until the completion of the program are expected of all students. Those students not observing these rules of common courtesy will be barred from assemblies and required to stay in a detention room.

## **AUTHORITY OF STAFF**

Students are advised that any administrator, any faculty member, or any auxiliary staff has the responsibility and the authority to direct the action of the students at any place or time on school property or at any school activity. Disrespect, defiance or directing abusive language toward any staff member will be grounds for suspension from school, removal from class with a loss of credit or possible expulsion.

## **BREACHES OF DISCIPLINE**

By the nature of schools and today’s educational programs, school discipline extends beyond the school day’s hours and beyond the school building’s doors. Misconduct during school, occurring on the school campus or behavior that is directly related to school will not be tolerated. This includes but is not limited to misconduct on busses, at school sponsored activities or misconduct directed toward an elected school official, teacher, administrator or other staff member or school volunteer.

Breaches of discipline are of a varied nature; consequently, much has to be left to the judgment of the administration. When determining the actual consequence for a violation, the administration will consider the seriousness of the conduct, the student’s past record of conduct, the effect of the conduct on the delivery of educational services to other students, the severity of the punishment and the interests of the student involved. While the following consequences meet the needs of the school and the student for the majority of situations, alternate arrangements may be used when deemed appropriate.

- a. Minor infractions of school rules will be taken care of by the classroom teacher - unexcused tardies, lack of materials, small disturbances, etc.
- b. In cases of more severe infractions of rules or when a student is sent from class by a teacher, the student will be referred to the Dean’s Office. Note: Students should only be sent from the class in extreme cases.
- c. Students who are sent from the class for minor offenses will be dealt with and sent back the same hour.

## **FIGHTING**

Fighting in the building, on school property, on property approximate to the school, on the way to school or on the way home from school will not be condoned and will be dealt with severely. Students involved in a fight for the first time may be suspended out of school for up to five days. Students who have been involved in more than one fight may be suspended out of school for up to 10 days and will be considered for assignment to the Regional Alternative Safe School Program (RASSP). An additional charge may also be imposed through the police department.

## **FORGERY**

Forgery may result in:

1st Offense – Two-2 Hour Detentions

2nd Offense – 3-day out-of-school suspension

3rd Offense – 5-day out-of-school suspension

This includes students who forge or alter parental correspondence, doctor excuses, and/or alter school documents. Unauthorized possession of school documents may result in a 5-day out-of-school suspension with a parent conference required before the student is admitted to school.

## **HALL PASSES**

Students who need to be in the hallways while classes are in session are provided passes showing that they have permission to be absent for a specified period of time from their class or study hall. Faculty members may stop a student in the hallway to ask to see the pass.

## **HALLWAYS**

Conduct in the halls must be orderly and respectful at all times. Students should keep moving and keep to the right. There will be no running. Students are requested not to congregate in places that would interfere with hallway traffic. Waste containers should be used for all wastepaper.

## **HAZING**

Hazing and initiation acts interfere with the rights and freedoms of students. Anyone involved in such acts will be subject to discipline including possible suspension from school.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are asked to respect the rights of other people. Public displays of affection are considered in poor taste and will not be allowed. Students are not to be kissing and hugging on school grounds. Holding hands in the hallways is the only acceptable display of affection. Failure to abide by these guidelines will result in discipline for defiance of authority.

## **REGIONAL ALTERNATIVE SAFE SCHOOL PROGRAM**

The Regional Alternative Safe School Program (RASSP) is designed for students in grades nine through twelve who are at risk for exclusion from school due to disruptive behaviors, who endanger the safety of other students and or school personnel, violators of zero tolerance policies, or reentering BHS from out of district placements. This program is intended to provide an educational opportunity for those students who are unable to succeed in the regular school setting. An administrative review team will determine eligibility for the program and the district superintendent will authorize the final transfer. The Five primary objectives of the RASSP include:

- To transfer disruptive students to appropriate learning centers.
- To help identified students develop the necessary academic and work skills to continue their education and/or gain meaningful employment in order to become a productive member of the community.
- To help identified students manage their own behavior and to improve their ability to work with others.
- To reduce student suspensions and expulsions at the district level.
- To assist school administrators in providing safe learning environments for all students.

## **SCHOOL INTERRUPTIONS**

Any student causing an interruption of school due to a sit-in, walkout, mass defiance, or demonstration is subject to disciplinary action.

## **STUDENT LOCKERS**

All students must use the lockers assigned to them. A lock will be purchased by the student and must be used.

The locker should be locked at all times and the combination should not be shared with others. The school cannot assume responsibility for lost articles. Lockers are school property and may be searched by school officials, with or without the student's permission, when those officials have reason to believe illegal or dangerous materials may be hidden in a locker. Locks not issued by the school will be removed. Students who "MOVE IN" to an unassigned locker or allow unassigned students to move into their locker will face disciplinary action. No one is to write on the lockers or in the locker. Lockers may not contain any inappropriate materials (i.e. obscene pictures and/or references to drugs and alcohol). Defacing of lockers by students will result in disciplinary action and/or fine.

## **SUSPENSION FROM SCHOOL**

The Dean's office is authorized to suspend students guilty of gross disobedience or misconduct from school, or in school in the detention quarters, (and from all school functions) for a period not to exceed ten (10) school days. The student and/or parent(s)/guardian are due the following procedural protections:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parent(s)/guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parent(s)/guardian of their right to review.
4. Upon request of the parent(s)/guardian, a hearing shall be conducted to review the suspension. At the hearing, the parent(s)/guardian of the student may appear and discuss the suspension with the Board's hearing officer. The hearing officer shall report to the Board a written summary of the evidence heard at the meeting. After the hearing, or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Students assigned an out-of-school suspension are not allowed on the school grounds or immediate vicinity during the suspension period. Suspended students are not permitted to attend any school functions or participate in any school activity during the time of suspension. Any violation may result in additional disciplinary action. A parent conference will be necessary when the student returns to school. Students may be required to sign a trespassing agreement which could result in charges by local law enforcement agencies for criminal trespassing if found on school property during suspension period.

## **EXPULSION**

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a longer period as determined by the School Board. The student and/or parent(s)/guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parent(s)/guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parent(s)/guardian at the expulsion hearing.
3. During the expulsion hearing the student and the parent(s)/guardian may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilty. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence, or receipt of the hearing officer's report, the Board shall decide whether expulsion, or some lesser form of discipline, shall be imposed upon the student.

