

# Belvidere High School

Student Handbook Addendum

2016-17



**BELVIDERE HIGH SCHOOL**  
**STUDENT HANDBOOK ADDENDUM**  
**2016-2017**  
1500 East Avenue, Belvidere, Illinois 61008  
[www.district100.com/BHS/](http://www.district100.com/BHS/)

<b>Telephone Numbers</b>	
<b>Main Office</b>	<b>815-547-6345</b>
<b>Attendance Office - To Report a Student Absence</b>	<b>815-547-3718</b>

<b>FAX Numbers</b>			
Main Office	<b>815-547-7304</b>	Athletic Office	<b>815-547-4547</b>
Student Services	<b>815-544-8669</b>	Attendance Office	<b>815-544-8661</b>

<b>Administration</b>	
Mr. Billy Lewis	Principal
Mr. James Friesema	Assistant Principal
Mr. Carl Hobbs	Assistant Principal/Athletic Director & Attendance
Mr. Brian Swanson	Assistant Principal/Special Education
Mr. Andrew Walters	Dean of Students
<b>Student Services (Assigned by Students Last Name)</b>	
<b>Social Work</b>	Leigh Ann Walbaum
<b>Psychologist</b>	Michelle Helgeson
<b>School Counselors</b>	
Mr. Jonathan Young	<b>A-G</b>
Mrs. Alicia Gomory	<b>H-PA &amp; ELL</b>
Mrs. Michelle Eklund	<b>PB-Z</b>

# Belvidere High School **2016-2017** Calendar

Senior (Class of 2017) Portraits .....	Monday, 8/08/16 – Friday, 8/12/16
Freshman & New Student Orientation, 6:30 - 7:30 p.m. ....	Tuesday, 8/16/16
<b>First Day of Student Attendance</b> .....	<b>Thursday, 8/18/16</b>
Student Pictures, 9th, 10th & 11th Grades .....	Thursday, 8/25/16 & Friday, 8/26/16
Labor Day (No School) .....	Monday, 9/05/16
Senior Picture Make-Up Date .....	Thursday, 9/08/16 & Friday, 9/09/16
Early Dismissal (1 Hour).....	Wednesday, 9/14/16
School Improvement Day (No School).....	Friday, 10/07/16
<b>Homecoming Dance</b> .....	Saturday, 10/08/16
Columbus Day (No School) .....	Monday, 10/10/16
Early Dismissal (1 Hour).....	Wednesday, 10/12/16
Student Pictures, 9th, 10th & 11th (Retakes).....	Wednesday, 10/12/16 & Thursday, 10/13/16
<b>BHS Parent/Teacher Conferences (4:30 – 8:30 p.m.)</b> - Full day of student attendance .....	Thursday, 10/13/16
<i>End of First Quarter</i> .....	Friday, 10/21/16
Early Dismissal (1 Hour).....	Wednesday, 11/09/16
Day before Thanksgiving (No School) .....	Wednesday, 11/23/16
Thanksgiving Day (No School) .....	Thursday, 11/24/16
Day after Thanksgiving (No School) .....	Friday, 11/25/16
<i>End of Second Quarter</i> .....	Wednesday, 12/21/16
<b>Winter Break</b> .....	Thursday, 12/22/16 – Tuesday, 1/03/17
<b>School Resumes</b> .....	Wednesday, 1/04/17
Early Dismissal (1 Hour).....	Wednesday, 1/11/17
Martin Luther King Day (No School) .....	Monday, 1/16/17
Early Dismissal (1 Hour).....	Wednesday, 2/08/17
<b>BHS Parent/Teacher Conferences (4:30 – 8:30 p.m.)</b> - Full day of student attendance .....	Thursday, 2/16/17
School Improvement Day (No School).....	Friday, 2/17/17
Presidents' Day (No School) .....	Monday, 2/20/17
Early Dismissal (1 Hour).....	Wednesday, 3/08/17
<i>End of Third Quarter</i> .....	Friday, 3/10/17
<b>Spring Break</b> .....	Monday, 3/27/17 – Friday, 3/31/17
<b>School Resumes</b> .....	Monday, 4/03/17
Early Dismissal (1 Hour).....	Wednesday, 4/12/17
School Improvement Day (No School).....	Thursday, 4/13/17
Spring Holiday (No School).....	Friday, 4/14/17
Mr. BHS Competition.....	Saturday, 4/29/17
<b>Prom:</b> Tebala Shrine Center (Rockford, IL) .....	Saturday, 5/06/17
<i>District #100 Community Scholarship Program for Seniors</i> .....	Tuesday, 5/09/17
<b>Last Day of Student Attendance</b> (subject to use of emergency days) .....	Monday, 5/22/17
<i>End of Fourth Quarter</i> .....	Monday, 5/22/17
Emergency Days (if needed) .....	Tuesday, 5/23/17 – Friday, 5/26/17
Emergency Day (if needed) .....	Monday, 5/30/17
Memorial Day (No School) .....	Monday, 5/29/17
Records Day * (subject to use of emergency days) .....	Tuesday, 5/31/17
 <i>Last Day of Attendance for Seniors (Class of 2017)</i> .....	 <b>TBD</b>
<i>Commencement Rehearsal (Class of 2017)</i> .....	<b>TBD</b>
<b>BHS Commencement Ceremony (Class of 2017)</b> .....	<b>TBD</b>

