

Pope County High School

Student Handbook



2022-2023

WELCOME TO POPE COUNTY HIGH SCHOOL

You will find Pope County a friendly school where the individual is important. Fellow students, teachers, and administrators will always be ready to lend a helping hand.

The Pope County Student Handbook is designed to acquaint you and your parents with the curriculum activities, standards, rules and regulations, and organization of the school. It will be to your advantage to become acquainted with the opportunities available to you in both academic and extracurricular activities. We hope you will keep this book as a reference for questions that arise.

Our school website promises to be an extremely valuable resource this school year; you may want to visit our web site at <http://www.popek12.org> for school and district information. We are currently updating our school software for the parent home portal for accessing student homework and classwork grades, progress reports and grade cards. Information regarding this upgrade will be given once the transition is complete.

The Administrative Staff

**Pope County High School
125 State Highway 146 West
Golconda, Illinois 62938**

Important Phone Numbers:

High School Office	683-3071	High School Fax	683-9956
Unit Office	683-2301	Elementary School	683-4011
Bus Garage	683-4832		

Disclaimer:

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). It is the right of our school district to make and enforce policies, rules, and regulations including those for discipline (State of Illinois School Code 122 ILCS5/10-20.5). This handbook serves as a summary of board policies and may be changed during the school term without notice. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

Introduction:

It is the belief of the Pope County Unit District #1 that good discipline and the observance of basic school regulations are necessary to insure maximum efficiency in carrying out the educational processes. Students are expected to conduct themselves in a manner which reflects respect for each other, their teachers, other staff members and school facilities.

Although every area of regulation and conduct cannot be covered in this publication: it contains, in part, several of the basic regulations and guidelines for acceptable student conduct and consequential penalties for violation of those regulations as well as other useful information.

It is the responsibility of each student to know the content of this Handbook and to see that their Parents have had an opportunity to read it.

Pope County Mission Statement:

Pope County High School supports the idea that all students can and must learn at high levels of achievement. Our educational philosophy focuses on upholding high standards and expectations that challenge each student to reach his or her potential. Our goal as an educational institution, combined with the efforts of the parents and community, is to develop today's youth into mature, responsible, well-rounded citizens who will succeed and contribute responsibly in a global community.

Purpose of Handbook:

For the Student: This handbook was written to acquaint the student with the policies and regulations concerning Pope County High School. It includes a variety of topics and explanations that should assist the student in making the proper adjustment to the school environment. We urge all students to read it carefully and to refer to it when questions arise.

For the Parents: Parents and Guardians with a student enrolled at PCHS, please read this handbook in its entirety. Within 15 days of the beginning of the school year, all students of the district will be furnished a copy of the student handbook and discipline policy for which they and their parent/guardian will be required to sign a receipt. During the first week of school, all teachers will take sufficient class time to explain the policies and answer questions from students.

Pirates!

**Pope County High School
Board of Education**

Bronwyn Aly
John Wallace
Jeremy Hogg
Kathy Simmons

Chris Walker
Randall Kissiar
Blake Schuchardt
Paula Baker, Secretary

Pope County High School Administration, Faculty and Staff

Ryan Fritch	Superintendent
Seth Graves	Principal
Paula Baker	Superintendent's Secretary
Margie Bowman	Bookkeeper
Tresa Hargrove	Principal's Secretary
Lorna Kirby	Mathematics
James Forthman	Driver's Ed. & Health
Jared Evenson	Mathematics
Jessi Hall	Special Education
Phillip Hosfeldt	Social Sciences/Language Arts
Laura Hosfeldt	Drama, English
Kevin Jennings	Day Custodian
Bailey Climer	Academic Advisor
Robbie Reeder	Business & Computers
Jacob Lane	Social Sciences
Jaime Markovic	Art
Krysta Graves	Social Studies
Mike Smith	Night Custodian
James Simmons	PE
Chris Ditterline	Science
Wade Swinford	Agriculture
Raeghan Goins	English
Jennifer Wilson	Supervision

Colors: Maroon and White Mascot: Pirate

**POPE COUNTY HIGH SCHOOL
SCHOOL CALENDAR
2022-2023**

2022

AUGUST	11	Teacher Institute – Students Do Not Attend
	12	Opening Day
SEPTEMBER	5	Labor Day – No School
	10	Progress Reports
OCTOBER	5	End of 1 st Quarter*
	6	Parent/Teacher Conferences- Students do not attend school 8:00 A.M. – 7:00 P.M. (Teacher Lunch 11:30-12:30)
	7	Teacher Institute – Students Do Not Attend
	10	Columbus Day/Indigenous Peoples Day – No School
NOVEMBER	8	Election Day
	11	Veterans Day - No School
	16	Progress Reports
	18	Deer Day– No School
	22	2:00 pm Dismissal
	23-25	Thanksgiving Break – No School
DECEMBER	14-15	Semester Exams (14th Odd-15th Even)
	16	11:30 Dismissal/End of 2nd Quarter
DECEMBER	19-31	Christmas Break – No School

2023

JANUARY	1	New Year’s Day- No School
	2	Teacher Institute – Students Do Not Attend
	3	School Resumes
	16	Martin Luther King Jr.’s Birthday – No School
FEBRUARY	3	Progress Reports
	17	Students Dismiss 11:30 (School Improvement Day)
	20	President’s Day – No School
MARCH	10	End of 3 rd Quarter
	31	Student Dismissal 11:30- ½ Day Teacher In Service
APRIL	3-7	Spring Break- NoSchool
	10	School Resumes
	14	4th Quarter Progress Reports

MAY Semester Exam Schedules, Graduation Date, and Last day of school will be announced after emergency days have been used. * **If none or only part of the five emergency days built into the schedule are used, they will be taken off at the end of the year, according to policy.**

Accidents

All accidents occurring at school or on the way to and from school should be reported to the school office as soon as possible and an accident report should be completed. First aid is provided at school, and parents will be notified if the injury appears to be serious.

Accident Insurance

All students are covered by student accident insurance that is purchased by the school. This policy covers accidents that take place during school or at school-sponsored activities such as athletic contests. Claim forms can be picked up in the office. Additional insurance is also available to all students. Please contact the school if you are interested in purchasing additional insurance or have questions regarding this matter.

Address Change

Parents/Guardians must notify the school office promptly if there is a change in address or telephone number. The notification must be made in writing because it is essential to maintain accurate school records and facilitate communication with the home and school.

Aggressive Behavior/Bullying

It is the desire of this school district to provide an educational environment for students free from acts of aggression, bullying, intimidation, and harassment. Board policy (7:180) addresses and prohibits students from using aggressive behavior, bullying, intimidation, and/or harassment towards others while on school grounds, school buses, school activities and/ or through the use of electronic devices. This policy also allows for the investigation and disciplinary actions to be taken for the use of information from an electronic device that is accessed at a nonschool related location, activity, function, or program or from the use of technology or electronic device that is not owned, leased or used by the school district if the bullying, intimidation, and/or harassment causes a substantial disruption to the educational process or orderly operation of the school. Aggressive behavior is defined as assertive words and or actions intended to threaten, injure, intimidate, harass, or any form of bullying. (excessive name calling, intense teasing, and spreading rumors/gossip for the purpose of humiliation), and Cyber bullying (communications made in writing or electronically through the use of an electronic device at school or non-school location. To be considered bullying, incidents must be occurring on several occasions (isolated incidents would not be considered bullying) and can be reasonably predicted to have the effect of one or more of the following:

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

The Principal will administer disciplinary action ranging from noon detention(s), in-school supervision, to out of school suspension. The disciplinary action will be based on the frequency and the severity of the incident. Administrator discretion and due process will apply to all incidents.

Parent/Guardian Responsibility Law

Public Act 95-914, makes parents/guardians of unemancipated minors, 11 through 18 years of age, liable for actual damages up to \$20,000 for the first act or occurrence of a willful or malicious act and up to \$30,000 if a pattern or practice of willful or malicious acts by a minor exists for a separate act of occurrence.

Alternative Learning Placement

Administration reserves the right to place a student at the Learning Alternative Branch (LAB School/ Annex) for actions causing disruptions to the learning environment, such as but not limited to continuous disruptive behavior, aggressive/ violent behavior, or other major incidents. A student may also be placed for the purpose of credit recovery.

Arriving at School

The school discourages students from arriving too early. The school building opens at 7:40 A.M. Students arriving to school prior to 7:40 A.M. may enter the building and remain in the main lobby until 7:50. Students may enter the building at the main front entrance.

When arriving on campus students will not be allowed to carry in open containers (drinks in travel mugs, cups with lids, soda cans etc). When entering the building students should go to their locker and get 1st period

books/materials, and put up coats, hats and book bags. Upon entrance to the building, students should proceed to their Home Room class.

Asbestos Notice

The Pope County school building contains some degree of asbestos. There is a required Asbestos Management Plan available for your inspection in the unit office. Also, six-month visual inspections are completed and detailed three-year re-inspections are conducted as required by the AHERA law. Please direct any questions to the Superintendent of Schools.

Attendance and Excessive Absenteeism/Truancy

Attendance requirements and procedures follow the Illinois School Code and are designed to promote accountability and self-discipline. There is a high correlation between good attendance and good grades. With this in mind, the following policies and procedures regarding attendance have been established to help carry out the school's part of the responsibility for student attendance.

Pope County Schools are working in partnership with the Pope County State's Attorney's office and are serious about truancy. Chronic or habitual truants shall be defined as a child who is absent from school without valid cause from compulsory school attendance for 5% or more of the 180 regular attendance school days; this calculates to NINE (9) days per school year. It should also be noted that if a student is not in class due to serving an out of school suspension, each of those days out of class will count towards a student's nine day total.

Once a student has nine (9) unexcused absences during the school year and is under the age of 17, a referral will be made to the Pope County State's Attorney.

Parents, or persons having custody or control of a truant child, may be fined up to \$500 and or sentenced to thirty (30) days in jail for a class "C" misdemeanor when a child continues to violate the Illinois Compulsory Attendance Laws.

The following actions have been established to address the issue of truancy:

1. Upon the 3rd unexcused absence a letter will be mailed home to the parent/guardian notifying them of the number of unexcused absences and that their child is considered truant.
2. Upon the 5th unexcused absence a letter again will be mailed home to the parent/guardian notifying them of the number of unexcused absences and reminding them of the consequences of truancy.
3. Upon the 7th unexcused absence a letter will be mailed home to the parent/guardian notifying them of the number of unexcused absences and that the next step will include a Truancy Hearing if the problem of unexcused absences continues.
4. Upon the 8th unexcused absence a letter will be mailed home and a phone call made to let the parent/guardian know they are required to attend a Truancy Hearing. During the phone call a date and time of the hearing will be set. If the parent/guardian does not comply with the Truancy Hearing or the conditions set the issue will be referred to the State's Attorney.

Limit of Absences

ANY ABSENCE BEYOND EIGHT DAYS (8) PER SCHOOL YEAR IS CONSIDERED UNEXCUSED EXCEPT FOR THE FOLLOWING:

1. School related activities; i.e., field trips, etc...
2. Religious observation/instruction.
3. Medical appointments with written proof from the doctor/dentist.*
4. Funeral for family members with written proof of attendance.
5. Court appointments with written proof from the court.
6. Weather related absence with written note from parents.

* If appointments become excessive and the administration believes the policy is being abused, more stringent guidelines may be put in place for that particular student.

According to Illinois State law, any student who is absent one class period is counted one-half day absent. Any student who is absent four class periods or more is counted as full day absent.

Excused Absences

A student may miss up to 5 days per semester for any reason as long as the parent/guardian notifies the school of the reason (sick, mental health, funeral, court, vacation, family emergency, etc...). Remember, even though an absence is 'excused', it is still counted as an absence from school. After the 5th absence, only the following reasons will be accepted for an excused absence:

1. Illness of the student or illness or death in the student's family. In cases of a student illness, a doctor's note should be presented if a student misses more than 3 days in a row.
2. Medical appointments with written proof from the doctor/dentist.
3. Court appointments with written proof from the court.
4. Weather related absence with written note from parents.
5. Religious observation/instruction.
6. School related activities; i.e., field trips, etc...
7. College visitation - Seniors are allowed one (1) excused absence for visitation of colleges or vocational schools. College visitation forms are available from the guidance counselor, who must approve the visit in advance. Visitation will not be allowed if the above procedure is not followed. More college visitation days may be granted and approved by the principal.