The policy for discipline of special education students shall supersede local district suspension and expulsion policy in the event that special education becomes an issue.

### **SUSPENSION AND/OR EXPULSION HEARING**

A procedure is available through the High School Office for hearing and appeal of all suspensions and expulsions. Students and parents have the right to appeal any suspension by submitting that appeal in writing to the Principal within ten days of the suspension. If there is no resolution at that point the appeal may be directed to the school's hearing officer.

### **TOBACCO VIOLATION**

Students are not allowed to smoke or carry cigarettes, electronic cigarettes or e-cigarettes, other tobacco products, lighters, or matches in the building, on the school grounds, or at school-sponsored events. The same rules apply during extracurricular activities that occur during non-school hours. Students will be disciplined if caught smoking on school property. Any confiscated articles referenced above will be destroyed. Law enforcement (SRO) may also issue local tobacco ordinance citations to those minors caught smoking/vaping on or off school zones before, during, and/or after school. The citation from BPD is \$100.

### **VANDALISM**

Vandalism is the willful or malicious destruction or defacement of property or of personal effects on school property. Any act of vandalism should be immediately reported to an administrator. Any person who commits such an act is subject to suspension or expulsion and prosecution to the full extent of the law. Students and their parents will be held financially liable.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. School personnel must be informed immediately of suspected bullying behavior.

It is the policy of Beecher High School to maintain a learning and work environment that is safe, nondisruptive, and free from bullying, intimidation, teen dating violence, and (sexual) harassment – activities that diminish a student's ability to learn and a school's ability to educate. It is an important school goal to prevent these disruptive behaviors, which are not acceptable in any form and will not be tolerated. It shall be a violation of this policy for any student, employee, or representative of District 200U to harass a student, employee, or representative of District 200U through conduct or communication of an intimidating or sexual nature and may result in suspension, expulsion and/or criminal charges.

*Bullying*, including cyber-bullying (bullying through the use of technology or any electronic communication), 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.

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

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

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

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

### **Nondiscrimination Coordinator**

Dr. Jack C. Gaham III, Superintendent of Schools  
Beecher Community Unit School District 200U  
538 Miller Street  
Beecher, IL 60401  
(708) 946-2266 x1400

### **Complaint Managers**

Mr. Mike Meyer, Principal  
Beecher High School  
538 Miller Street  
Beecher, IL 60401  
(708) 946-2266 x1300

Mrs. Dawn Compton, Special Education Coordinator  
Beecher Community Unit School District 200U  
629 Penfield Road  
Beecher, IL 60401  
(708) 946-2202 x1107

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

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

## **LUNCH & CAFETERIA RULES Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

### **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures. Students will be asked to clean up after themselves.

## **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent/guardian. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be asked to share the content that is reported in order to allow school officials to make a factual determination.

# **SECTION 7: INTERNET, TECHNOLOGY, & PUBLICATIONS**

## **COMPUTER ACCEPTABLE USE**

We have the ability to enhance student's education through the use of computers, networks within the school and through an Internet connection. With this educational opportunity also comes responsibility. Access to the computer systems is a privilege designed for educational use only and the school reserves the right to monitor the use of the computer system. Any and all files and contents therein are subject to review by the district. Using the systems for any illegal activity; for personal financial gain; wastefully using resources; gaining unauthorized access to resources; invading the privacy of individuals; using another user's account; and electronic communications that are obscene, defamatory, threatening, sexually oriented, or in other ways harassing are examples of misuse that may result in the loss of computer access and school disciplinary action.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Downloading and installing software of any kind unless specifically directed by a teacher to do so.
- o. Attempting to access a blocked website or access proxy avoidance systems.

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

- a. Be polite. Do not become abusive in messages to others.

- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures. **Security** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Food & Drink** – Students may not have food or beverages in the computer labs or when using electronic devices owned by the District, including desktops, laptops, Chromebooks, and iPads. Students may receive disciplinary consequences and parents will be held financially liable for damages to school property as a result of food or drink.

**Copyright Web Publishing Rules** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as

being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

## **STUDENT USE OF ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), iPod, iPad, laptop computer, tablet computer, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the principal.

At all times, electronic devices must be kept silent and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Electronic devices may never be used in any manner that disrupts the educational environment or violates student conduct rules, the rights of others, or any applicable laws. This includes, but is not limited to, the following: (1) using the device to take photographs or videos, especially in locker rooms and bathrooms; (2) cheating; (3) accessing any unfiltered, unprotected internet or data network connections; and (4) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). Students must use the Main Office phone to call their parents and may not contact them using a personal electronic device without permission from school staff.

Students who violate this policy will be subject to disciplinary consequences. The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students may be required to reimburse the district due to intentional damage or neglect of district property. This may include repair and/or replacement of items.

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is primarily intended for the immediate solicitation of funds; or
  - e. Is reasonably viewed as promoting illegal drug use; or
  - f. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

## **POSTERS AND ANNOUNCEMENTS**

Students who wish to have posters or written announcements placed on the bulletin boards in the building must secure the approval of the High School Office.

# **SECTION 8: SEARCH & SEIZURE**

## **SEARCH & SEIZURE**

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

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

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

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be asked to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

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

## **SECTION 9: ATHLETICS & EXTRACURRICULAR ACTIVITIES**

### **ACADEMIC ELIGIBILITY**

1. Students must be failing no more than one (1) academic course per week. Those who are failing two or more classes when eligibility is determined will be considered ineligible per I.H.S.A. regulations.
2. A student who appears on the ineligible list during a season will be required to successfully complete academic tutoring. Failure to repeatedly satisfy this requirement may result in removal from the team.

The requirements shall include all students in the following activities:

1. IHSA/IESA competition in any athletic event or activity.
2. Academic competitions such as Math Team and Scholastic Bowl.
3. Public appearances in vocal and instrumental music, theater, drama and speech.

The eligibility requirements shall be met on a weekly basis. If a student is ineligible to participate in an activity outside of regular class time that is considered an integral and required part of the course, the student shall not be penalized for not participating in the activity.

### **EQUIPMENT POLICY**

1. Athletes are responsible for all uniforms and equipment issued to them.
2. Failure to return uniforms or equipment will result in fines being assessed for replacement costs.
3. Failure to return equipment or uniforms or pay for replacements will disallow future athletic participation.