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Welcome to Belvidere High School. I am grateful and honored to serve as your Principal. The 2016-17 school year marks the 50<sup>th</sup> anniversary of the current Belvidere High School building. We are excited about all of the accomplishments and celebrations to come this year that will add to Belvidere High School's amazing tradition. We are committed to providing a safe environment, one in which students have the supports they need to grow in both their academic and social skills. Our dedicated staff members work to ensure that students develop the knowledge, work ethic, and confidence to be successful in high school as well as with their post-graduation plans. Parental involvement is as important as ever during the high school years, and we thank you for your active support of your child's education at Belvidere High School. Anytime you have questions or concerns, please let me know how we can support you by contacting me by phone at (815) 547-6345, or by email at [blewis@district100.com](mailto:blewis@district100.com).

Sincerely,

Billy Lewis  
BHS Principal

**Belvidere High School  
Mission Statement**

**The mission of Belvidere High School is to offer a quality and diverse education to all its students, challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.**

**STUDENT HANDBOOK ADDENDUM DISCLAIMER**

**Failure to read this handbook does not excuse students from the requirements and regulations described herein. This addendum may be amended during the school year without notice.**

## GENERAL INFORMATION

### ATTENDANCE POLICY

In accordance with The School Code of Illinois and in recognition of the responsibilities imposed upon parents, Belvidere High School/District 100 students shall attend school every scheduled school day. Illinois has a compulsory attendance law requiring students to remain in high school until they reach the age of 17. Daily attendance, timeliness to class, and participation are expectations and will increase the student's probability for successful performance, and foster the development of self-discipline and responsibility. When students graduate from BHS we want to know that they have received the best education possible. That can only happen when students are in attendance. ***School attendance is NOT optional.*** Conversely, absences, repeated tardiness and other truancies will have a negative effect on the student's overall classroom experience and grade. While makeup work can be completed, it does not equal lectures, discussion and classroom activities. Time missed from school can never truly be made up. ***Our goal at Belvidere High School is to have every student present, every day, for every class.*** We ask parents/guardians to cooperate with us on reaching this goal. Please make as many appointments as possible OUTSIDE of the school day.

If a student is absent from school, a parent or legal guardian must call 815-547-3718 (notes sent with the student are not accepted). ONLY a parent or legal guardian can request a student's absence from school or request any early release. Verbal communication between the parent and the attendance office must take place before a student is permitted to leave.