Unexcused Absence

Students who are unexcused from any class will receive NO CREDIT for all homework, tests, quizzes or projects that were completed or collected that day. The decision whether an absence is excused or unexcused is at the discretion of the principal.

Some examples of absences that cannot be excused include, but are not limited to:

1. Student absence without phone call or note.
2. Leaving school without receiving proper notification.
3. Unapproved visits to colleges, missed bus, car breakdown, jobs, babysitting, etc... (after 5th absence).

Notification of Student Absence

Students who will be absent should have their parent/guardian notify the school on the morning of their absence by calling the principal's office at 683-4011. If a student is absent from school and a call from a parent/guardian has not been received by 9:00 a.m., a telephone call may be made to investigate. Furthermore, the parent/guardian must call each day the student is absent unless previous arrangements have been made. A phone call, note, or written proof MUST be received within 24 hours from the time the student returns from the absence or it will be considered unexcused. NO EXCEPTIONS.

Attending Activities After Being Absent

When a student is too ill to attend school, or participate in all classes, the student is considered too ill to go to work, to take part in evening activities, or to attend school parties or games, etc... that same day. A student should not come on campus for any reason on a day that they have been reported as ill unless they have made arrangements with the principal's office to do so, or the absence will be UNEXCUSED.

Make-Up Work

An excused absence from school allows the student to have grades and credit for missed assignments that need to be made up. Students receiving excused absences should contact each of their teachers to make up their work. Students with excused absences are to be given the same amount of time to make up their work as those students, in attendance, had to do the work. It is the responsibility of the student to contact the teacher. Students will be required to take a test on the first day back from an excused absence if the student had prior knowledge that the test would be given on the day missed. All make-up work is graded and counted as part of the final grade.

Consequences for Unexcused Absences

1. Students will receive NO CREDIT for any tests, homework, quizzes, or projects that were completed or collected that day.
2. After 5 unexcused absences* in any one class period per semester, the student loses all privileges for the remainder of the semester, including, but not limited to:

- participation in extracurricular activities (sports, clubs, organizations, dances, prom, etc...)
 - field trips
 - driving privileges (unless special exemption granted by principal)
- * Suspensions, regardless of the # of days, will count as one unexcused absence for the purpose of determining the loss of privileges.
3. Each unexcused absence after the 5th one will result in the following disciplinary action:
- | | |
|---------------------------|--|
| 6 th Offense - | One (1) day of In-School Supervision |
| 7 th Offense - | Two (2) days of In-School Supervision |
| 8 th Offense - | Three (3) days of In-School Supervision |
| Beyond 8- | Three (3) days of In-School Supervision and referral to the Regional Office of Education Truancy Officer |

Sign In/Sign Out

Any student that arrives late to school must sign in at the principal's office. In addition, any student leaving the building during school hours must sign out in the principal's office. A note or phone call from a parent/guardian must be received by the principal's office PRIOR to any student leaving school early. Failure to follow the above procedures may result in disciplinary action and an unexcused absence.

Backpacks

Book bags and backpacks may be brought to school but must be left in the students' locker. Book bags may be used to transport school supplies to and from school. Please understand, for everyone's safety, that they are subject to search at any time.

Board Policies

Written policies of the Board of Education are available in the Superintendent's office for interested citizens or parents to review.

Book Rental/Printed Materials

Textbooks are provided to students on a rental basis. A rental fee of \$50.00 includes all textbooks and are payable when books are received. Students who qualify for free-reduced lunches may have this fee waived. The waiver must be signed by a parent or guardian and on file in the office within ten (10) days of the first semester.

The individual who is issued the book must pay for books that are lost, stolen or damaged; therefore, every student should care for his/her books. When available students will be given used book prices for the replacement of their lost or damaged book.

Bus Rules and Guidelines

The district provides bus transportation for students who reside in the district. High School students will board and exit at the high school parking lot only. Students will exit to buses through the south doors of the high school. To insure his/her own safety and that of others and to retain his/her privileges, in addition to the aforementioned conduct violations, students must obey the following regulations:

1. Observe same conduct rules as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat, chew gum, or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not use tobacco.
7. Do not be destructive.
8. Keep head, hands, and feet inside the bus.
9. Stay in his/her seat.
10. Bus driver and/or administration are authorized to assign seats.
11. Pupils must ride the same bus every day unless instructed by the bus driver or school district officials to change buses.
12. Do not ask the driver to stop at any other stop except the regular bus stop.
13. No animals of any kind are allowed on the bus without the express permission of the driver.

14. Windows are to be raised and lowered only with the permission of the bus driver and must not be lowered below the indicated line of the window frame.
15. Do not throw objects inside the bus or out of the window.
16. Bus riders should speak in normal tones while on the bus, and they must be absolutely quiet at all railroad crossings.
17. Remain in the bus when there is a road emergency until the driver gives instructions.
18. Keep books, packages, coats and all other objects out of the aisle.
19. No Public display of affection will be tolerated.

Most importantly, remember that riding the school bus is a privilege, not a right.

Student safety will not be compromised due to misbehavior. Students will follow all bus rules. After each bus misconduct notice is received from the bus drivers, the student will be notified and action will be taken.

1st Incident – Student will receive a verbal warning.

2nd Incident – Student will receive a lunch detention.

3rd Incident - Student will receive 1 day of In-School Supervision

4th Incident – Student will receive a 1-3 day bus suspension.

5th Incident – Student will receive a 5-day bus suspension and 1 day of In-School Supervision.

6th Incident – Student will receive a 10-day bus suspension and 2 days of In-School Supervision.

Major Infractions: Fighting, gross disrespect toward or harassment of bus driver or other students, vandalism of bus property, possession of or use of tobacco, or any other bus incident deemed serious in nature by the bus personnel or school administrator.

1st Incident – Student will receive a one to three (1-3) day bus suspension.

2nd Incident – Student will receive a five (5) day bus suspension and one (1) day of In-School Supervision

3rd Incident – Student will receive a ten (10) day bus suspension and two (2) days of In-School Supervision

4th Incident – Student will be suspended from the bus for the rest of the year.

- For serious acts of disobedience that endanger the safety of others, disciplinary action may be more severe.
- Students may be removed at any time depending on the situation.
- A step may be passed if the principal feels the incident is severe enough in nature.
- Administrative discretion will apply to all steps.
- Administration may impose more sanctions if deemed appropriate

Cellular Phones, Paging Devices, Smart Watches, and Telephone Use

Cell phones are allowed to be in student possession but must remain off and out of sight during class periods.

During the lunch hour and during passing periods students will be able to use their electronic devices, at any time this privilege may be revoked if it is deemed a distraction to the learning environment of PCCHS. A verbal warning will be issued and the item will be confiscated and returned to the student at the end of the day for the first offense.

The second offense will result in a detention and confiscation of the item which will be returned to the student at the end of the day. The third offense will result in a day of In-School Supervision and confiscation of item, which will only be returned to a parent or guardian. Further offenses will result in a day of In-School Supervision and all cell phone privileges will be revoked the remainder of the school year. Students that willingly allow another student to use their phone will face the same consequences as if they were actually using the phone themselves.

Cellular Phone Pictures: Students are ***not permitted*** to take cell phone photographs or video while at school unless approval has been granted by the office or teacher. Students must not photograph friends or themselves in locker areas or restrooms. Students must realize that the transmission of inappropriate, obscene or pornographic pictures of themselves or their underage peers, from their cell phones is an illegal act and will cause immediate legal ramifications. Students should be aware of current laws so that they will not make a costly mistake that will stay with them for the rest of their lives.

Cellular Cheating: Use of a cell phone or other Smart Devices while a test is being given (i.e. text messaging, Smart Watch, Earbuds etc) will be considered cheating and proper action will be taken.

Telephone and Messages: Parents who need to leave a message for a student may call the high school office. Leaving messages for students will also allow us to avoid interrupting classes. Parents are not to contact students via text messages or pagers. A student's cell phone will be off, thus allowing parents to leave voice messages that may be retrieved after the school day ends at 2:50. Students will not be called out of class for personal phone calls. There will be NO personal outgoing phone calls from students for items they have forgotten, such as backpacks, books, P.E. clothing, etc... All outgoing calls must be approved by the administration. Failure to follow the above guidelines will result in disciplinary action.

In case of emergency, please phone the school office and your child will be allowed to return your call immediately.

Cheating/ Plagiarism

Academic honesty can be broadly defined as performing academic work without cheating, fabrication, or plagiarism. Students are expected to do their own work and any form of cheating, fabrication, or plagiarism will be reacted to in an appropriate manner.

Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic activity. Submitting as one's own work term papers, homework, and examinations that are not one's own work or for which a student received unauthorized help. Copying the work of another, or allowing another to copy one's own work, without proper acknowledgment.

Fabrication: Falsifying or inventing any information or citation in an academic activity.

Plagiarism: External information borrowed and directly quoted must be indicated by use of quotation marks, and any changes, omissions, or addition to the direct quotation must be shown in bracket, and the source documented. All cited external information that has been paraphrased and summarized must also be documented.

Closed Campus Policy

Students at Pope County High School are not permitted to leave the school grounds at any time, including lunch periods. Students must remain on campus from the time they arrive to school until the end of school except for approved early dismissals (CVE, STEP, etc...)

Communicable and Infectious Disease Management

The principal and school health aide has a specific responsibility for control of communicable diseases in this district. When the school determines that a problem exists, the administration or school health aide will advise the parent of the required action to be taken per Board Policy. Chicken pox, head lice, impetigo, measles, mumps, pink eye and ringworm are among the more common diseases requiring action. Frequently, exclusion from school is required; some instances may require a written statement from the family doctor or the public health department for a student to return to school. See *School Operations During A Pandemic or Other Health Emergency* attached at the end of the his Handbook for additional information.

Bringing Your Own Electronic Device

Students will be allowed to bring their own electronic device for use in the classroom setting. Electronic device examples are: (Lap top, Ipad, Kindle, Chromebook, etc.). If a student brings their own electronic device the student assumes all responsibility for that device. The device should only be used in the classroom setting under the direction of the teacher. PCCHS will not be responsible for any lost, stolen, or damaged personal devices.

Computer /Internet Access/Usage Policy

The Pope County School District promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction. The school's computers and networks are provided for students to conduct research, to become proficient with technology, and to communicate with others. The technology is to be used by students in a manner consistent with the expectation of student conduct in the Pope County Community Unit School District.

In accordance with Board Policies 6:60 and 6:235, in addition to the Children's Internet Protection Act (CIPA), all Pope County students will be educated about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response. In

addition, technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Students shall still be held accountable for their behavior and any materials which they view, download, and/or produce. Appropriate disciplinary action will be taken against students who violate school rules governing the use of technology. Because access to the Internet provides connections to other computer systems located all over the world, students must understand that neither the school nor Pope County School District control the content of the information available on these other systems. Some of the information available is controversial and, sometimes offensive. The District does not condone the use of such materials. District employees, students, and parents must be aware that access to the Internet will be withdrawn from students who do not respect the rights of others or who do not follow the rules and regulations established by the building principals and the Board of Education guidelines.

The School District reserves the right to log computer use and to monitor file server space utilization by students; therefore, network storage areas will be treated like school lockers and are subject to random inspection at any time by school authorities. In the case where misuse is suspected, the district reserves the right to examine the student's questionable files and materials. The individual who logs onto a computer is responsible for all activities in that account. Therefore, students should not share passwords and log off the computer when finished using the computer. No technology is guaranteed to be error-free and totally dependable. The district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical, or other difficulties. The District cannot be held accountable for information that is retrieved through technology.