### **ILLNESS AND ATHLETIC PARTICIPATION**

1. The school authorities do not want the health of any student jeopardized by a student taking part in athletic contests or practices when such participation would be detrimental to his or her health.
2. No athlete is to be allowed to participate in an athletic practice or contest that has not been in school one-half day on the day of practice or the contest. An exception would be in the event permission has been granted in advance for visitations, travel, bereavement, or other school related activities.
3. Saturday contests - In the event a student is absent on the Friday before a Saturday contest, the following rules are to be observed:
  - a. Before being allowed to dress for the contest, the athlete is to present the coach a note signed by his or her parent stating the reason for the absence and giving permission to take part in the game or meet.
  - b. In the event the absence was due to illness or injury, the student should not be allowed to play unless approval is received from the parents and/or family physician.
4. Coaches should make the squad members of their sport aware of these regulations early in the season.

## **INTERSCHOLASTIC ATHLETICS (BOYS & GIRLS)**

Beecher High School competes in interscholastic competition in the following sports: basketball, track, golf, cross-country, baseball, volleyball, bowling, soccer, softball, and competitive cheering. The purpose of the athletic program is to encourage conduct and sportsmanship among all participants.

## **MULTIPLE EXTRA-CURRICULAR INVOLVEMENT & POTENTIAL CONFLICTS**

Prior to the student attempting multiple extra-curricular activities, it is paramount that the student and the sponsor/coach agree on the reliability, dependability and needed commitment to succeed in these multiple extracurricular activities. In the event that a student is involved in more than one school sponsored activity/sport during the same season, the performance/competitive event will take precedent over the practice. When the student is faced with a performance/competitive event vs. a performance/competitive event, the student/athlete will make the choice. No disciplinary action will be administered by the sponsor/coach to the student that is involved in these school-sponsored activities when attending a contest in lieu of practice. It is understood that communication between the student and the sponsor/coach is made well in advance of any potential conflicts.

## **OUT-OF-SEASON CONDITIONING PROGRAMS**

1. An individual who is a member of a squad and quits will have to wait a period of thirty (30) days before being allowed to participate in any out of season conditioning programs.
2. In-season athletes cannot participate in an out-of-season conditioning program of another activity.

## **TRANSPORTATION**

Students who leave the school and travel with a coach as supervisor should return to the school by the same mode of transportation unless released to the student's own parents. Those athletes are to sign a form provided by the Athletic Office indicating to the coach that their parents are taking them home. Under no circumstances may a student be released to other adults or students unless written permission by the parent/guardian is obtained beforehand and approved through the office. This practice, however, should be limited strictly to a special family need, extenuating circumstances, or emergency.

Members of the Golf Team (and a parent/guardian) may sign a transportation waiver granting permission to drive to and from practices that will be held at Beecher High School's home course: Balmoral Woods Country Club. Under these circumstances, golfers will only be allowed to drive themselves and immediate family members. Waivers will be made available in the Athletic Office.

## **TRYOUT/CUT POLICY**

- A. Student athletes may be cut from all levels of competition.
- B. Coaches or advisors may determine teams based on the following criteria.
  1. Appropriate in skill for the level of competition.
  2. Ability to adhere to principles of team play and work ethic.
  3. Proper attitude of individuals.
  4. Work habits and loyalty to the program.
  5. Classroom work

## **ATHLETIC RULES & CODE OF CONDUCT**

The Athletic Code applies to all students participating in athletics. Athletic programs include competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

## **CLUBS & ACTIVITIES**

It has long been the policy of Beecher High School to encourage each student to belong to one or more of the following co-curricular clubs and activities:

Art Club	Math Team
Band	National Honor Society
BeechBark	Peer Tutors
Choir	Bobcat Pride
Class Officers	Scholastic Bowl
Drama Club	Spanish Club
Environmental Science Club	Student Council
Freshmen Mentoring	Yearbook
Spanish Club	Journalism Club

## **NATIONAL HONOR SOCIETY**

Sophomores, juniors and seniors with a GPA of 3.5 or higher will be invited to apply for membership in February of each year. Evidence of good character, leadership, community service, and active membership in organizations are factors considered by the faculty. The National Honor Society (NHS) Faculty Council reviews applications and determines final approval for membership.

NHS members and inductees are expected to conduct themselves according to the highest standards of behavior at all times. Disciplinary situations at school, on school district grounds, and outside of school will be reviewed and assigned an appropriate consequence by the Faculty Council and/or Principal. This includes the possibility of additional community service hours; completion of an administration-approved substance abuse program; submission to random, certified drug testing by a licensed physician – the latter two at the expense of the student and parent/guardian – suspension or demotion from officer positions; and/or dismissal from NHS.

## **ILLINOIS HIGH SCHOOL ASSOCIATION CONFERENCE SCHOOLS & KEY PRIVISIONS**

Beecher High School students participate in athletic and co-curricular activities with the following schools in the RVC.

### **River Valley Conference (RVC)**

Beecher High School  
Clifton Central High School  
Donovan High School  
Gardener-South Wilmington High School  
Grace Christian High School  
Grant Park High School  
Illinois Lutheran High School  
Momence High School  
St. Anne High School  
Tri-Point High School



## Illinois High School Association

(For 2017-18 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or

- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the **IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

## Athletic Eligibility Rules—Page 2

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

### 6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### 7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

### 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.  
Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

### 12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

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

## **SECTION 10: EXTRACURRICULAR CODE OF CONDUCT**

### **OBJECTIVES OF PARTICIPATION**

Extracurricular activities serve as an extension of the classroom and provide an environment in which every willing participant can improve his/her talents to the best of his/her abilities. These activities cultivate the development of positive qualities that are highly valued by classroom teachers, by institutions of higher learning, and by employers.

As a result of their participation in extracurricular activities, student-athletes will be able to

- develop their physical talents and desirable personal health habits
- exemplify good sportsmanship as a means for learning good citizenship
- work with others who share common goals and objectives
- experience both winning and losing
- respect the integrity and judgment of officials, coaches and school personnel
- engage in activities with students whose backgrounds are dissimilar from their own
- develop the ability to use and manage their time effectively
- experience a feeling of self-worth and self-confidence
- observe adherence to the Code of Conduct, including academic standards, substance use, and appropriate behavior
- learn from experience that consequences follow the violation of rules
- enjoy the involvement and participation in extracurricular activities

### **ATHLETIC REGISTRATION**

All student-athletes are required to register for athletic team through Athletics2000 parent dashboard. The link to the dashboard is <https://beecher.8to18.com/accounts/login>. Participation fees and all parent and student athlete information will be collected during the registration process through Athletics2000. Insurance/medical waivers, IHSA mandated drug testing and State of Illinois mandated concussions forms will be electronically signed. Also, the entire Beecher School District 200U Athletic Code of Conduct will be electronically signed and accepted by student-athletes and their parent(s). Student-athletes will not be allowed to tryout for a team without completely registering for respective teams. Students will also have to have a current physical on file prior to being cleared to tryout for an athletic team.