**The following guidelines govern student, parent, and school responsibilities regarding attendance.**

**Absences: There are two types of legitimate absences: parent excused and school excused.**

1. **A parent excused absence (EXE)** is one where the parent calls the attendance office to report a student ill or absent. Parent excused absences are limited to ten (10) days per year, and no more than (5) per semester. Any absences after (10) parent excused absences in the school year will be considered unexcused absences.
2. **School excused absences include:**
  - a. An absence verified by a doctor's note that is signed by the physician. If the note is faxed, it must be faxed from a physician's office – if altered, student will be subject to disciplinary action.
  - b. Immediate family emergency illness with written documentation from the doctor or hospital.
  - c. Illness at school excused by a school nurse.
  - d. Deaths and funerals for immediate family members; documentation from the funeral home must be submitted.
  - e. Funerals for close friends arranged in advance by a parent; documentation from the funeral home must be submitted.
  - f. Religious observances that are not available outside of school hours; documentation of the event must be submitted.
  - g. Court appointments and hearing with documentation.
  - h. College Visits: Students in grades 11-12 are allowed two college visit day per year; documentation must be submitted.
  - i. Job Shadowing: Students in grades 9-12 are allowed two job shadowing days per year; documentation must be submitted to the attendance office upon return.
  - j. Family vacations that must be approved by the principal two weeks in advance. Family vacation forms may be picked up in the attendance office.
  - k. The proper documentation for the excuses listed above must be provided to the attendance office within 24 hours upon return. Failure to do so may result in issuance of an unexcused absence.

3. **Unexcused absences** are defined as all absences not listed as excused absences. This includes all absences that exceed the ten (10) parent excused days as well as trancies. Truancy is an absence without parent or school permission.

**Unexcused absences include, but are not limited to:**

- a. Work/babysitting
- b. Car trouble
- c. Non-approved vacation
- d. Oversleeping
- e. Missing the bus
- f. Late call (parent called in later than 24 hours from the day of absence)

4. Suspension days issued by Administration are considered school-excused absences.

**Attendance Probation:**

The accumulation of five (5) or more absences in one semester is considered excessive. Students with excessive absences may be placed on attendance probation. All subsequent absences that are not excused by administration will be considered unexcused and truant. Likewise, excessive tardiness can also be considered a form of truancy. Students with excessive tardies may also be placed on attendance probation. Any student who is on attendance probation will not be permitted to participate in school-excused functions or activities during school hours. This includes, but is not limited to, assemblies, field trips, athletic events and early release for travel to athletic events. In addition, students who are on attendance probation may not be allowed to attend dances or other extra-curricular events that occur outside of the normal school day.

**Truancy/Class Cut**

**Students who are truant for one or more periods may be assigned the following consequences, including but not limited to:**

1. Lunch Detention
2. Loss of Good Standing Points
3. One (1) hour detention
4. Two (2) hour detentions
5. In-school suspensions
6. Out-of-school suspensions
7. Conference with a school counselor, teachers and parents
8. Conference with an assistant principal
9. Exclusion from school field trips
10. Loss of parking permit
11. Loss of extra-curricular participation
12. Referral to alternative education
13. Juniors & Seniors involved in truancy may lose privileges such as early release and late start.

**Tardies:**

Student punctuality is an important component in overall school success. Students at Belvidere High School are expected to be prompt and on-time to every class. Students are expected to arrive to class within five minutes after being dismissed from their previous class. With teacher permission, students may have additional time to use the bathroom; go to their locker or offices, etc. without being escorted by hall monitors. With this provision, it is expected that all students will be on time to class and there is NO reason for tardiness.

Students arriving to class after the teacher has begun instruction can be considered a **Disruption to the Learning Environment**. A student is recorded as tardy when he/she has arrived without permission once classroom instruction has begun. The teacher will meet with the student, will contact parents/guardians, and may assign a consequence if necessary before issuing an office referral. Excessive tardies as determined by administration will be handled collaboratively between the teacher and the Intervention team.

### **Buc Club**

Students will be assigned a Buc Club that will meet on a regular basis. Students will remain with their club and staff member advisor for a four-year period. Time will be spent on a variety of educational activities.

Late entry/early release students are required to attend BUC Club unless written permission has been granted by the administration.