The use of technology is a privilege that carries with it responsibilities. Students will abide by district policies and rules of behavior. Students will use all reasonable efforts to avoid sites with inappropriate content and to immediately exit from such sites entered inadvertently. The following guidelines for the use of technology are not all-inclusive. A student who commits an act of misconduct which is not specified may also be subject to disciplinary action. Illegal activities involving technology may also result in referral to law enforcement authorities. By using district technology, students shall not:

- Use inappropriate, obscene, profane, vulgar, or offensive language.
- Use inflammatory speech, harass others, or attack others.
- Send, display, or download offensive messages or pictures onto school equipment.
- Use any electronic communications except those required by an instructor for a specific educational project. The communications are to be conducted under the immediate supervision of that specific instructor.
- Violate rules of copyright and shall assume that any software that they did not create is copyrighted (unless it is labeled "shareware" or "public domain").
- Use messaging service and electronic mail unless for specific class project.
- Reveal their personal address or phone numbers, or those of other users.
- Use technology for any illegal activities.
- Access Internet sites with no educational value as determined by school personnel.
- Misuse their access privileges and shall avoid impersonation, anonymity, or unauthorized sharing of security measures.
- Damage the systems by messages, physical abuse, or viruses.
- Tie up the equipment with non-school activities.
- Violate policies and procedures of networks and systems linked by technology.
- Violate the privacy of other students and the integrity of the system by the misuse of passwords, others' files, equipment, and programs.

Handle computers, systems, or networks in an improper manner.

Violation of the provisions of this policy (or any reasonable rules and regulations established under this policy by a building principal) may result in the denial of technology access and/or other disciplinary action up to expulsion.

- ✓ Loss of technology privileges.
- ✓ Assignment of detention time.
- ✓ Assignment of in-school supervision
- ✓ Suspension from school.
- ✓ Referral to the Board of Education for Expulsion.
- ✓ Law Enforcement contacted when applicable.

If students are involved in an Internet assignment while they are not allowed to use the Internet, the assignment will need to be done at home, or the students will receive zeros for that particular assignment.

For the 1:1 Technology Initiative and Agreement see attached *Pope County Community High School Parent/Student 1:1 Technology Initiative*.

Cyber-Bullying/Threats

Cyber-bullying is defined as “bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cyber-bullying using home-based or off-campus devices that results in a substantial disruption to the school, or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. Cyber threat to the school— a threat made through the use of technology/cyber platform or any involvement that causes a disruption to the educational process.

Return to Learn Concussion Protocol

Concussion protocol will be followed for any student, who has been diagnosed by a licensed health care professional with a concussion. This will include any academic area as well as any extracurricular activity. The protocol used will be based on the individual needs of the student until the student is released from medical care due to a concussion.

Conferences

Parents are urged to contact the student’s instructor by phone, e-mail, or by calling to arrange an appointment for an on-site conference whenever there are questions concerning the work of the school or their student’s progress. Teachers may request a conference with parents to gather or share information concerning a student.

Counseling Services

With many pressures in today’s complex society it is not unusual for many students to seek the help of an outside source. Referral agencies can be contacted through the office.

Parents, too, may seek these sources for their student’s well being as well. We believe success in the education of the student is based, in part at least, on a strong home-school relationship. The faculty is available for consultation with parents at any time.

Deliveries of Flowers, Food, Balloons, Etc.

Deliveries of flowers, balloons, food or any other type of gifts are prohibited and **will not** be available for distribution.

Discipline Policy

Range of Administrative Discipline Consequences

Warning (if appropriate)
Parent Contact
Social Probation
Detention
In-School Supervision
Out of School Suspension
Expulsion

Disclaimer: This range of administrative consequences serves as a model and can be deviated from at the administration's discretion. Any consequence exceeding a detention will result in mandatory finals.

Disciplinary action can also be taken when a student's conduct is reasonably related to school. This may include, but not limited to:

- School activities on school grounds before, during and after school
- Trips to or from and during school-sponsored activities or events off school grounds
- Anytime, if the student's conduct interferes with or causes a disruption to the educational process of the school. This can include threats made to staff members or any action deemed as an endangerment of the health or safety of students, staff or school property. This includes any form of communication.

Definitions of Administrative Discipline Consequences

Detention- A time of required supervised study or conference with a teacher for disciplinary reasons. Detention will be served at a time set by school authority between 8:00 A.M. and 3:30 P.M. Noon detention will be served in the location designated. Students must report IMMEDIATELY after receiving their lunch to the designated location.

Detention, Failure to serve

Failure to serve detention will result in the assigning of an additional detention to be served, along with the original detention that was assigned. Skipping another detention will result in one (1) day of In-School supervision, plus the skipped detentions. If the student skips the assigned detention again he/she will receive a one (1) day out-of-school suspension, plus the skipped detentions. If, after each of these steps has been exhausted, the student continues to skip the assigned detentions, a suspension of *up to ten (10) days* will be assigned. Students are still responsible for making up all detentions. Those who owe detentions at the end of the year will have report cards held and will not be eligible for clubs or extra-curricular activities the following year until detentions are served.

Social Probation- The exclusion from participation in and/or attendance at an extracurricular school-sanctioned game, activity or trip for disciplinary reasons.

In-School Supervision (ISS)- Defined: A student will be separated from the regular class, class changes, and lunch. Students must bring all materials for the day with them. Students will not be allowed to sleep or lay their heads down on the desk or talk to other students. Students will not be allowed to use the computer for non-related school use and will not be allowed to listen to musical devices. Students may be assigned extra work to keep them busy or as a result of infractions of the rules. Students who cannot abide by the guidelines of the In-School supervisor will be subject to more severe disciplinary action. Students not in In-School Supervision who seek to undermine the process by "visiting" a student who is being disciplined will be considered to be in an unauthorized area and will also be subject to disciplinary action. Any student who refuses to report to ISS will be subject to out-of-school suspension. If a student is sent home, they will report to ISS upon returning to school. Students will not be able to participate in extra-curricular activities on the days they are in ISS.

Suspension

Out of School Suspension (OSS)- A temporary exclusion of a student from school (including all school activities), from all district property, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons. While suspended, a student may not participate in or attend any school activity or be present on school property.

Expulsion – Exclusion from school attendance and school functions for any period up to two calendar years with loss of credit, unless an alternative placement is allowed. Credit already earned is maintained. Expulsion also prohibits any personal appearance on school campus except by an approved appointment for reason of business. Expulsion is the function of the Board of Education.

Discipline Violations and Consequences

It is the belief of Pope County High School that all students should act responsibly and therefore be accountable for

their actions. The following policy is not all-inclusive. It merely serves as a guide to improve the actions of students who are in need of guidance. All staff members are encouraged to handle problems with students themselves.

Administrative discretion will apply to all steps. All students will receive due process.

The administration reserves the right to impose more sanctions at any level if it is deemed appropriate.

Guidelines as to student discipline will be as follows:

Minor Incidents: Minor class disruptions, not bringing materials to class, etc.

Teachers will handle these with the appropriate measures.

Intermediate Incidents: (this list is not all-inclusive)

- Food and drink in undesignated areas. (also see Community Room/Cafeteria Rules)
- Parking and driving rules violations
- Failure to secure a hall pass or misuse of a pass
- Student presence in restricted areas
- Disruptive classroom behavior
- Disobedience
- Wearing caps/hats inside the building (should be placed in lockers throughout the school day)
- Display of affection
- Profanity

Teachers will send students to the office or turn in a disciplinary referral. (Verbal warnings or alternative consequences may be used as well when deemed appropriate by the administration.) . Administrative discretion and due process will apply to all incidents. All State and Federal guidelines for special populations will be followed.

Major Incidents: Fighting, gross disrespect toward or harassment of staff members or students, theft, vandalism of property, possession of or use of tobacco or e-cigarettes or vaping machine, falsifying notes, skipping class or school or any other incident deemed serious in nature by the administration. The disciplinary action will be based on the severity of the incident. Administrative discretion and due process will apply to all incidents. All state and federal guidelines for special population will be followed. The incidents indicate infractions occurring within the school year.

* If school is interrupted or canceled for any reason (such as weather), students will still be expected to serve the full amount of days that their suspension called for.

Law enforcement authorities may be called and reports filed on any of the above incidents. A step may be passed if the principal feels the incident is severe enough in nature. Administrative discretion will apply to all steps.

Serious Incidents: Possession of, intent to sell, or under the influence of alcohol or drug or drug look alike (i.e. synthetic marijuana, bath salts, K2, etc.), possession of drug paraphernalia, arson, bomb threats, possession of a weapon, or any other incident deemed extremely serious in nature. Weapons are: guns, rifle, shotguns, knives, brass knuckles, billy clubs, explosives, or look-a-likes of the above. The disciplinary action will be based on the severity of the incident. Administrative discretion and due process will apply to all incidents. Law enforcement authorities will be called. It is state law that any of the above incidents be reported to the Illinois State Board of Education.

Dress Guidelines/ Students Dress

The following guidelines have been established to promote a proper learning environment, instill discipline, prevent disruption, avoid safety hazards, and assert authority. Students are encouraged to be as neat in appearance as possible. Extreme dress that distracts from the learning environment will not be tolerated.

Pope County High School students will be expected to comply with the following guidelines:

- Clothing that advertises drugs, alcohol, or tobacco or clothing that has pictures or words that are of a sexually suggestive nature will not be permitted.

- Sleeveless shirts must extend to the point of the shoulder and have an arm opening no larger than the approximate size of the arm. Sleeveless shirts will only be allowed if they are made that way from the manufacturer. Students are not allowed to wear sleeveless shirts that they have cut the sleeves off of the shirt themselves.
- Shirts should cover the entire torso at all times (no bare midriffs, bare stomachs, off-the-shoulder blouses, backless or sheer fabrics) while sitting, standing, reaching up or bending.
- No deep scooped necklines or exposed cleavage allowed.
- Short shorts, short skirts, and short dresses will not be permitted. They must be no shorter than the length of your fingertips with arms down at your side in normal standing posture.
- Pants that expose buttocks, visible undergarments, or sag below the hipbone will not be tolerated.
- Holes in pants will not be permitted above the fingertip line established in the above rule. This would also include partial holes, frays, rips, etc... This rule will be enforced regardless of what type of garment is worn underneath.
- Clothing attachments or accessories which could be considered a weapon including, but not limited to, spikes on boots, bracelets or chokers, chains on wallets, or oversized belts will not be permitted.
- Due to safety, exaggerated body piercings of the eyebrows, nose, lips or tongue will not be allowed.
- Gang clothing will not be tolerated. Excessively baggy clothing, belts worn excessively long, monikers or insignias, hairnets, bandanas, or "rags" will not be allowed. Old English style or "graffiti" style writing, or any item school officials' view as denoting gang membership or affiliation will not be allowed.
- Shoes must be worn at all times (house shoes are not permitted).
- Light jackets are permitted in the classroom. Heavy coats and oversized coats are not permitted in the classroom and should be left in a locker.
- Hats, caps, hoods, bandanas, sweatbands, combs, or any other head apparel may not be worn in the school at any time. They should be placed in a locker immediately upon entering the school and not be removed until the end of the school day.
- Lounge/pajama pants are also not allowed as they may be considered a distraction to the school environment
- Any item deemed distracting, lewd, offensive, or otherwise inappropriate by school administrators will not be allowed.

The school reserves the right to establish rules during the school year regarding new fashions in dress. The principal will designate dress-up days for activities such as Homecoming Week that may relax some of the above guidelines. Announcements will be made describing proper dress for those days.

Due process for infractions of the dress guidelines will be as follows:

First Incident:	Verbal Warning
Second Incident:	One (1) detention served during lunch and a disciplinary office referral sent home to the parent/guardian
Third Incident:	Three (3) detentions served during lunch and a disciplinary office referral sent home to the parent/guardian
Further Incidents:	One (1) day of In-School Supervision with a referral sent home to the parent/guardian

In each incident, the student will be asked to immediately comply with dress code standards by covering up, changing, or checking out and returning to school properly dressed. If the student must leave school to change, the time away from school will be considered unexcused. A student's refusal to comply with the dress guidelines will result in an out-of-school suspension for the rest of the day and the student will not be allowed to return to school until they are willing to adhere to the dress code standards.