### **PARTICIPATION INFORMATION**

#### **Athletic Participation Fees:**

High School athletics will cost \$40 per sport per student. Boys & Girls High School Golf will cost \$60 per student. Fee waivers will not be accepted for athletic participation. There will be a family cap of \$100 per season. All fees **must** be paid prior to participating in an athletic contest.

#### **Emergency Medical/Athletic Registration:**

Parent(s)/Guardian(s) will provide Emergency Medical information to the school office or the Athletic Director prior to participating in a scheduled athletic practice and/or event. The information provides coaches, administrators, athletic trainers and any other medical professionals with necessary information in the event of an injury. This information is collected during the online athletic registration process.

#### **Physical Examination:**

All student-athletes must have a physical examination by a licensed physician annually. The physical examination each year is good for thirteen (13) months from the date of the exam, and the physician's report must be on file with the school office.

## **Insurance**

Students must be covered by the school insurance, or the parents/guardians must sign a waiver stating that they have adequate insurance coverage of their own before the student will be allowed to participate or practice. This information is collected during the online athletic registration.

## **Drug Testing Form**

All student-athletes and their parent/guardian electronically sign a Drug Testing Consent Form sanctioned by the IHSA. This electronic form is required to complete the registration process.

## **CODE OF CONDUCT**

Beecher Community Unit School District 200U encourages all students to become involved in extracurricular activities. However, participation in extracurricular activities is a privilege and not a right. This privilege may be suspended or revoked when a student's actions or behavior violates this Code of Conduct. By participating in any extracurricular activity, the student agrees and promises to abide by all of the requirements of this Code of Conduct, and with the understanding that violation of this Code of Conduct shall cause the student's ineligibility to participate in extracurricular activities to the extent explained hereafter.

The Code of Conduct applies year round (365 or 366 days) beginning the first day of practice allowed by the IHSA/IESA for fall sports, and any violations shall accumulate during the years of attendance at Beecher Junior High School or Beecher High School independently. Incoming and transfer students will also comply with this Code of Conduct.

It is to be understood that the consequences listed below are the minimum consequences a student may expect. Consequences will be issued based upon the collective judgment of the respective head coach/sponsor and administrative team (Superintendent, Principal, and Athletic Director) in the best overall interest of the student, the activity and the school. All accusations or allegations of serious violations will be investigated thoroughly. Hearsay information may lead to further investigation of code violation, but it will not be used as the sole basis for establishment of guilt.

Students who violate the Code of Conduct may not earn individual or team awards for the season during which the violation occurs or during the period of any suspension. Students will be encouraged to practice and travel with their team to athletic contests, but will remain in either street clothes or team warmups. On returning from a suspension, the student has no guarantee that he/she will have the same position or role on the team as before.

Documentation of offenses that occur on school grounds and/or during school activities could be either through a police report, appropriate school personnel or student admission. Documentation of offenses that occur off school grounds and/or during non-school activities could be either through a police report or student admission.

Consequences involving students participating in IHSA/IESA sanctioned activities must be served in that activity or another IHSA/IESA sanctioned activity if the offense occurs in the off-season or if the consequence goes beyond the length of the season in which the offense occurs.

Each discipline situation is unique and will be dealt with on an individual basis. There is an established procedure which provides for the appeal of disciplinary action as follows:

1. The complaint shall first be brought to the coach/sponsor.

2. If the problem cannot be resolved, it should be brought to attention of the Athletic Director.
3. If the problem still cannot be resolved, it should be brought to the attention of the Principal.
4. The complainant may refer the issue to the Superintendent by requesting an appointment for review and decision.
5. If the above steps do not resolve the concern of the complainant, he/she may request a review by the board appointed hearing officer, or by the Board of Education if necessary.

### **Definition of Possession of Tobacco Products**

In the case of tobacco, a student will be deemed to be in possession of tobacco if the student has control over tobacco. This means that the student has the tobacco (a) on his or her person; (b) in his or her locker; (c) in his or her book bag, gym bag, purse or other container; (d) in his or her vehicle; (e) similarly has control over the access to the tobacco so that it is readily available for the student's consumption or usage. It is not relevant whether the student intends to use or control the tobacco.

#### 1. Tobacco:

Any student who is in possession of or uses a tobacco product (tobacco cigarettes, tobacco cigar, pipe tobacco, chewing tobacco, hookah smoke, herbal smoke, e-cigarettes, or other look a likes) shall face the following consequences:

- 1st offense: Suspension from the squad, team or activity for one (1) game, event or meeting on the schedule. The student may practice with the team during this suspension, but he/she may not attend any of the games, events or meetings during such suspension.
- 2nd offense: Suspension from the squad, team, or activity for five (5) games. If there are less than 5 games remaining in the current school year, the suspension will carry over into the next school year/season.
- 3rd offense: Suspension/removal from extracurricular activities for the remainder of the season in which the student-athlete is participating. The athlete will not be eligible for any end of season awards/recognition.
- 4th offense: Suspension from extracurricular activities for the remainder of the school year.

### **Definition of Possession of Alcohol, Cannabis, Controlled Substances, Inhalants or Drug Paraphernalia**

In the case of alcohol, cannabis or controlled substances (drugs) or drug paraphernalia, a student will be deemed to be in possession of these items if the student has control over the items or knows that other students in his or her presence have control over the items. The student has control over the alcohol, cannabis or controlled substance (drugs) or drug paraphernalia if the student has the items (a) on his or her person; (b) in his or her locker; (c) in his or her book bag, gym bag, purse or other container; (d) in his or her vehicle; (e) similarly has control over the access to the alcohol, cannabis, or controlled substances (drugs) or drug paraphernalia so that it is readily available for the student's consumption or usage. A student will be deemed to know that other students in his or her presence have control over alcohol, cannabis or controlled substances (drugs), or drug paraphernalia if the student is in the same vehicle, in the same room, at the same social gathering or is otherwise aware of the presence of said items. If you are in a vehicle, in a room or at a social gathering and alcohol, cannabis or controlled substances (drugs), or drug paraphernalia is present, or someone arrives with any of these items, you should leave immediately. Failure to do so may result in a determination that you were in possession of said items. If you are unable to remove yourself from the situation, you must report the situation and your desire to be removed immediately to your sponsor, coach, administrator, parent/guardian or civil authority. Otherwise, you will be found to be in possession.