### **MAKE UP WORK**

**Make-up work due to an excused absence is the responsibility of the student.** Students should consult teachers as to work missed due to absence. **In general**, unless a student has an extended illness they will be given the same amount of days to complete make-up work as they were absent, *plus one day* (n+1; if a student was absent 2 days, the student is allowed an additional three days to turn work in). Students whose make-up work is not completed within the required time may be given a failing grade for that work.

**Make-up work due to a suspension is the responsibility of the student.** All work must be turned in upon return unless prior arrangements have been made with an individual teacher. Pre-dated assignments, term papers and projects are required to be submitted by original date assigned regardless of any type of planned or unplanned absence.

**Students absent for one day or less should contact teachers for make-up work upon returning to school.**

Parents may request assignments for students who are **absent two or more days by contacting Student Services**. We require twenty-four hour notice for teachers to prepare make-up assignments and work must be requested in three-day increments. Upon completion and return of previous work, up to three more days' worth of work can be requested. Assignments may not be available from all classes. Some work cannot be completed outside the classroom. In some cases, students may be required to make up missed work before or after school.



## **BUILDING/GROUNDS ENTRY/EXIT - TIMES AND ENTRANCES**

Students will be scheduled for no fewer than seven (7) consecutive periods and will not be permitted to leave campus during this scheduled time without permission from a school administrator or by signing out with permission through the attendance office. Students will be required to show their current Belvidere High School identification card to gain access to the school building. Students are not to be in the building prior to 7:30 a.m. or after 3:15 p.m., unless they are attending tutoring in the library, working with a teacher/coach, have administrative approval, or are involved in planned extra-curricular activities and/or practices. Students attending one of these approved before/after school activities are expected to **remain in the assigned location of the activity** until it ends and/or their ride arrives. Students found loitering in the building before or after these times or are found in some other part of the building that is not the location of their activity will be subject to disciplinary consequences.

On early dismissal days, students must exit the building and grounds within 15 minutes of dismissal. Failure to do so may result in trespassing.

Students who are arriving from the student parking lot or bus drop off should enter through Exit #34. Any student arriving after 8:05 a.m. **MUST** check in with the attendance office.

## **CLOSED CAMPUS**

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day and are to be in attendance in classes and present during passing periods according to their current and approved class schedule. **The expectation is that once a student is at school, he/she will remain at school unless given administrative permission to leave.**

## **CLOSED CAMPUS PROCEDURES**

Students committing repeat offenses of Closed Campus/Unauthorized Area are subject to the following consequences which will include, but are not limited to:

1. Administrative conference with student
2. Unexcused absence from class
3. Loss of Good Standing Points
4. Behavioral intervention
5. Office referral for one (1) or two (2) hour detentions.
6. Administrative conference with student and parent/guardian.
7. In-school-suspension
8. Behavioral contract
9. Loss of parking permit with no refund
10. Issuance of truancy ticket by Student Resource Officer

Students who are 18 must still adhere to attendance policies and procedures expected of all students.

**Due to it being a severe security risk, any student admitting another individual into the building will receive disciplinary consequences up to and including suspension.**

## COMPUTER USE POLICY

### Cyber-Bullying

Is considered the use of electronic means to torment, threaten, harass, humiliate, embarrass or otherwise target another individual. Cyber-bullying will not be tolerated, and all reported incidences of cyber-bullying will be investigated and addressed.

### DANCES

1. Students attending Belvidere High School dances may not leave the building/facility during the dance. In the event a student leaves, permission to re-enter will be denied.
2. Display of a valid Belvidere High School identification card is required when paying admission.
3. Middle school students will not be admitted.
4. All behavior and disciplinary policies are strictly enforced for students and guests.
5. All non-Belvidere High School students are required to complete the dance contract form and must be under the age of 21.
6. The annual high school prom is reserved for juniors and seniors and their invited guests. No freshmen will be permitted at the prom.
7. Students must be in **Good Standing** to attend dances and other extra-curricular activities.