Driver Education

According to ILCS 5/27-24.2 of the Illinois School Code, "Each student attending any public or non-public high school in the district must pass at least eight (8) semester classes during the previous two (2) semesters prior to

enrolling in a driver education course, or the student shall not be permitted to enroll in the course.” The course consists of 30 hours classroom instruction and 6 hours behind the wheel instruction. A \$75 fee is required by students enrolled in Driver’s Education. In the event that the district does offer an after school Drivers Education program; a \$150 fee will be required by students enrolled in the course.

A student shall miss no more than 4 periods of Driver Education classroom hours a semester. Whether the 5th absence is excused or unexcused is not a factor; students missing more than four periods of class instruction will not receive the required amount of hours required by the Secretary of State- Department of Drivers License and the student will be dropped from the class. **Field trips and extra-curricular activities also count as an absence.** The student must pass the classroom portion before he/she is eligible to begin behind the wheel instruction. Please understand students who are dropped from Driver’s Education classroom, due to absences, will be reassigned to Physical Education class and will participate for no credit for the rest of the semester.

Driving Privileges

According to court decisions the use of automobiles and driving to and from school is a privilege and can be regulated by the administration. All vehicles must be registered with the office. **A driving request form must be completed and turned in to the office. The building principal must approve the driving request. This driving agreement will be kept on file in the office.**

Students who drive to school must use the student parking lot on the west side of the building. The East lot is faculty parking only. There are to be no student cars in the East faculty/staff parking lot at any time. For safety reasons, no students will be allowed in the parking lot after school until the buses have left. All cars are to exit the parking lot at the west end.

Students are not to be in the parking lot during school hours, for any reason, without permission from the office. Students who violate any parking lot related rules are subject to loss of driving privileges.

The following regulations apply to driving privileges:

1. Autos will be driven in a manner which ensures the safety of pedestrians and other drivers. (speeding away from parking or onto the highway, spinning gravel, squalling tires, racing to be first, pulling out in front of other vehicles on highway etc.)
2. Autos will be properly parked at all times. No backing into spaces will be allowed.
3. Students may not sit in parked cars on school property.
4. Students should keep cars locked at all times.
5. No illegal drugs, alcohol, weapons, explosives or stolen property may be transported or kept in any motor vehicle while on school property. The school district reserves the right to a reasonable search of any vehicle entering or parked on school property suspected of carrying such material.

A student’s driving privileges may be suspended if the student’s vehicle is used to violate any of the school rules. The first violation carries up to a thirty (30) day suspension of driving privileges. The driving privileges may be revoked for the rest of the school year for any subsequent violations. Any student who drives to and from school while their driving privileges are revoked will be suspended.

Educational Trips

Occasionally classes and clubs may have educational trips. The school dress code also applies to students attending school sponsored trips. Students leaving campus are expected to get homework and other class materials prior to leaving for the trip. All work, quizzes and tests will be due upon return. The extra-curricular CODE grade policy will be followed for educational trips. At the discretion of administration, students with multiple disciplinary referrals or suspensions may be excluded from educational trips. In such a case, the student would assume their regular school schedule. Any student that has received more than two (2) out-of-school suspensions will not be allowed to leave campus for school trips the rest of the year.

Emergency Dismissal Procedures

Occasionally during the winter months, it may be necessary to dismiss students early. Because weather and road conditions may vary within the district, parents may pick up students before the buses leave the district. Parents of students living in rural areas should make arrangements for those students who may be unable to get home because of severe weather conditions. The school will provide a form which is to be completed and placed on file in the office so there will be no doubt as to where the student is to go.

Sometimes we may be unable to hold school because of weather conditions. When this occurs, **a voice messaging system which allows us to reach Pope County parents and students with a personalized cancelation message will be activated.** Parents may also listen to the following stations for information concerning school closings:

WSIL TV	ABC	Channel 3
WPSD TV	NBC	Channel 6
KFVS TV	CBS	Channel 12

Emergency Drills

For everyone's protection, fire and disaster drills are held at various times during the school year. Such drills are necessary for the safety of students in a school. Since safety and rapid evacuation are vital factors in a fire drill, attitudes should be ones of seriousness and students should avoid running, pushing, and shoving. If everyone will do his/her share, we can avoid any serious mishaps.

In the event of a storm warning or civil defense warning, no student will be dismissed early. If a severe storm such as a tornado is imminent at the regular dismissal time, students will be held at school until there is evidence that the storm is passed. The drill sounds are intermittent for the disaster drill and continuous for the fire drill.

Extra-Curricular Activities

The extra-curricular activities in which students of Pope County High School may participate are IHSA events, clubs and organizations.

IHSA Events: The following are offered to all students: Baseball, Basketball, Softball, Cross Country, Speech, E-Sports, and Scholar Bowl.

Clubs: There are multiple clubs available for all students to join: Art Club, Drama Club, Book Club, Pep Club, E-Sports, Yearbook Staff, Educators, and Science Club. Any criteria for joining these clubs will be announced during the organization's meeting. Any student that has received two (2) out-of-school suspensions will not be allowed to participate in the clubs for the remainder of the year. Students in these clubs will also be subject to the same grade policy as students/athletes.

Organizations: There are multiple organizations that students of Pope County High School are eligible to join. These organizations are FFA, FBLA, National Honor Society, and Student Council. The criteria for joining any of the above mentioned organizations will be announced during the organizational meeting at the beginning of the year. Any student that has received two (2) out-of-school suspensions will not be allowed to participate in the above organizations for the remainder of the school year. Students in these organizations will also be subject to the same grade policy as in the extra-curricular Code for students/athletes. Students who are dropped from extra-curricular activities will not receive a refund of dues or fees.

Extra Curricular CODE

Students who participate in extracurricular programs or events publicly represent Pope County Community Unit School District and are subject to all rules and regulations. It is the responsibility of each student and his/her parents or guardians to be knowledgeable of the school rules and of this Extracurricular Code. Copies of the Code are available in the Athletic Office. In **addition** to other possible disciplinary consequences handed out by school administration, students who violate school rules and/or the provisions of this Code may be prohibited from representing Pope County Community Unit School District.

Extra-curricular activities are an integral part of a comprehensive High School program. Participation in an extracurricular program greatly enhances a student's involvement and enjoyment of his/her school experience and contributes to the development of a well-rounded individual. Important goals of an extracurricular program include, but are not limited to giving student's direction, developing healthy living habits, self-discipline, leadership, teamwork, respect for rules and regulations. It is the intent of the coaches and sponsors of extracurricular activities to assist students in developing healthy habits, facilitate support, and provide access to services when needed.

Participation in student extracurricular activities is considered an extension of, although separate from, the regular school day. While the regular curriculum (classes) is a right offered to each student, **participation in extracurricular activities is a privilege and not a right.** Participation in extracurricular activities carries additional expectations beyond those found in the daily classroom. The Extracurricular Code is established for students taking part in any of the extracurricular programs offered.

This code is in effect from the First Day of Attendance at Pope County High School or when the student begins to participate in a school sponsored extracurricular program whichever occurs first, and will be enforced the entire school year. Actions and consequences will carry over from year to year until the day the Student/Athlete graduates or drops out of school at Pope County High School.

Minimal Expectations

- A. Daily attendance at school, team/activity practices, and contests.
- B. Adherence to all rules set forth by the coach or sponsor, Pope County High School and the Illinois High School Association.
- C. Conduct becoming a Pope County student, including adherence to the school Discipline Code, and demonstration of respect for persons and property at all times.
- D. Refraining from the use or possession of tobacco, alcohol, or other illegal substances

Chain of Command

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

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

Injuries and Illnesses

Athletes should report all injuries and illnesses, no matter how minor in nature to the coach immediately. The coach will refer all appropriate injuries to the athletic director and building principal. Parents will be notified. The athletic coach will determine the best course of action to protect the athlete and hasten his/her return to the team. Any athlete who is examined by a licensed health care professional and the licensed health care professional states they cannot participate must have a signed release from a licensed health care professional before the athlete can return to practice or competition.

Concussion Signs and Symptoms

Athlete appears dazed or confused, forgets sports play, unsure of score, game or opponent, moves clumsily, loses consciousness (even briefly), personality or behavior changes. Athlete reports a headache or pressure in head, nausea, balance problem, dizziness, double or fuzzy vision, feeling sluggish, foggy or groggy, concentration or memory problem, and confusion. A student athlete does not have to lose consciousness to have suffered a concussion.

Any player who exhibits signs, symptoms or behaviors consistent with a concussion or head injury will be immediately removed from the game or practice and will not return to play until cleared in writing by a licensed health care professional. Depending on the injury, an emergency vehicle may be called; if the student is symptomatic but stable the student may be transported by the parent to their health care provider. Student athletes who have any of the described signs, symptoms or behaviors of a concussion should be promptly taken for an appropriate medical evaluation.

Dangers Involved with the Use of Anabolic Steroids

Anabolic steroids are considered controlled substance and are illegal to possess or sell without a prescription for a legitimate medical condition by the prescribing physician. Athletes who have injected anabolic steroids are at a greater risk for infections, HIV and hepatitis. Other possible negative side effects from the use of anabolic steroids include:

- Decreased eventual height
- Secondary sex characteristic changes
- Increased acne
- Growth of body/facial hair in girls

- Loss of hair in boys
- Violent, combative behavior
- Sexual dysfunction and impotence
- Mood swings, loss of sleep, and paranoia
- Depression upon the discontinuance of use
- Organ damage and death from heavy use

Procedures for Breach of the Code

A. In cases where school attendance or grade policies have been violated, the coach or sponsor in conjunction with Administration will determine the appropriate disciplinary action. In Athletics, IHSA Rules of Conduct are the minimum standard that will apply.

1. School Attendance: Students/Athletes are required to be in attendance, as specified in the attendance policy. Failure to comply with attendance policies will result in possible disciplinary action by the coach or sponsor and/or disciplinary action in accordance with school policy.
2. Eligibility: To be eligible for participation in extracurricular programs, students may be failing no more than one class as indicated by the weekly eligibility checks. The eligibility checks are done on the first business day of each week with reports being submitted to the coach/sponsor that day.
This grade is to be the student's current semester grade, i.e.-current transfer Grade. The period of ineligibility then begins Monday and runs through Sunday.

If the above criterion is not met, a student is suspended from further participation until the next weekly teacher report indicates that the criteria have been met. *In addition, if a student is failing two or more classes at the end of a semester, that student will not be eligible until the end of the next semester when grades are received. (Simplified: pass fall = eligible for spring; pass spring = eligible for fall-IHSA 3.022)*

<u>Action</u>	<u>Consequences</u>
1 st Offense	Ineligible for one week; no contests
2 nd Offense	Ineligible for one week; no contests, no practices
3 rd Offense	Removal from Extracurricular Activity

IHSA now randomly drug tests its member districts' student athletes who have qualified as individuals or as members of a team for selected State series competitions.

B. At all practices and events, students are expected to conduct themselves in a manner that reflects the highest standards. It is the responsibility of all coaches/sponsors to monitor their team/group at all times, in all places. Any complaint to the school administration will receive serious attention by the administration. The administration has sole discretion in determining consequences of all such actions.

C. Use, possession, or deliverance of Tobacco, Vape, or Alcohol (in any form). When a Pope County Community Unit School District staff member, school official, or law enforcement officer reports a violation of the extracurricular code, the coach/sponsor and principal will meet to discuss the violation and any penalties that will be assessed. Violations must be based on proven knowledge and not hearsay evidence.