1. Alcohol:
  - a. Any student who is in possession of or consumes any intoxicating liquor shall face the following consequences:
2. Cannabis:
  - a. Any student who is in possession of cannabis, a controlled substance or prescription medication not his/her own, under the influence of cannabis or a controlled substance, or is involved with the selling of cannabis or a controlled substance shall face the following consequences:
3. Drug Paraphernalia, Controlled Substances (Drugs) and Inhalants:
  - a. Any student who is in possession of a hypodermic syringe, a hypodermic needle or any instrument adapted for the use of cannabis or a controlled substance shall face the following consequences:

### **Consequences for violations of Rules Alcohol, Cannabis, and controlled substances and Paraphernalia**

1st offense: Suspension from the squad, team or activity for 33 1/3% of games, events or meetings on the schedule. The student may practice with the team during the suspension and will be allowed to travel with the team to games/events, but will be required to dress in street clothes or team warmups. In addition, before reinstatement to the activity, he/she must enroll in and satisfactorily work toward completion of an educational substance abuse program that has been approved by the District 200U administration. Students are strongly encouraged to enroll within seven (7) calendar days of the start of the suspension. The cost of the program will be incurred by the student and his/her parent/guardian. If the student fails to complete the educational substance abuse program, the consequence will be the same as the consequence for a 2nd offense.

2nd offense: Suspension from extracurricular activities for 180 school days. If there are less than 180 school days remaining in the current school year, the suspension will carry over into the next school year. In addition, before reinstatement to the activity, he/she must enroll in and satisfactorily work toward completion of an educational substance abuse program that has been approved by the District 200U administration. Beecher School District strongly recommends that students enroll in an educational substance abuse program during this suspension period.

3rd offense: Suspension from extracurricular activities for the remainder of the student's attendance at either Beecher Junior High School or Beecher High School.

### **Voluntary Admission**

If a student voluntarily admits an infraction of the alcohol and cannabis/controlled substance rules, a suspension of 20% of the scheduled activities on his/her most recent or future athletic/extracurricular activity shall be imposed. In addition, before reinstatement to the activity, he/she must enroll in and satisfactorily work toward completion of an educational substance abuse program that has been approved by the District 200U administration. Any student not enrolling in said program within seven (7) calendar days of his his/her suspension or completing said program after having agreed to do so will be penalized accordingly. This provision is written to allow a student the opportunity to seek help. Voluntary admission may be used by a student only once during his/her attendance at Beecher High School/Beecher Junior High School and will count as a 1<sup>st</sup> offense. Students may not receive a reduced consequence for 2<sup>nd</sup> or 3<sup>rd</sup> offenses.

### **Arrests and/or Charges for Criminal Acts Including Ordinance Violations**

Any student who is arrested and/or charged with an act that violates any state criminal law or local municipal ordinance may be suspended from extracurricular games, events or meetings from the time that the Beecher School District Administration becomes aware of such charges, pending resolution of the charges. If the arrest and/or charges involve the use or possession of alcohol, cannabis, controlled substance (s) or drug paraphernalia, the consequences for the violations shall supersede this paragraph. If not superseded, the student may practice with his/her team, pending the resolution of the charges. If the student is not convicted of the charges or the student is placed on court supervision (or some other form of deferred prosecution for first-time offenders), he/she may resume participation in extracurricular games, events, or meetings, unless superseded by the consequences for alcohol, cannabis, controlled substances, and paraphernalia. If the student is convicted,

he/she shall not participate in extracurricular games, events or meetings until the penalty is paid or served. If the penalty is probation, the student may resume participation in extracurricular activities, unless superseded by the consequences for violating Rules 2, 3 or 4. When these consequences apply, the student may resume participation as soon as any consequences have been met. The starting point for the consequences in such a case will be from the original removal from the squad, team or activity.

Note: It is the obligation of the student and his/her parents or guardian to inform the Beecher School District Administration within seven (7) calendar days if the student has been involved in an incident which involves the student's arrest and/or charges for the violation of a state law or local municipal ordinance.

\*\*Note: A more severe penalty may be imposed if the criminal act is of a serious or repetitive nature.

### **Other Offenses**

Students may also be suspended/disciplined for the willful destruction or defacing of school property, theft involving school or personal property, inappropriate social media use, gross misbehavior such as sexual misconduct or any act or behavior deemed of a serious nature by the Beecher School District Administration and/or coach. Suspensions for these activities shall be determined by the BHS/BJHS Administrative Team based on the severity of the action.

### **Out of School Suspensions**

Students serving out of school suspensions will not be allowed to participate in extracurricular activities (games/meets/practices) during the duration of the suspension.

### **Students Still Subject to School Discipline**

This Code of Conduct governs only a student's participation in extracurricular activities. Students remain subject to the school's discipline policies for all students as described in the Parent and Student Handbook. Additionally, students receiving discipline for offenses covered under the Student/Parent Handbook may receive consequences affecting their participation in extracurricular activities at the discretion of the school's administration.

### **Coach/Sponsor's Authority and Rules**

A coach/sponsor will have rules for his/her specific sport/activity which will be in effect during that particular season. Student/Athletes must comply with these rules as well as the District Code of Conduct.

### **Transportation**

Beecher School District 200-u will provide transportation to and from all athletic contests. All student-athletes are required to use school transportation. Student-athletes may not participate in an away contest if they drive themselves to the event or if they use alternate transportation without prior consent from the respective coach and district administrator. Parents requesting a transport change must complete one of the following procedures:

1. Complete an Athletic Contest Travel Release form and receive BHS/BJHS Administrative Team approval prior to the contest. A copy will be kept on file in the Athletic Director's office and a copy will be given to the coach.
2. Complete the required Sign Out Form at the contest prior to leaving. Student-athletes will not be allowed to ride with someone other than the parent/guardian unless pre-arranged with the BHS/BJHS Administrative Team.
3. Members of the Golf Team (and a parent/guardian) may sign a transportation waiver granting permission to drive to and from practices that will be held at Beecher High School's home course: Balmoral Woods Country Club. Under these circumstances, golfers will only be allowed to drive themselves and immediate family members. Waivers will be made available in the Athletic Office.