### DRESS CODE

Students are to be appropriately dressed when attending school and school-sponsored activities. Students and parents must recognize that school is a learning environment and is not the place for certain clothing articles/styles. Extremes in grooming and dress which violate the safety and health or which interrupt the educational process are not allowed. Students wearing clothing that is disruptive to the learning environment will be required to change clothing. The determination of a violation is at the discretion of the BHS staff and administration. Failure to comply when asked to change will be considered insubordination and will result in appropriate consequences.

#### *Goals of the Dress Code*

- Create an environment conducive for learning.
- Educate students for success and professionalism.
- Build self-pride and self-esteem.
- Create a safe and secure school environment.
- Educate the students that school is a student work site and some attire is not appropriate in a work environment.

#### Specific Dress Requirements:

- Hats/headwear (including hoods, bandanas and sunglasses) will not be worn or visible between 7:55 a.m. and 2:55 p.m.
- Clothing/shoes cannot be inappropriate, revealing, or at a length that draws unnecessary attention.
- Clothing, jewelry, and body markings of any type which displays pictures, emblems, or writing that is lurid, sexually suggestive, offensive, vulgar, obscene, or implies reference to drugs and/or alcohol, etc., will not be allowed.

**During “dress-up days” such as during Homecoming or Spirit Week, attire must adhere to the school dress code policy. Any deviation must be approved in writing.**

Students wearing clothing that is disruptive to the learning environment will be required to change clothing and will sign a revised dress code agreement.

## **ELECTRONIC DEVICES/UNAUTHORIZED ITEMS**

Students are not to bring the following or similar items to school unless specifically authorized by school personnel for educational purposes: laser pointers, radios, glass containers, glow sticks, glow in the dark paraphernalia, pacifiers, or items not having a particular school purpose.

**Students are not permitted to operate personal electronic devices, portable radios, CD players, iPods/MP3 players during instructional school time.** Students may listen to iPods in the cafeteria and may be allowed to do so in the classroom *at teacher discretion*. **In addition, cell phones and/or electronic devices may not be used during instructional time.** *Students may only make/receive phone calls in one of the offices with administrative approval.*

If a student uses a device during instructional time and it is disruptive to the educational process, the student may lose cell phone privileges *and receive a deduction of Good Standing points*. The device may also be confiscated by the teacher to prevent further class disruption for the class period. Any lack of compliance will be treated as insubordination and further consequences will be assigned. This will include, but is not limited to: office referral and conference with administrator, parent conference with administrator and student, loss of privileges, submission of electronic device to office at the start of every school day.

Using a cellular phone, video recording, camera or other electronic device during school hours to record video, photos, or audio is strictly prohibited. Any student found in violation of this policy shall be subject to suspension or expulsion by the Board of Education. (For further information, see District 100 Handbook, p. 10). ***In addition, using a cell-phone or other electronic device to take pictures and/or video and posting it to the Internet is a violation of privacy and may result in a suspension, deduction of student points, possible legal consequences, and requirement to turn in cell phone to the office at the beginning of every school day.***

Belvidere High School **will not** be responsible for lost or stolen items.

## **EMERGENCY DRILLS**

### **Fire Drills**

Fire drills are conducted periodically and students **MUST** follow instructions posted in each room regarding procedures for exiting the area. All students are required to vacate the building during a fire drill and stay with their teacher.

### **Storm Drills**

Warning for a tornado or tornado drill will be given via the tornado alarm. Students **MUST** follow instructions posted in each room concerning the assigned area of safety. Students are to observe all directions of the teachers. During a tornado or tornado warning, students are not to leave the building. In case of a tornado, only parents may come to the school and sign out their children. The parent must report to the main office and school officials will locate the student.

### **Bus Drills**

School bus evacuation drills are conducted annually for all students. Every student should become familiar with both the proper safety regulations when riding the bus and the location and operation of emergency evacuation doors since most students are using bus transportation for rides to and from school, field trips, and athletic and extra-curricular activities.

## **Lock Down Drills**

Lock down drills will be conducted during the course of the school year. These drills are designed to prepare faculty and students for emergencies that may arise in the event of an unsafe school situation, such as an intruder. Students are to remain in their classroom and remain silent. They are to follow their teacher's specific directions. Students will be assigned to locations in the classroom where they cannot be seen from the hallway. Instructors will lock their classroom doors.