<u>Action</u>	<u>Consequence</u>
First Offense	Suspension from next three (3) games/contests/ activity.
Second Offense	Expulsion from current sport/activity for the remainder of the year.
Third Offense	Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

D. Use, possession, sale, or deliverance of any controlled substance, look-alike substance, or cannabis, as defined by the Illinois Statutes:

<u>Action</u>	<u>Consequence</u>
First Offense	Suspension from half of the scheduled games/ contests/activity.
Second Offense	Expulsion from current sport/activity for the remainder of the year. As a part of the expulsion, and in order to be reinstated the student must attend an approved counseling program when drugs or alcohol are involved (at his or her own expense), to address such problems. The

Third Offense student will also not be allowed to participate in any activity, organizations or club for the remainder of the school year. Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

Note: Reinstatement for the next season or sport will be left to the discretion of the head coach of the next sport.

E. Commission of any other Criminal Offenses or Illegal Activity/Behavior:

In the event a student commits any other criminal activity, any suspension and/or expulsion will be determined by the administration and /or the Board of Education. Student punishment will be based on the severity of the act that has taken place.

<u>Action</u>	<u>Consequence</u>
First Offense	Suspension half of the scheduled games contests/activity
Second Offense	Expulsion from current sports/activity for the remainder of the year.
Third Offense	Expulsion from ALL sports/activity participation for 12 months from the date of the third offense.

Students, whether spectators or participants, must ride the school bus to any school event and come home on the school bus unless the coach and principal have made other arrangements. A student may ride home with his/her parents provided the coach or proper school authority is notified in writing and approves. Prior approval from the coach and principal must be given for a student meeting the bus in route to a game.

F. No Student/Athlete may quit or be dismissed from one sport for violation of this Code and become a member of another team or practice for another sport during the same season. A Student/Athlete who, by his or her own decision quits a team during the school year and wishes to return to that team/organization must meet with the coach/sponsor and administration to request and obtain approval for his or her reinstatement. Should a physical condition limit a Student/Athlete in one sport, but not in another, the Student/Athlete may participate with the consent of the coaches/sponsors.

A Student/Athlete cut from a squad will be permitted to try out for another team, if the coach/sponsor of the second team so desires or approves. However, a Student/Athlete cut from a squad for insubordination or improper activities shall not be considered on any other squad for that sport season. A Student/Athlete will complete the established procedures for returning all equipment or pay for loss of the same. These rules also apply to Students/Athletes who transfer to Pope County High School from another school.

Policy on Absences From Practice or Game/Contest/Activity

- 1.** Unexcused absences at practices or games will result in the player sitting out 1 game/contest/activity. The second unexcused absence will result in the player's dismissal from the team.
- 2.** Excused absences at practice or game will be used at the discretion of coaches as per team policy. (i.e. running laps, not starting a game)
- 3.** Practices or games missed due to attendance at school-approved events will be treated as excused.
- 4.** If a player is habitually absent from practice or games for any reason, the coach will confer with the player and the principal about the problem. If attendance does not improve, the player will be dismissed from the team.
- 5.** In general, if a player is at school, he/she is expected to attend practice, even if injured.
- 6.** Players on athletic suspension must be in uniform and sit on the bench during the game.

Suspensions- (In-School or Out of School)

Students under an out of school suspension are ***not allowed to attend or to participate in any extra-curricular activity during the period of the suspension.*** Students serving an In-School Supervision will ***not be allowed to participate in any extra-curricular activity on that particular day.***

Students receiving two out of school suspensions will be removed from the team for the remainder of the school year.

These suspensions are only punishable during the specific extra-curricular season. There is no carry-over from one season to another.

Attendance at Extracurricular Activities

If a student wishes to participate in or attend an extracurricular event on a day when school is in session he/she must be in attendance at least one-half of the school day. If a student must leave school early due to sickness, even though he/she may have been there more than half the day, that student will not be able to participate. The only exception to this rule would be an excused absence for reason other than illness (such as funeral, family emergency, or other unavoidable emergencies). In such cases, the student or his/her parents are required to notify the school **in advance** of the absence, in order to determine the student's eligibility to participate in or attend extracurricular activities that same date. The principal will make the final decision. If the absence is considered unexcused or if the school is not notified in advance, the student will not be permitted to participate in or attend the extracurricular activity that day. Doctor and dentist appointments, college visits, and other routine activities should not be scheduled on the days of extracurricular events and MAY not be approved if the student misses more than half the day.

A student may attend or participate in an extracurricular activity on a non-school day immediately following a school day on which he/she was absent only if the absence is excused.

Rules of Conduct at Indoor Athletic Events:

- 1.** Students may not be on the stage during a ballgame.
- 2.** Students may not go outside during the ballgame unless they are leaving the property for the evening.
- 3.** Students who leave the premises and then return must pay to re-enter the game.
- 4.** No loitering in the gym lobby during the ballgame.
- 5.** Do not block or hold open the doors to the gymnasium during the ballgame.
- 6.** Students are only allowed in the lobby or at the concession stand between quarters, half time and between games.
- 7.** Students are not to be running around the gymnasium or running to the restroom during the game.
- 8.** Students may not use unauthorized entrances into the ballgame. (i.e. stage, locker room, side hall and back doors to gymnasium)

Code for Good Sportsmanship

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

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

Students who do not display good sportsmanship will be placed on Social Probation. (The exclusion from participation in and/or attendance at an extra-curricular school sanctioned game, activity or trip).

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are right to inspect and review the student's education records within 45 days of the day the district receives a request for access. The right to request the amending of the student's education records that the parent or eligible student believes is inaccurate or misleading; the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

The Pope County School District will not release confidential records to anyone except school personnel in accordance with Public Act 95-793, no notification to or approval is needed pursuant to the Local Records Act. Written permission from the individual who has legal custody or from the student if he or she has reached the age of 18 is required to destroy student biometric information.

Gang Activity Policy

The presence of gangs and gang activities can cause a substantial disruption of school activities. A "gang" is defined in this policy as any group of two or more persons whose purposes include the commission of illegal acts and fall under the definition in the Illinois Revised Statutes concerning secret societies.

In order to prohibit the existence of gangs and gang activities, no student on or about school property or at any school activity:

- shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of membership or affiliation in any gang;
 - commit any act of omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in a gang; or
 - use any speech or commit any act or omission by furtherance of the interests of any gang or gang activity.
- Students who violate this policy will face disciplinary action, including possible suspension or expulsion.

Graduation Commencement Exercises

Commencement Exercises are held at the end of the second semester. Only seniors and mid-year graduates who have fulfilled all state and local requirements for graduation may participate. Seniors are required to purchase a cap and gown and attend commencement practice sessions. Misconduct by graduating seniors may result in the loss of the privilege to participate in graduation exercises and senior week activities. It is the responsibility of each mid-year graduate to make the necessary contacts and arrangements with the school and principal, attend practice sessions and purchase the cap and gown.

Graduation Exercises Requirements

1. All fees must be paid before a diploma will be issued.
2. A senior must participate in graduation rehearsal(s) in order to participate in graduation exercises. It is the student's responsibility to know the time and the place for rehearsal.
3. **No final transcript or evidence of graduation will be sent to colleges or employers for a senior who owes fees.**

Graduation Valedictorian and Salutatorian

The honorary titles of Valedictorian and Salutatorian will be determined at the end of the eighth semester by class rank. To be eligible a student must have attended PCHS during the entire seventh and eighth semesters (entering no later than the tenth day of the seventh semester).

Mid-year graduates are not eligible for the designation nor are students who entered high school with another year's class. Also, students who transfer away from PCHS in their eighth semester, may not return for graduation and assume an honorary title. Final rank in class is determined at the completion of the term.

Graduation Requirements

To graduate from Pope County High School, students must complete the following requirements:

- Twenty- (24) credits total
- Four (4) credits of English
- Three (3) credits of Mathematics (must pass Algebra I and Geometry)
- Three (3) credits of Science
- Three (3) credits of PE**
- Two (2) credits of Social Studies (World History, Geography, Ancient Civ, Current Events)
- One-half (½) credit of Health (Freshmen/Sophomore year)

- One-half (½) credit of Driver Education (Freshmen/Sophomore year)
- One (1) credit of U.S. History (Junior year)
- One-half (½) credit of Consumer Law (Senior Year)
- One-half (½) credit of American Government (Senior year)
- One-half (½) credit of Civics
- Five and one-half (5 ½) credits of Electives
- One credit of writing intensive course work (English II or English III)

All students will be required to pass a test on the State Constitution and a test on the Federal Constitution prior to graduation

** Students enrolled in grades 11 and 12 may request to be excused from physical education courses for any of the following reasons: (1) to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice; (2) to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate; or (3) to enroll in the nursing assistant program (must turn in written request).

Students under a doctor's excuse will be removed from Physical Education class until the period of inactivity comes to an end and will be assigned additional class work in lieu of skills and participation grades each quarter.

Recommendations for Graduation

The Illinois Board of Higher Education has established statewide minimum admission standards for all four (4) year public colleges and universities in the state of Illinois. The following high school subjects will be required for all incoming college freshmen:

Four (4) years of English
 Three (3) years of Social Studies
 Three (3) years of Mathematics (including Algebra I and Geometry)
 Three (3) years of Science
 Two (2) years of Foreign Language, Music, Art or Vocational Education Combination

Marshals

The top four students of the junior class will be selected as marshals based on academic qualifications: grade point average of the first five (5) semesters.

Classification of High School Students

High school students shall be classified in grade level by the year of school attendance and a minimum number of credits must be earned to reach the next higher classification.

Freshmen: 0 – 6.5 credits
 Sophomores: 7.0 – 11.5 credits
 Juniors: 12.0 – 18.5 credits
 Seniors: 19 credits

Outside Credits

High school students are allowed up to **four** (4) credits to be applied towards graduation requirements from outside sources such as Illinois Virtual High School, American School of Correspondence, or approved summer school programs. The student must have completed at least two years in high school before being allowed to get outside credit. In all circumstances, approval from the school must be given **prior** to admission. Failure to gain approval will result in credit not being given. The student is also responsible for all fees involved. Please see the guidance counselor for more information.

Hallways

For reasons of safety and to avoid confusion in the hallways, students should keep to their right at all times. Students are expected to pass through the hallways in an orderly and quiet fashion. Students should never loiter in the hallways, locker area, or restrooms. No food or drink will be allowed in hallways or classrooms. Any students in the hallways or found in a classroom they are not assigned to without written permission during class time will be subject to: 1st Offense- Detention, 2nd and additional offenses- In School Supervision.

“Hands Off” Policy

Pope County High School will operate under a “hands off” policy. Specifically this means that no hand holding, kissing, or other obvious signs of affection between students will be permitted. Please understand that there is a time and a place for this behavior and the time and the place are not on the school campus.

Head Lice

Any student found to have head lice or nits will be sent home immediately. They will need to be treated and all nits removed. Parents or guardians must bring the student in to be checked and cleared by the school nurse or designated school employee before they are allowed to remain at school. The Pope County School district maintains a **no nit policy**. It is also highly suggested that you also treat your home to prevent the return of the lice.

Homeless Education Assistance Act of 2001

The McKinney-Vento Act is designed to address the problems that homeless children and youth have faced while enrolling, attending, and succeeding in school. Under this program, schools must ensure that each homeless child has equal access to the same free, appropriate public education, including a public preschool education as other children. The homeless liaison may be contacted through the school office.

Homework Policy

Teachers assign homework to students for important reasons (reinforcement of skills, strengthening knowledge, preparation for upcoming skills, to finish incomplete class work). It is imperative that students complete and return the work on the date due for full credit. The work should also be of good quality. Students should also make up homework assignments missed due to absences. Homework is part of the class average and students not completing homework assignments will receive lower grades on their progress report and grade card. Students enrolled in PCHS will follow the same late work policy in every high school course as stated in class syllabi.

Honor Roll

This is a published list of high grade average students. The list is published for each semester grading period. At the end of each semester the following students will be honored for their semester grade point average:

High Honors 4.0 Honors 3.50 - 3.99

A student must be enrolled in a minimum of four academic subjects to be considered for semester honor roll. A student may not receive a “D” or “F” grade for ANY subject to be considered for the honor roll, no matter what the computed average indicates. Physical Education is to be counted as part of the average of all students.