### **Sportsmanship Expectations of the Student-Athlete:**

1. Accept and understand the privilege of representing the school and community.
2. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
3. Treat opponents the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the hard work and team effort that is required of your event? Never direct remarks at opponents in a taunting manner.
4. Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
5. Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your event. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.

### **Sportsmanship Expectations of Spectators**

1. Remember that extracurricular activities are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people.
2. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
3. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
4. Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
5. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.
6. Recognize and show appreciation for an outstanding play by either team, and use only cheers that support the teams involved.
7. Refrain from the use of any controlled substances (alcohol, drugs, etc.) and tobacco products before and during contests, and afterwards on or near the site of the event (tailgating).

### **Parent/Coach Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. When your child becomes involved in our program, you, as parents, have the right to understand what expectations are placed on your child. This begins with clear communication from the coaching staff.

### **Communications You Should Expect From Your Child's Coach/Sponsor**

1. Philosophy of the coaching staff
2. Expectations the coach has for your child as well as for all of the members on the squad
3. Locations and times of all practices and games
4. Team requirements (fees, special equipment, off-season conditioning, dates, etc.)
5. Procedures should your child become injured during participation
6. Discipline action resulting in the denial of your child's participation

### **Communications Coaches Expect From Parents**

1. Concerns expressed directly to the coach

2. Notice of any schedule conflicts well in advance
3. Specific concerns regarding the coach's philosophy and/or expectations

### **Appropriate Concerns To Discuss With Coaches**

1. The treatment of your child, physically and mentally
2. Ways to help your child improve
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make decisions based on what they may believe to be the best for all student-athletes involved. As evident from the previous list, certain topics can be and should be discussed with your child's coach. Other issues, such as those that follow, must be left to the discretion of the coach.

### **Issues Not Appropriate To Discuss With Coaches**

1. Playing Time
2. Team Strategy
3. Play calling

### **If You Have A Concern To Discuss With A Coach, The Following Procedures Should Be Followed**

1. Call to set up an appointment with your child's coach. Contact the head coach if your child participates on a lower level.
2. If the coach cannot be reached, contact the Athletic Director at (708) 946-2266 Ext 20. The AD will set up an appointment for you with the coach.
3. Please bring your son/daughter to the meeting with the coach. This will provide your child with valuable lessons about solving problems, the effects of open communication, and resolving differences.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution.

### **Squad Selection**

At the high school level, Beecher fields teams (depending on the sport) for Freshmen, Sophomore, Junior Varsity and Varsity. All student-athletes in grades 9-12 are allowed to play at the Varsity and Junior Varsity levels in all sports offered at Beecher High School. Juniors and Seniors are not allowed to play below the Junior Varsity level without having a meeting with the athletic director.

Freshmen and Sophomores may be selected to play at the Junior Varsity and Varsity levels, but parental permission should be secured prior to placement. Sixth grade student are eligible to try out for basketball, volleyball, cheerleading, baseball, softball, track and cross-country.

### **Squad Cuts**

Cuts may be made after tryouts conclude. Cuts may be made based on criteria developed by the respective coaches concerning skill level, competitiveness, work ethic, coachability, knowledge of the game and attitude. Coaches will notify the participants who have not made their respective teams.

### **Practices**

All practices must be held during the legal calendar dates set forth by the IHSA and IESA for that individual sport. Practices on Sundays and holidays are discouraged, and attendance at such practices cannot be made mandatory unless cleared by either the building principal and/or athletic director AND a 1-week advance notice has been given to athletes and their parents. Coaches and the Athletic Director will convene a meeting prior to each sports season to devise practice schedules and a facilities usage plan to ensure fair allotment of practice time in all high school, junior high and elementary school facilities.

## **Athletic Uniforms/Equipment**

The Beecher School District will provide game uniforms for all athletes who participate on team sports offered by the district. Any and all costs involved with purchase and cleaning / maintenance of personalized jerseys will be the responsibility of the student-athlete and their parents/guardians unless other arrangements are made by the respective coaching staff or Athletic Director. Cleaning and maintenance of school-issued uniforms will be the responsibility of student-athletes and their parents/guardians unless other arrangements are made by the respective coaching staff or Athletic Director. Practice jerseys/equipment will vary from sport to sport. This information will be provided to student-athletes and their parents/guardians in pre-season meetings or through other communications.

Student-athletes and their parents/guardians are financially responsible for all uniforms and equipment that are issued to them from the time of their initial issue until their satisfactory return at the end of the season or termination of participation.

## **Admission Policy**

Admission fees for Volleyball, Girls Basketball and Boys Basketball for the 2020-2021 school year will be:

BHS		BJHS	
Adults	\$4.00	Adults	\$4.00
Students (Grades 1-12)	\$3.00	Students (Grades 1-12)	\$2.00
Beecher Students (w/ ID)	Free	Beecher Students (w/ ID)	Free
Sr. Citizens (62+)	Free	Sr. Citizens (62+)	Free
District Athletic Passes:			
Family Pass	\$60.00	Individual Adult Pass	\$40.00

\*Note: This does not pertain to Invitational Tournaments or IHSA/IESA Tournaments hosted by BHS/BJHS. There will be no charge to freshman contests at BHS. District-wide individual season passes are available at registration and during the school year and will be valid for one school year.

## **EXTRACURRICULAR ELIGIBILITY**

### **Attendance (School)**

1. You must represent only the school you attend.
2. You must be enrolled and attending classes in your high school/junior high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters you are allowed for athletic eligibility during your high school career.
4. If you are absent from school for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester.
5. Students must be in attendance at school for at least 1/2 day to be eligible to compete in a practice, contest, or event. Students must be in attendance during the afternoon hours; time at school must run concurrently with the extracurricular activity. If a doctor appointment is in the afternoon the athlete must submit a note to their coach and/or the Main Office in order to be cleared to play that day.

### **Attendance (Athletic)**

1. Students are expected to attend all practices and games during the athletic season they have joined.
2. Coaches should be properly notified in advance of any excused absences (death in family, illness, doctor, etc.)
3. Vacations are not accepted as excused absences. Consequences are at the discretion of the coach.

### **Scholastic Standing (High School)**

1. IHSA bylaws state that high school students must pass twenty (20) credit hours of high school work per week. The bylaw further states that it relates to the grade that would be issued if that student were to transfer to another school. At Beecher High School, this equates to passing six (6) out of seven (7) classes. IESA bylaws state that junior high students must be passing every course they are enrolled in on a weekly basis. This rule applies

to all events for school athletics and activities whether IESA/IHSA-sanctioned or not.