## **FEES AND TEXTBOOKS**

Students are charged at the time of registration for consumable materials, course supplies, class dues, and textbook/workbook rental. Registration fees include entry into all District 100 home athletic events, except tournaments. Student ID must be shown for entry into events.

Registration fees for the 2016-2017 high school school year do not include fees for music cleaning, Behind-the-Wheel Driver Education, student parking, athletics, and other club/school activities.

Chorus/Band Cleaning: \$10.00 per course

Behind-the-Wheel: \$400.00

Student Parking: \$100.00

Athletic: \$75 per sport (first two sports only, third sport is free)

Any textbook that was issued by a teacher must be returned at the end of the course. Students will be charged replacement costs for lost or stolen books. If the teacher determines that the book has been damaged due to misuse, a fee will be charged for the damage.

Students whose parents qualify for free or reduced lunch according to the federal government guidelines may qualify for a waiver of school fees. This waiver does not include the standard PE uniform, parking permit fees, or fines. Forms and information are available from the main office at the high school

## **GOOD STANDING STATUS**

Students are considered to be in good standing if they meet the following criteria:

1. Have maintained at least 70 Good Standing Points

Students who are not in good standing may be restricted from attending dances, field trips, extra-curricular events/activities such as athletic events and the like. Athletes who are not in good standing may be restricted from participating in athletic events. Students involved in clubs and/or other extra-curricular groups may be restricted from participating in events. Students can earn back Good Standing points by meeting with their Assistant Principal and establishing a Good Standing contract.

Students that are in Good Standing are able to access most athletic events and school-sponsored activities. Other celebrations and activities occur throughout the year to reward students that remain in Good Standing.

## HEALTH SERVICES

A student who becomes ill or is injured **MUST** report to the office of the school nurse. The school nurse will determine if the student should be released from school. The school nurse will notify the parent/guardian before the student is released. Any student leaving the school, for reasons of illness or injury, without authorization by the nurse or the administration, shall be considered unexcused and in violation of the closed campus policy. The school nurse, before authorization of the excuse, must process all physical education medical excuses. Except in emergencies, a student must have a pass from a classroom teacher in order to see the nurse during the school day. Our school medication policy follows the recommended guidelines from the Illinois Department of Public Health and Illinois State Board of Education. It states that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. This includes both **PRESCRIPTION AND ANY OVER-THE-COUNTER (OTC) MEDICATION**.

Please see 2016-2017 District Handbook, for detailed guidelines for medication administration.

## LOCKERS

Student lockers are assigned **ONLY for use of the student receiving the assignment**. Students should not share lockers or combinations. Students must keep the locker locked and are not to keep valuables in the locker. Students are responsible for damage to their assigned lockers. Lockers are the property of the school and may be searched by the administration at any time. **Items left in lockers at the end of the year or after a student withdraws from school may be discarded at the discretion of school personnel**. Students with locker problems should report the issue to Student Services.

## LOST AND FOUND

Lost and found items are collected in the main office. When claiming items, students will need to provide an accurate description of the missing article. At the end of each quarter, unclaimed items will be boxed and donated to the Salvation Army or other charitable organization.

## SCHOOL BUS REGULATIONS

Students who use the district's contracted transportation service are expected to know and observe standards of conduct determined by the School Code of the State of Illinois and Belvidere Community Unit School District #100. These guidelines are available to students and parents in the District #100 Student/Parent Handbook (pp 9-10). Students who violate the rules for bus riders are subject to detention, in-school suspension, suspension from school, and loss of riding privileges. The bus driver has complete authority and responsibility for the safety and behavior of passengers.

## SCHEDULE OF CLASSES

The School Code of the State of Illinois requires that students be scheduled for a minimum of 300 minutes of class time each school day. Belvidere High School requires a minimum class load of six credit courses and a study hall (seven credit courses may also be taken without a study hall) and a lunch period. All students are required to eat lunch in the cafeteria of Belvidere High School and remain in the building until the end of their schedule.