Lockers

Each student will be assigned a book locker and a physical education locker in which to keep school materials and physical education clothes. Locks may be purchased from the office for \$5.00 to use on hallway lockers. Locks for physical education lockers will be provided. Students must give locker combinations to the office if they purchase their own lock. Students are responsible for their own articles. Students should not bring excessive amounts of money or valuables to school. Combinations should not be shared with friends. Students are also reminded that pictures on display in their lockers are to adhere to school handbook policies and codes.

Lost and Found

One of the best ways to avoid losing articles of dress is to mark clothing and personal items. If something of value is lost, students should check with the office to see if the article has been found. Students who find an article or money on school grounds should turn the items into the office so the proper owner can be found.

Lunch and Breakfast Program

The lunch and breakfast program is open to all students within the district. It is the desire of the District to provide students with the best possible lunch. The following information explains the lunch and breakfast program:

- ❖ Students may either pay by the day, week, or month.
- ❖ Meal money is accepted every morning in the office, between 7:50 A.M. and 8:00 A.M.
- ❖ Menus are sent home with students once a month.
- ❖ Breakfast is served from 7:45 A.M.-8:00 A.M. Students should not enter the community room any earlier than 7:45 A.M.

Fees

Current Lunch Fees are as follows: (Subject to change)

Regular Fees	Reduced Fees	Free	Extra Entrée	Salad
\$2.10	\$0.40	\$0	\$1.25	\$2.00
Milk				

.50

Breakfast Fees are as follows:

Regular Fees	Reduced Fees	Free
\$1.50	\$0.30	\$0

Extra Entrées (if offered) are \$1.25 (lunch) and must be paid with cash at the time of purchase. It is preferred that payment be sent with your student on Friday and turned in to the office, although it will be accepted any day. Payments may also be mailed to the school. It is helpful if meals are paid in advance.

If a breakfast/lunch bill is not paid in a timely manner, the school district reserves the right to take legal action.

Students that owe more than \$25.00 will not be allowed to purchase extra entrée's. Lunch and breakfast are served in the community room. Students are asked to line up in an orderly fashion. Cutting in line will result in that student going to the back of the line. Teachers will take lunch count by 8:15 a.m. It is the responsibility of each student to let the office know they are eating lunch if they were not counted in their first hour class. **No salads will be added after 9:30a.m., and no lunches will be added after 10:30 a.m.** in order for the cooks to have sufficient time to prepare. Students not on the lunch count will have to wait before they can come through the line until all students counted for that day have their food. This is to ensure that there is enough food for those counted for lunch. Students should not wait to get in line for lunch even if their name is on the lunch count. Twenty-five (25) minutes after serving begins, food will not be held for those listed on the lunch count and will be made available to other students wanting to eat.

Free Lunch and Breakfast Program:

Pope County High School serves meals each school day. ***Meals are available for children who qualify for the following reasons:***

- If household receives food stamps or TANF, then child(ren) can receive free milk. If household received a letter with an eligibility certificate for school meals, return the eligibility certificate to Pope County High School.
- If total household income is the same or less then the state allowable income.
- A foster child may receive free meals regardless of household income.
- Homeless, migrant, and runaway youth are categorically eligible for free meals.

Forms for Free and Reduced meals are available in the office and must be returned promptly. Not returning forms in a timely manner causes parents to pay for meals that could be free or reduced.

Community Room/Cafeteria Rules

We all look forward to the breakfast and lunch periods as a time of pleasure, refreshment, relaxation, and an opportunity to chat with friends. Since so many students eat at the same time, some rules must be followed. These rules are as follows:

- Proceed to the community room promptly and without running
- Line up in an orderly fashion
- Find a seat and stay in that seat for the entire lunch period
- Use appropriate conversational voices
- Follow directions from all staff the first time they are given
- Show respect toward the cafeteria staff
- No food is permitted outside the community room
- Keep tables and surrounding areas neat and clean
- Do not return to hallways, lockers or the classroom areas of building (Lunch supervisors' permission is needed before a student enters the hall to any destination)

There are two designated areas of the building, during lunch hour, for food and drink, the gym lobby and community room. During the school day there is to be no food or drink taken into the gymnasium, hallways, or classrooms. No open containers (soda bottles, travel mugs, styrofoam cups, etc.) are allowed to be brought into the building. After lunch students may not take soda bottles to their lockers.

Mandated Reporter

Educators are mandated reporters under the Abused and Neglected Child Reporting Act. Educators are required to report or cause a report to be made to the child abuse Hotline number whenever there is a reasonable cause to believe that a student may be abused or neglected.

Medication

The primary responsibility for administering medication to a student rests with that student's parent/guardian. It is recommended that parents/guardians administer medication to their children before or after the school day. If this cannot be arranged, prescribed medication will be held in a locked cabinet in the office. It is the sole responsibility of the child's parent/guardian to monitor and provide medication and medical supplies. Students will not be allowed to bring medication to school. The parent/guardian is required to bring the medication to the school or may also give to the school bus driver in a sealed envelope if they are not able to bring to school personally. Two letters should be provided to the school district: a **written request from the parent/guardian** of the pupil to the school district together with a **letter or fax from the physician** indicating the necessity for the medication during the day, the type of disease or illness involved, the benefits of the medication, the side effects, and an emergency number where a parent/guardian can be reached. Both letters shall be placed in the student's file.

The school health aide will prepare a written statement to the building administrator as to the side effects of the drug, if any, and a copy thereof shall be placed in the student's file as well. The school district retains the discretion to reject requests for administration of medicine. Parents of the child must assume responsibility for notifying the school of any change in medication and for providing the school with written instructions from the physician. Non-prescription medication will not be stored or administered for students unless prior written consent from the parent/guardian and the attending physician has been given to the school health aide.

The school district does not provide drugs of any sort to students. Students are reminded that they are to register and leave ALL medication in the office. Whether it is prescription or over the counter medication, students who possess medication will be subject to the discipline policy on drugs.

Public Act 97-0361 allows a student with asthma to carry and self-administer his or her own asthma medication as long as the school's medication form has been completed and on file. The law also allows for students with allergies the use of an epinephrine auto-injector as long as the school's medication form has been completed and on file. If at all possible these events should take place in the office under supervision of the nurse or designated employee. *Sharing or allowing another student to use your inhaler or epinephrine auto-injector is strictly prohibited and is subject to disciplinary actions.

Students that are not feeling well or in need of medication of any kind will obtain a pass from their teacher and report to the office between classes. Students are reminded texting during school hours is prohibited; illness is not a valid excuse for violating the electronics policy. After leaving the office the student should return to class or provide a note stating they will be leaving school. A parent/guardian or emergency contact must give consent for a student to leave school due to illness. Students are reminded that they are responsible for contacting teachers to make up work that is missed while at the office due to health concerns.

Nondiscrimination

As provided by Title IX, Americans with Disabilities Act, and Section 504 of the Federal Guidelines for Handicapped Students, Pope County Schools do not discriminate on the basis of sex, race, national origin, or physical handicap(s) in its courses, programs, extracurricular activities, or employment practices. An Illinois State Board of Education rule prohibits schools from discriminating against students (23 Ill. Admin. Code 1.240) and the Illinois Human Rights Act prohibits a school from denying a student the "full an equal employment of its facilities, goods, and services" on the basis of sexual orientation. An equity complaint may be filed using the uniform grievance procedure.

Parent/Guardian Accommodations with Disabilities

Parent/Teacher conferences are handicapped accessible. All gymnasiums and school board meeting places are handicapped accessible. Special seating is arranged for wheelchairs, etc. at school functions. Handicapped parking spaces are marked at both the grade school and high school.

Parent Information/Professional Qualifications

Parents may request information regarding the professional qualification of the student's classroom teachers. This information will be disseminated in a manner that protects the privacy of individuals. A conference may be scheduled for parents wishing to review instructional materials used in their student's class. In compliance with this federal law, parents/guardians have the right to receive the following information: Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches, whether the teacher is teaching under an emergency permit or other provisional status, the teacher's college major, and whether the teacher has any advanced degrees and the subject of the degree(s).

Parent Information/Military Recruiting

Under the No Child Left Behind Act, Pope County High School must notify parents that the school routinely discloses names, addresses and telephone numbers to military recruiters and institutions of higher education upon request, unless parents/ guardians have a request on file not to disclose such information without their consent.

Passes

A student must have a written pink pass when in the hall except during regularly scheduled class changes. Every teacher will keep a daily log of students who were given a pink pass out of class. The daily log will have the student's name, time out of class and reason for leaving the room. The daily log will be turned in at the end of day with the period attendance sheet. Failure to secure a hall pass, or misuse of a hall pass will result in disciplinary action for students.

Pesticide Spraying Notification

Pope County Unit District will maintain a registry of parents and guardians of students who have registered to receive written notification prior to the application of pesticides to school grounds or provide written notification to all parents and guardians of students before such pesticide application. The written notification will be provided before application of the pesticide and will identify the intended date of the application of the pesticide. Prior written notice shall not be required if there is imminent threat to health or property. If you would like to be in the registry, you must contact the school by phone or in writing.

Physical Exam

State law requires a physical exam of all students every four (4) years. All freshmen must have a current physical form completed by a physician on file in the high school office by the end of the first quarter. These forms become part of the student's permanent record.

Prom and Homecoming

Prom, a spring event, is a dance with students wearing formal attire, presented by the Junior class for the Seniors. Any outside guest must be approved, in writing, by the building principal if they are not a student of Pope County High School. The appropriate form must be completed and approved by the building principal at least (1) one week before Prom tickets may be obtained. Tickets for admittance will be issued and collected at the door on the night of the prom following the promenade. A Junior High student is not allowed to attend Prom as a guest of a Junior or Senior student, nor is anyone 21 years old or older, anyone who has dropped out of school, or who has been enrolled in an alternative education program for disciplinary reasons. In addition, any student that has received more than two (2) out-of-school suspensions will not be allowed to attend Prom. Students must also attend school the day before Prom unless the principal has granted prior approval.

Homecoming is one of the social activities at Pope County High School that is planned primarily for the pleasure of students at PCHS. Any Freshman through Senior in good standing may attend. Jr. High students will not be permitted to attend the homecoming dance.

To be eligible for King, Queen, or to be a class attendant, candidates must have: enrolled at PCHS within the first 10 days of the first semester and have no out-of-school suspensions.

Students on prom and homecoming decorating committees should exhibit outstanding behavior. Inappropriate behavior will result in the students' removal from the decorating committee and return to class

Incentive Trip

An extra-curricular trip provided for students who are in compliance with the rules and regulations per semester. The following guidelines will be used to determine student eligibility. To qualify for both trips, the student has to have...

- **No unexcused absences for the year**
- **No more than 5 excused absences for 1st Semester trip/No more than 10 for 2nd Semester trip. (Not including Health Quarantines)**
- **No In-School Supervisions for the year**
- **No more than one detention for the year**
- **No Out of School Suspensions for the year**
- **No failing grade in any class**
- **All current fees paid in full (Fees can also include money owed for damaged Chromebooks)**

- **No more than \$25 owed in lunch account**
- **Sell at least two spirit cards**
- **Spirit card money turned in by prescribed, announced deadline. (This requirement must be met in the 1st Semester to qualify for both trips.)**

Registration- Transfer- Withdrawal

Attendance in School is governed by the Illinois State School Code. In keeping with these guidelines, the following policies are followed at Pope County Community High School.

REGISTRATION: Students new to the school district will not be allowed to register and enroll unless they are accompanied by a parent or legal guardian. If the student is transferring from another district in Illinois, a good standing form from the school must be received. Transcripts, health records, and special education records (if applicable) should also be received. Students who have reached the age of 17 must enroll by the tenth day of the semester, transfer from another school, or wait until the next semester to enroll. Students will not be enrolled until all requirements for admission are met.