2. Weekly grade check is taken on Friday. Eligibility runs the following Monday through Saturday.

Student-athletes are highly encouraged to take advantage of tutoring offered at Beecher High School and Beecher Junior High School in order to maintain the grades necessary for athletic eligibility.

### **Multiple Extracurricular Involvement**

1. Prior to a student attempting multiple extracurricular activities in one season, the student and the sponsor/coach must agree on the reliability, dependability and commitment to succeed in multiple extracurricular activities.
2. If/When a student is involved in multiple extracurricular activities in one season, a performance or competition will take precedence over a practice. When the student is faced with a performance or competition versus a performance or competition, the student will make the choice.
3. No disciplinary action will be administered by the sponsor/coach to the student involved in multiple extracurricular activities for attending a performance or competition in lieu of a practice.

### **Unexcused Absences**

1. Coaches should be properly notified in advance of any excused absences (death in family, illness, doctor, etc.)
2. Vacations are not accepted as excused absences. Consequences are at the discretion of the coach.

### **Travel (non-school) teams**

1. Junior high students are allowed to participate on travel teams during the same sport that is in season. The athletic policy states the school team will take priority over the travel team. If a school practice or game is missed for a travel team practice or game it will be an unexcused absence.
2. High school students are allowed to participate on travel teams as long as it is not in the same season as the school team. For example, a student cannot participate on a travel baseball team during the high school baseball season.

### **Helpful Sites/Information**

#### Beecher School District 200-u Athletic Website

<http://il.8to18.com/Beecher>

This site provides daily announcements for games, schedules for athletic contests, results from games, and notice of game cancellation. This website also includes an Athletics/Extracurricular link which contains the online Code of Conduct, IHSA/IESA Forms, directions to away contests, and other participation forms. Additionally, contact information for teachers, sponsors and coaches may be found here.

#### Illinois High School Association

[www.ihsa.org](http://www.ihsa.org)

This site provides information about all high school sports in Illinois. Choose the sport from the drop down menu and view pertinent information, times and dates of state series, past champions and results from around the state. This website will be most valuable during “post-season” play.

#### Sportsmanship

[www.ihsa.org/addatude/handbook/index.htm](http://www.ihsa.org/addatude/handbook/index.htm)

This site provides an explanation of the good sportsmanship expectations that the IHSA asks of parents, coaches, and players.

#### National Collegiate Athletic Association (NCAA)

[www.ncaa.org](http://www.ncaa.org)

This site provides information for those athletes who are interested in participating in athletics in college.

National Association of Interscholastic Athletics (NAIA)

[www.naia.org](http://www.naia.org)

This site provides information for those athletes who are interested in participating in athletics in college.

Illinois Elementary School Association

[www.iesa.org](http://www.iesa.org)

This site provides information about all junior high school sports in Illinois. Choose the sport from the menu and view information regarding times, dates and locations of state series. Additionally, using the Member School Search, you will be able to locate contact information and locations of all IESA registered junior high schools in Illinois.

**BEECHER EDUCATION FOUNDATION**

The Beecher Education Foundation is a not-for-profit organization chartered in 1995 with the following mission: "...to acquire and distribute financial and other resources to Beecher School District 200U. The additional resources shall be used for programs and projects which enhance or supplement School District 200U educational programs and provide enriched educational opportunities for learners." Beecher residents interested in foundation work are encouraged to call the high school for more information.

**SCHOOL SPIRIT**

School spirit may be divided into three categories:

- Sportsmanship: the ability to win and lose graciously.
- Courtesy: toward educators, fellow students, and officials of school athletic events.
- Pride: in everything our school endeavors to accomplish and has accomplished.

**BEECHER HIGH SCHOOL ALMA MATER**

Hail to the orange and the black,  
Here we learned of truth and fact.  
Journey's near and travels far, Will  
not pleasant memories mar. Hail to  
thee, Oh, Beecher High, May our  
loyalty's never die. Evermore we  
pledge to thee, Dear old Alma  
Mater!

**BEECHER HIGH SCHOOL FIGHT SONG**

Hep, hep, hep, three cheers for Beecher High  
voices ring!  
Hep, hep, hep, just see those colors fly,  
while we sing.  
Forward march and this our motto be Vic-tor-y.  
Through all kinds of weather  
we will jog along together  
true and loyal we shall ever be.  
Che, cha, tra, la, la  
Beecher High School rah,  
rah, rah!  
Hip, hip, hooray hip,  
hip, hooray  
hip, hip, hooray, hooray, hooray

Beecher High School, okay!  
Who say?  
We say, okay! Beecher  
High School  
set...OKAY!

## **BUS TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES**

Students who leave the school and travel with a coach as supervisor should return to the school by the same mode of transportation unless released to the student's own parents. Those athletes are to sign a form provided by the athletic office indicating to the coach that their parents are taking them home. Under no circumstances may a student be released to other adults or students unless written permission by the parent/guardian is obtained beforehand and approved through the office. This practice, however, should be limited strictly to a special family need or emergency.

## **SOCIAL ACTIVITY REGULATIONS**

All social activities outside the regular school day should be placed on the school calendar and cleared through the Athletic Director's Office. Organizations requesting a party or social meeting must secure and complete the forms from the Athletic Director's Office. Individual organizations planning a party must secure their own chaperones. All of the school parties, whenever possible, should be held on Friday and Saturday nights. If a party is approved and held other than a Friday or Saturday night it must conclude as follows:

Freshmen and sophomores 9:00 P.M.; juniors and seniors 10:00 P.M.

Parties held on Friday or Saturday nights may be concluded one hour later.

An all-school party may be attended only by members of Beecher High School and by faculty members. Under no circumstances will anyone below ninth grade be permitted to attend. Dances may be held on nights that are preceding days with no classes scheduled. No student shall be permitted to leave any social event and then return to it unless arrangements are made with the teacher sponsoring the event. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined at least a freshman in HS and under the age of 21. A student requesting to bring a date to a formal dance who is not a current BHS student must complete and return a Date Request Form at least one week before the event. This form is available in the High School Office and requires the signature of the principal or administrator of the guest's school.