Missing Children Records Act, 325 ILCS 50 et seq., as amended by P.A. 95-793, requires Pope County High School to make a prompt copy of a student's certified birth certificate and return it to the person seeking enrollment. Once that copy is made, a certified copy need not be requested with respect to that child. A copy will be placed in the student's temporary record.

TRANSFERS: Students transferring out of this school to another school are required to have a parent or guardian come and sign a release form. **Students must follow a prescribed check-out procedure as directed by the counselor and failure to complete either of these steps will result in problems in transferring records.**

WITHDRAWAL: State Law prohibits indiscriminate school leaving. Any and all requests concerning withdrawal must be reviewed and approved by the principal. Each case will be considered on its own merit. A parent must meet with the principal and sign an official withdrawal form prior to the student leaving school.

CLEARANCE: When transferring or withdrawing the student must return all books to the teachers and pay all school debts. Students must follow all prescribed check-out procedure as records will not be cleared until this is done.

STUDENT RECORDS: Parents may inspect and copy all information contained in their student's record. Student records shall be made available to parents or guardians of a student who is seventeen (17) years of age or younger within fifteen (15) school days of the written request for review is submitted to the principal and/or guidance counselor. A parent/guardian rights to access end when the student reaches 18 years of age, when the student is legally emancipated, upon graduation from high school, marriage or entry in to military service. Students who are fourteen (14) years of age or older shall be given access to his/her student records by submitting a written request. Students under the age of fourteen (14) years of age will be provided access to their student records, provided they have the written consent of their parents/guardians. The principal or his/her designee shall be present to discuss these records when they are reviewed.

With the exception of grades, the contents, (for example legal name) legal parent or guardian, etc., may be challenged. Contact the principal to examine or challenge records.

Permanent student records shall consist of:

- Basic identifying information, including students' and parents' names and addresses; students' birth date and birthplace, and gender;
- Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance exams;
- Attendance record;
- Accident reports and health records;
- Record of release of permanent records information.

Temporary Records may consist of:

- Family background information;
- Intelligence test scores; group and individual
- Aptitude test scores;

- Reports on psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
- Elementary and secondary achievement level test results;
- Participation in extracurricular 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 multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
- Reports or information from non-educational persons, agencies or organizations;
- Other verified information of clear relevance to the education of the student;
- Record of release of temporary record information;

Temporary Records Disposal: All temporary files will be destroyed five years after graduation. If you would like to retain your temporary files, please notify the school and they will be forwarded to you.

Re-Enrolling Students Who Have Dropped Out: School Districts are now required by law to deny re-enrollment to any student above the age of seventeen (17) who has dropped out of school and would not, because of age and credits, graduate before their 21st birthday. Those students who fall into this category will be encouraged to attend an alternative education program.

Transfer of Students from a Non-accredited School

The following policy applies to all students who met the residency requirements, wish to enroll in Pope County High School and are transferring from a school that is not accredited by the Illinois State Board of Education or the accrediting agency of another state:

- The building principal or his designee has the right to place the student into the appropriate grade or class based on transcript review, standardized tests and/or proficiency examination.

Search Policy Guidelines

Student's person or possessions (lockers, book bags, or automobiles, etc...) may be searched by a school official provided the school official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not exceedingly intrusive in light of the age and sex of the student and the nature of the infraction.

In the case of imminent threat to the safety of the students, as in the case of a suspected weapon, a school official or employee may conduct the search immediately. In cases where no such imminent threat is present, the official or employee will try to secure the presence of the Principal or his designee.

Students and parents should be aware that police dogs may be used without prior notification. These dogs will have access to any and all areas of the school premises, including vehicles in the parking lot.

The Person

Searches shall be carried out in the presences of adult witnesses and except for emptying out pockets, never in front of other students. If the person of a student will be searched, an attempt will be made, if practical, to have a person of the same sex as the student conduct the search, and the search will occur in private to the extent possible.

School Property

The school owns student lockers, desks, and other such property. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property. School property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

Automobiles

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct patrols of student parking lots and inspections of the exteriors of student automobiles. The interiors of vehicles on school property may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

Semester Exams, Grading Scale, and Progress Reports

Final examinations are an integral and important part of the educational process. It is the policy of the school that they be taken only during regularly scheduled times. The dates for semester and final exams are published at the beginning of the school year (see School Calendar), and will be *strictly* followed. Exceptions are made only when student illness (documented by a physician's statement) or employer-dictated parent travel (documented by a letter from the employer) make it impossible for the student to sit for a final examination at the scheduled time. Students will not be allowed to take final exams earlier than the scheduled time. If a student must miss the scheduled time for the semester exam then that student must make up the test after the scheduled test has been given.

1st Semester

Semester exams will be given in ALL classes and will be taken by ALL students first semester with the exception of those seniors who either met or exceeded the state goals in both areas of mathematics and reading from the SAT tests taken their junior year. Also, seniors must be receiving a passing grade and have no unexcused absences in the class. Other semester exam exemptions may be made at the discretion of the principal.

2nd Semester

Semester exams will be taken by ALL students in ALL classes second semester with the exception of those classes in which the student has a minimum of a B average (80%), has not been absent from class more than three (3) class periods for the semester, and has no unexcused absences in the class.

Semester grades will be determined by the following method:

1 st Quarter Grade	-	40%
2 nd Quarter Grade	-	40%
Semester Exam	-	20%

All faculty of Pope County High School will use the following grading scale:

4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0	F	59 and below

Progress Reports:

Progress Reports will be mailed to all parents of Pope County High School students at the mid-point of each grading period. This report will provide parents a mid-point grade average for the class during the present semester. Each report will also include a record of the students' attendance. Each progress report with a letter grade of D or F will include teacher comments. Each parent or student should make every effort to contact the teacher(s) sending home the progress report, and see what can be done to raise their student's low grade before the end of the quarter.

Grade Cards:

Grade Cards will be mailed to all parents of the Pope County High School students at the end of every quarter. These dates will be posted on the school calendar and marquee. Each grade card with a letter grade of D or F will include teacher comments so parents can see what is necessary to improve the student's grade. Failing a quarter or semester of a core class makes it difficult for students to stay on track for graduation.

Sexual Harassment and Sex Offender Registry

Board Policy 7.20 deals with the administrative procedures for complaints of sexual harassment. If an employee, student, or other individual files a complaint, the administrative representative with whom the complaint is filed shall inform the complainant of his or her rights under this policy and undertake corrective action. In all cases, and regardless of the individual remedial measures that have been undertaken, the administration representative to whom the complaint has been referred shall provide the Superintendent with a complete written report of each complaint within ten (10) days of the date the complaint was filed.

Students do not have to tolerate behaviors from others that fall under the categories of sexual harassment or intimidation. Sexual harassment is defined as any unwanted, unwelcome sexual behavior, which interferes with your mental or physical well being. Examples of sexual harassment include suggestive or offensive comments,

advances, taunts, touches, or gestures. Students who are subjected to such behavior should immediately inform the perpetrator to stop the behavior (at least as directed toward the student in question). If the behavior persists or is deemed to be a serious transgression, the student should immediately report the behavior to a teacher. The teacher, regardless of the action taken, should report the episode to the principal. Each formal complaint will be investigated. Students guilty of harassment will be disciplined accordingly. Penalties range from reprimand to expulsion and criminal prosecution.

If you are being subjected to what you believe to be sexual harassment you should:

- Inform the perpetrator to stop immediately.
- Inform a staff member of the episode so that it can be documented.
- If the situation warrants, file an official complaint with the office.
- Note credible witnesses to the episode. Witnesses to such behavior do not have to be identified to anyone other than the person conducting the investigation.
- After having filed a complaint, report any attempts at intimidation by **anyone** who seeks to involve himself/herself into the conflict. This is an automatic violation of the harassment policy.

All formal complaints will be investigated. Findings will be limited to:

- harassment occurred
- harassment did not occur
- there is inconclusive evidence as to whether harassment occurred

This is to ensure consistency among findings. A follow-up interview will be conducted in a reasonable period of time after the episode. The parents of both the alleged victim and the alleged perpetrator will be informed regardless of the outcome of the investigation. Filing a false claim could result in suspension.

Sex Offender Registry - State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois (<http://www.isp.state.il.us/sor/>) and maintains the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry (<http://www.isp.state.il.us/cmvo/>).

SIC Online and Dual Credit Classes

Southeastern Illinois College provides an opportunity for Pope County High School students to participate in tuition-free online and dual credit classes. We have several vocational classes that offer dual credit. We also offer juniors and seniors the option to take online classes. All of the credits apply to college certificates and/or degrees. For more information, please contact the guidance counselor. Students who register for an on-line class may not drop the class without the approval from both the Guidance Counselor and the Principal.

Special Education Procedures

1. No special education student will be expelled if the student's particular act of gross disobedience/misconduct is, or results from, a behavior or a condition defined as an exceptional characteristic in Article 14 of The School Code. Any special education student whose gross disobedience/misconduct is unrelated to, or does not result from his/her disabling condition, as defined in Article 14 of The School Code, may be expelled pursuant to Expulsion Procedures
2. A special education student may be suspended for an aggregate of ten (10) days of school per school year, regardless of whether the student's gross disobedience/misconduct is related to his/her disabling condition. A suspension of a special education student is not a change in educational placement.
3. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order if the exclusion is warranted because the student poses an immediate threat to the safety of himself or others.

Student Appointments

Administration asks that all appointments be made outside the school day. When necessity requires a student to miss part of a school day, the following procedures should be followed:

1. The parent calls the school, prior to the student leaving, to request an early dismissal.
2. Before leaving, the student needs to obtain the homework assignments for those classes he/she will be missing.
3. Visits to the doctor, dentist, or orthodontist must be supported by a slip signed by the doctor or their office staff verifying the time of the appointment and the time that the student left the office.

Note: Failure to follow these procedures will result in an unexcused absence.

Tardiness

Defined: Student who arrives to class or is not in their seat after the tardy bell has rung.

Any student that is tardy will not be admitted to class without a tardy slip from the office. Teachers will then fill out a disciplinary report (starting with the 2nd tardy) and send it to the office to be signed by the principal.

Discipline Procedure For Tardies

This policy (one without penalty) applies to each quarter of school. Each quarter a new tally will be kept.

- One detention will be issued for the 2nd and 3rd tardy for each class period.
- A 4th tardy in any one class will result in In-School Supervision, loss of driving privileges for five (5) school days if the tardies took place 1st hour, and an unexcused absence for the class period.
- For each additional tardy, the student will result in In-School Supervision and have their driving privileges revoked for the remainder of the quarter, if the tardies took place 1st hour, and an unexcused absence for the class period.
- Students may be called in to excuse a 1st hour tardy five (5) times per semester. Any 1st hour tardies over five for the semester will be considered unexcused.

Video Surveillance Policy

Purpose: Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

Placement:

- School district buildings and grounds may be equipped with video cameras.
- Video surveillance may occur in any school district building or on any school district property.
- Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Use of Videotape: Video will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.

Visitors

The parents/guardians of students attending Pope County High School are welcome to visit our school. **It should be noted that all visitors are required to sign in at the office immediately upon entering the school.** If a parent wishes to visit a classroom, the visit should be made only after making an appointment with the student's instructor. **No visitors are allowed during testing.** This will help minimize any disruption to the educational process in our school.