## **ATTENDANCE AT SCHOOL DANCES**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under 21-years-old. All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## **STUDENT ATHLETE CONCUSSIONS & HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association (IHSA) before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **SECTION 11: SPECIAL EDUCATION**

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### **SPECIAL SERVICES Provision of Information**

Specific special services are available to identified Special Populations Students enrolled in targeted programs in our school and the regional career center. These services are structured to promote the success of these students in their targeted vocational courses. Certain criteria must be met to be eligible for these services which could include (but are not limited to), tutorial services, financial assistance, resources, materials, counseling and assessments. Special Population Students should contact their counselor for specific information concerning special services available for them while enrolled in targeted programs.

### **Non-Discriminatory Statement**

Beecher High School does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

### **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 (IDEA) and the Illinois State Board of Education (ISBE)’s *Special Education* rules when disciplining special education 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.

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

## **PHYSICAL EDUCATION EXEMPTIONS FOR STUDENTS WITH DISABILITIES**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program (IEP).

## **CERTIFICATE OF HIGH SCHOOL COMPLETION**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

## **REQUEST TO OBSERVE SPECIAL EDUCATION CLASSROOM OR PERSONNEL**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

## **SECTION 12: STUDENT RECORDS & PRIVACY**

### **SURVEYS BY THIRD PARTIES**

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **SURVEYS REQUESTING PERSONAL INFORMATION**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.

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

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

## **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law. 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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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:

- 1. The right to inspect and copy the student's education records within 15 school 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$0.35 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.

- 2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request

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 removed.

**3. 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.

**4. 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.

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; 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.

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

The school maintains the following two types of records about each student:

- a. Permanent Records

The law requires permanent records to contain basic information (students' and parents' names and addresses, birth date and place, and gender), the academic transcript (grades, class rank, graduation date, grade level achieved, and score on college entrance examinations), attendance records, accident reports and health records, and a record of release of permanent, record information. The law also permits but does not require that the permanent records contain honors and awards received, information concerning participation in school-sponsored activities and athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student's permanent record.

b. **Temporary Records**

These consist of all information not required to be in the permanent record and may include the following: family background information, individual or group intelligence test scores, aptitude test scores, reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observations or interviews, elementary and secondary achievement level test results, participation in extra-curricular activities including any offices held in school-sponsored clubs or organizations, honors, and awards received, teacher anecdotal records, disciplinary information, special education files (including the report of the multi-disciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals), verified reports or information from non-educational persons, agencies or organizations, other verified information of clear relevance to the education of the student, and a record of release of temporary record information.

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. Notice of destruction will be published in the local newspaper thirty days prior and notice will be attempted via mail. Any special education records, psychological evaluations, and other information will not be destroyed but turned over to the student or his parent with an explanation of the future usefulness of these records.

**6. 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 (e.g. yearbooks, newspapers, or sporting/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 (student 18 or older) 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.*

**7. 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 parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**8. 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.**

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## **SECTION 13: PARENTAL RIGHTS & NOTIFICATIONS**

### **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child’s teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher’s college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the district office.

### **STANDARDIZED TESTING**

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

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;

3. Ensure students eat well the morning of the exam, particularly sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during these and other tests;
7. Encourage students to relax on testing day.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

The Beecher School District 200U shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act. Homeless students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, and medical services. For additional information, contact the homeless liaison, Mr. Steve Sarsany, at (708) 946-2266 x1308.

### **SEX EDUCATION INSTRUCTION**

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

### **ENGLISH LEARNERS**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Main Office at (708) 946-2266 x1300.

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. The act reads in part, "An employer must grant an employee leave up to a total of 8 hours to attend school conferences or classroom activities related to the employee's child." This is applicable after the employee has exhausted all accrued vacation time. Letters verifying participation in this program are available from the school office upon request.

## **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the District Office at (708) 946-2266.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **MANDATED REPORTERS**

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

## **SEX OFFENDER/PREDATOR NOTIFICATION LAW**

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

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

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

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

A violation of this law is a Class 4 felony.

**THE PRINCIPAL HAS FULL JURISDICTION ON ANY MATTERS NOT SPECIFICALLY COVERED IN THE HANDBOOK AND THIS IS *SUBJECT TO CHANGE*.**

# 2020-2021 SCHOOL YEAR CALENDAR

## BEECHER SCHOOL DISTRICT 200U | 2020-2021 CALENDAR

<p><b>4</b> Independence Day</p> <p>0 days</p>	<p><b>JULY '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>JANUARY '21</b></p> <p><b>1</b> Winter Break - NO SCHOOL  <b>4</b> Teacher Institute - NO SCHOOL  <b>18</b> M.L. King Day - NO SCHOOL</p> <p>18 days</p>							
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<p><b>19</b> Teacher Institute  <b>20</b> Teacher Institute  <b>21</b> First Day of School w/2 pm dismissal</p> <p>7 days</p>	<p><b>AUGUST '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>FEBRUARY '21</b></p> <p><b>10</b> 11 am dismissal - SIP  <b>15</b> Presidents' Day - NO SCHOOL</p> <p>19 days</p>
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<p><b>7</b> Labor Day  <b>23</b> 11 am dismissal - SIP</p> <p>21 days</p>	<p><b>SEPTEMBER '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p><b>MARCH '21</b></p> <p><b>10</b> SIP - 11 am dismissal</p> <p>23 days</p>							
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<p><b>12</b> Columbus Day  <b>27</b> 2 pm dismissal-P/T  <b>30</b> Conf. 3:30-7:30 pm  <b>30</b> 11 am dismissal - SIP</p> <p>21 days</p>	<p><b>OCTOBER '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>APRIL '21</b></p> <p><b>2</b> Good Friday - NO SCHOOL  <b>5-9</b> Spring Break - NO SCHOOL</p> <p>16 days</p>
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<p><b>5</b> 2 pm dismissal-P/T  <b>6</b> Conf. 3:30-7:30 pm  <b>NO SCHOOL</b>  <b>11</b> Veterans Day - NO SCHOOL  <b>25-27</b> Thanksgiving Break</p> <p>16 days</p>	<p><b>NOVEMBER '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p><b>MAY '21</b></p> <p><b>31</b> Memorial Day - NO SCHOOL</p> <p>20 days</p>
S	M	T	W	Th	F	S																																													
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30																																																			
<p><b>18</b> 1 pm dismissal  <b>21-31</b> Winter Break - NO SCHOOL</p> <p>14 days</p>	<p><b>DECEMBER '20</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>JUNE '21</b></p> <p><b>1</b> Last Day of School - 11 am dismissal  <b>2</b> Teacher Institute  <b>3-4</b> Emergency Days  <b>7-9</b> Emergency Days</p> <p>1 day</p>
S	M	T	W	Th	F	S																																													
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