Students **should not** bring a guest to school since this may disrupt or interfere with the normal school routine. **Passes will not be issued to students from other schools. No visitors during lunch periods will be allowed.**

Vocational Education/ On and Off Campus Program

CVE

To be eligible for the Career Vocational Education program students must:

- maintain a minimum 2.0 GPA
- not be defined as truant
- secure employment prior to first student attendance day of the school year
- be a paid employee (no volunteer positions)
- be supervised at all times
- have prior approval of Administration and CVE Coordinator for family employment
- attend CVE classroom 1 day per week with CVE Coordinator and must pass related classroom instruction to continue in the program

- correlate off campus hours to employment hours by maintaining 15 hours at their jobsite per week
- be released each day at 12:15

STEP

To be eligible for the Secondary Transition Education Program students must:

- have successfully earned 17 credits (Senior standing) to work off campus
- correlate off campus hours to employment hours
- have successfully earned 10 credits (Junior standing) to work on campus
- maintain a minimum 2.0 GPA
- not be defined as truant
- secure employment prior to September 1
- be supervised at all times
- have prior approval of Administration, Guidance Counselor, and Step Instructor for volunteer positions in the district
- attend STEP class 1 day per week and complete a weekly time sheet

After acceptance into CVE or STEP students who do not fulfill the obligations of the program, not reporting to the jobsite, not working amount of hours required by program director, not attending the on campus class period, or not maintaining regular school attendance, or have multiple disciplinary referrals, will be dropped and enrolled in on campus classes.

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, Curriculum Content.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, Curriculum Content.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, Curriculum Content.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.

Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.

National School Lunch Act, 42 U.S.C. §1758.

42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services)

Pope County CUSD #1 Policy Information

To: **Parents and Citizens of Pope County CUSD #1**

This is to inform you that your school district, Pope County CUSD #1, is an **EPSDT Medicaid Provider** with Illinois' State Medicaid Agency, **Healthcare and Family Services (HFS)**. **EPSDT** (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention / prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the district. As an **EPSDT Medicaid Provider**, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, psychologists, social workers, physical and occupational therapists, personal health aides, counselors, hearing and vision screeners and special transportation services. These services may be provided to students per his / her **IEP** (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings / assessments that are completed. The Medicaid claims are filed and processed per the district's contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.

The healthcare services listed on a student's IEP are provided with parental consent and at "no cost" to the parents. This "no cost" provision is in compliance with Public Law 94-142 - "Education of the Handicapped Free and Appropriate Public Education", IDEA - "Individual Disabilities Education Act", PUBLIC Law 100-360 and State of Illinois – State Board of Education mandates. The District, an **EPSDT Medicaid Provider**, is eligible to claim federal Medicaid funds for the health care services provided to students enrolled in Illinois' Medicaid – All Kids Program.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State's Medicaid program is based upon a family's income, absence of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an **EPSDT Medicaid Provider**, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

Please go to the HFS Web Site for more information on Medicaid and its Benefits:
www2.illinois.gov/hfs/Pages/default.aspx

Please contact Paula Baker at the District office if you have any questions concerning this School District Policy Information.

Sincerely,

Seth Graves

Principal

2022-2023
Bell Schedules

Daily Schedule

7:45-8:00	Homeroom
8:00-8:45	1st Period
8:48-9:29	2nd Period
9:32-10:13	3rd Period
10:16-10:57	4th Period
11:00-11:42	5th Period
11:45-12:15	Lunch
12:18-1:00	6th Period
1:03-1:48	7th Period
1:51-2:50	8th Period/Departure Prep

Semester Exam Schedule Day 1 (Odd)

7:45-8:00	Students report to normal Homeroom
8:05-9:25	Exam 1
9:30-10:50	Exam 3
10:55-12:15	Exam 5
12:20-12:55	Lunch
1:00-2:20	Exam 7

Semester Exam Schedule Day 2 (Even)

7:45-8:00	Students report to normal Homeroom
8:05-9:25	Exam 2
9:30-10:50	Exam 4
10:55-12:15	Exam 6
12:20-12:55	Lunch
1:00-2:20	Exam 8

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include alternative learning methods and may require a modified learning schedule.
3. Students will be expected to participate in the alternative learning methods as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in the alternative learning methods will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child(children) to school if their child, siblings, or any other students living within the household exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Pope County Community High School

Parent/Student

1:1 Technology Initiative



Chromebook Agreement

PROCEDURES AND INFORMATION FOR STUDENTS AND PARENTS

The mission of the 1:1 Initiative at Pope County C.U.S.D. #1 is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student for use at school and possibly at home at the discretion of school administration. The device ensures that students can access educational resources throughout the school day. Every student that has a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Pope Co. C.U.S.D. #1 is preparing students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. It has been proven that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. One of the district's goals is to make measurable progress in closing the achievement gap for minority and low-income students. Pope County School is implementing the 1:1 Initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content. Finally, the device further prepares students for the use of technology in college/careers.

Use of Technology

All students in grades 9-12 will have access to Google Chromebooks for education use in school. The school administration will be responsible for issuing the Chromebooks to the students to take home. This document provides students and parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook, and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of school technology is a privilege and voluntary, and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in district's Student Handbook. Please see the Pope Co. C.U.S.D. #1 Acceptable Use Policy in the Student Handbook for more information.

Ownership of the Chromebook

Pope County C.U.S.D. #1 retains sole right of possession of the Chromebook. The district lends the Chromebook to the students for educational purposes only for the academic year. Additionally, the P.C.C.U.S.D. administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Receiving Your Chromebook

All parents/guardians are requested to read the Chromebook Agreement before a Chromebook will be issued to their student. All students must participate in a school orientation (Student Handbook) and will be able to pick up their Chromebook after they have turned in the signed agreement.

Returning Your Chromebook

End of year

**Before the last week of school, at the end of the school year, students will turn in their Chromebooks and chargers as well as carrying case. Failure to turn in a Chromebook will result in the student being charged the full \$350.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by the school or school designee.

Transferring/Withdrawing Students

**Students that transfer out of or withdraw from P.C.C.U.S.D. #1 must turn in their Chromebooks and chargers to the high school office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$350.00 replacement cost. Unpaid fines and fees of students leaving P.C.C.U.S.D. #1 may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the P.C.C.U.S.D.#1 technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot, therefore no additional virus protection is needed.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Parent/guardians are responsible for filtering and monitor any Internet connection students receive that is not provided by the school.

Software

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All student work is stored in the cloud. Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, tag code, and name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time at Pope County School. They are expected to take good care of it!

Repairing/Replacing Your Chromebook

The replacement cost of the Chromebook is \$350.00. The repairable cost could be lower, depending on the damage to the device. The school will not/cannot accept a replacement purchased at an external/3rd party provider to replace damaged/stolen items. In other words, you cannot replace a missing Chromebook or charger by purchasing a replacement at Best Buy or any other retailer.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. Please see the policy at the end of this document.

Using your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Loaner Chromebooks or another laptop may be issued to students when they leave theirs at home, or they have one that is being repaired. This will be at the discretion of the administration on a case by case basis. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. The loaner Chromebook will only be allowed to be taken home if the student borrowing it has a Chromebook that is being repaired. Again, this has to be approved by administration. Student and their parent/guardian is responsible for its safe return. If checking a out a Chromebook out because a student forget it at home, the loaner Chromebook **MUST BE RETURNED TO SCHOOL ON THE SAME DAY BORROWED.**

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.
- Violation may result in disciplinary action.

Background and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No inappropriate pictures or graphics can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sounds must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work should be stored in an Internet/cloud application. Students will not print directly from their Chromebooks at school unless told to do so by a teacher/staff Member.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable

storage device or by having multiple copies stored in different internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WIFI Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the internet. Students are bound by the P.C.C.U.S.D. #1 Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home may receive disciplinary action.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administration as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker.

General Precautions

- No food or drink should be next to Chromebooks; however, the school may designate acceptable use area(s)
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen
- Never Carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Identifying a Student's Chromebook

- All Chromebooks are labeled with a P.C.C.U.S.D. #1 tag which cannot be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school tag/logo or for turning in a Chromebook that is not a school device.

Chromebooks left unattended

Under NO circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen or damaged. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.

Proper Care and Handling of Chromebooks in the Classroom

Chargers

- Avoid bending the charger's cord at sharp angles.
- Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

Heat

- Always place your Chromebook on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper airflow to operate correctly.

Other

- Don't drop the Chromebook! This can break hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.
- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily.
- The school Chromebook is assigned to you for your use alone. Please don't allow others /to use your device while in use. **Remember you are responsible for any damage or misuse.**

Pope County High School Chromebook Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:

- This Chromebook Agreement in its entirety.
- Authorization for Electronic Network Access;
- That P.C.C.U.S.D. #1 owns the Chromebook, software, and issued peripherals.
- If the student ceases to be enrolled in P.C.C.U.S.D. #1, the student/parents will return the Chromebook in good working order or pay the full \$350.00 replacement cost of the computer or costs to fix damages. In addition, the student must also return the Chromebook, charger, and case. Students may be charged for the charger if it is not returned. Also, a report of stolen property with the local law enforcement agency will be filed by the school or school designee in the event that the Chromebook is not returned or paid for if damaged.
- In no event shall P.C.C.U.S.D. #1 be held liable to any claim of damage, negligence, or breach of duty.

Student Name (print): _____

Student Signature: _____

Parent/Guardian (print): _____

Parent/Guardian Signature: _____

For 1:1 Chromebook use, this form MUST BE returned to the office. If you opt out of Chromebook use, do not sign and return this form.

Pope County School District #1 Technology Sign-Off

The Pope County School District promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction. The school's computers and networks are provided for students to conduct research, to become proficient with technology, and to communicate with others. The technology is to be used by students in a manner consistent with the expectation of student conduct in the Pope County Community Unit School District.

Students will be held accountable for their behavior and any materials which they view, download, and/or produce. Appropriate disciplinary action will be taken against students who violate school rules governing the use of technology. The individual who logs onto a computer is responsible for all activities in that account. Therefore, students should not share passwords and log off the computer when finished using the computer. The use of technology is a privilege that carries with it responsibilities. Students will abide by district policies and rules of behavior. Students will use all reasonable efforts to avoid sites with inappropriate content and to immediately exit from such sites entered inadvertently. The following guidelines for the use of technology are not all-inclusive. A student who commits an act of misconduct which is not specified will be subject to disciplinary action. Illegal activities involving technology may also result in referral to law enforcement authorities. If a student chooses to bring their own personal electronic device (i.e.: Tablet, Laptop, Ipad, Smartphone, Kindle, etc.) they assume total responsibility for that device. The use of the device should only be used under the direction of the teacher for class work or projects. Students will be assigned on loan a computer to use. Students should maintain the device to the best of their ability and are responsible for it. Failure to maintain the device may result in revocation of privileges. When students are using technology, they will not:

- Use inappropriate, obscene, profane, vulgar, or offensive language.
- Use inflammatory speech, harass others, or attack others.
- Send, display, or download offensive messages or pictures affecting the learning environment.
- Use any electronic communications except those required by an instructor for a specific educational project. The communications are to be conducted under the immediate supervision of that specific instructor.
- Violate rules of copyright and shall assume that any software that they did not create is copyrighted.
- Use messaging service and electronic mail unless for a specific class project.
- Reveal their personal address or phone numbers, or those of other users.
- Use technology for any illegal activities.
- Access any unauthorized Internet sites as determined by school personnel.
- Misuse their access privileges and shall avoid impersonation, anonymity, or unauthorized sharing of security measures.
- Damage the systems by messages, physical abuse, viruses, or any other manner deemed improper.
- Violate policies and procedures of networks and systems linked by technology.

Violation of the provisions of this policy (or any reasonable rules and regulations established under this policy by a building principal) will result in the denial of technology access and/or other disciplinary action up to expulsion.

We have read and understand the content of the above Technology Policy.

Student Name (Please Print) _____

Student Signature _____

Parent/Guardian Signature _____

All students need to complete this form and return it to the office.

**VERIFICATION OF RECEIPT OF PARENT/STUDENT HANDBOOK
POPE COUNTY COMMUNITY HIGH SCHOOL
2022-2023**

Parents and Students,

In this handbook, the school submits to you the policies and procedures regulating student behavior and other information that will be of use throughout the school year. Please understand that the handbook is not all-inclusive and cannot cover every situation that will arise. We solicit your support and cooperation in helping us to see that these policies and procedures are followed in order that the forthcoming school year is as productive as possible.

In order for us to be assured that you have received a copy of the handbook, please sign and return this form as soon as possible.

Student Name (please print)

Student Signature

Date

Parent/Guardian Signature

Date

*****Please return this page to the office.*****