## CAFETERIA DINING AREA

Students will form orderly lines in the corridor near the serving areas. All students are required to eat and remain in the cafeteria or the quiet café during their scheduled lunch periods. This regulation applies to those students who bring lunches as well as those who purchase their lunches. *No food or drink may be taken outside of the cafeteria with the exception of water. Students are **not permitted to go home/out for lunch or have lunch delivered to school by a restaurant or a parent.***

Any student planning, starting, or participating in a food fight or any other cafeteria disturbance will be suspended and subject to expulsion for up to two calendar years.

Students must have passes from the teacher to report to areas outside the cafeteria during lunch. The passes need to be issued prior to the lunch period.

### **FOOD IN OTHER AREAS**

Food and beverages are not allowed in classrooms, hallways or library. Food should be kept in designated areas such as the cafeteria. On occasion, and with administrative permission, classes may have educationally related classroom activities that involve food. Due to student allergy concerns, all classroom food needs to be approved by the school nurse. With proper documentation, individual students may be allowed to have food with them.

### **SCHEDULE CHANGES**

All requests must be in writing and received before assigned deadlines at the beginning of the semester. No requests for schedule changes will be accepted after the deadline. Year-long courses may not be dropped at the end of the semester.

### **STUDENT IDs AND PASSES**

By Illinois State Statute, students are required to have their current school issued student ID on their person while at school. When asked by an adult, students will be required to show their current ID. Students without an ID will be issued up to two (2) temporary IDs. After being issued two (2), a new ID will be issued and the student will be charged \$5.00 and may lose three Good Standing Points. Students IDs will be necessary when attending school activities, eating in the cafeteria, use of the media center and computer use.

### **STUDENT PLANNER**

Students are issued a Planner each school year at the beginning of the year. Replacement Student Planners may be purchased in the Main Office for \$5.00.

### **STUDENT RE-ENROLLMENT**

In compliance with the School Code of the State of Illinois, Belvidere High School shall deny re-enrollment to any child above the age of nineteen years who has dropped out of school and who could not, because of age and lack of credits, attend classes during the normal school year and graduate before his/her twenty-first birthday.

### **STUDENT NOTIFICATIONS**

Students will not be called to the telephone during school hours, except in case of extreme emergency. Messages for students will not be delivered to the classrooms except in an emergency. This is necessary in order to avoid undue interruption in the classroom.

### **PHONES – USE OF**

Students will be allowed to use phones in the main offices before school, during passing periods, or after school for emergency purposes only. Students who, for emergency purposes, need to use the phones at other times, including during the lunch period, must have a valid hall pass.

## **VEHICLE AND PARKING LOT REGULATIONS**

1. A motor vehicle operated by a student on Belvidere High School property must have an official school registration permit properly displayed. Students who fail to purchase or display a permit may have their vehicle immobilized or towed; fines imposed, and/or face school disciplinary action. The parking permit may be purchased in the main office at the cost of \$100.00. Students must show proof of a valid driver's license to obtain a parking permit.
2. Student motor vehicles must be parked in the student parking lot on the south side of BHS. Exceptions may be made at the discretion of the building principal. A student who parks a vehicle in any area other than the student parking lot will be issued a warning for the first violation. A second violation of the parking regulation will cause the vehicle to be immobilized or towed and a fine imposed. The student may be prohibited from parking or operating any vehicle on Belvidere High School property for a minimum of thirty (30) days.
3. All vehicles will be locked while parked in the student lot.
4. Students are prohibited from loitering in the student parking lot.
5. Vehicles are to be parked immediately after entry to the student lot. Students who enter, leave, re-enter, or drive around the property will be denied the privilege of operating a vehicle on the school grounds for a minimum of thirty (30) days.
6. The maximum speed limit on Belvidere High School property is fifteen (15) miles per hour.
7. Students who drive in a reckless manner on Belvidere Community Unit School District #100 property will not be permitted to operate a vehicle on the property for the remainder of the school year.
8. While vehicles are parked on Belvidere Community Unit School District #100 property, students may not display items in or on their vehicles, which are gang/secret society related, racially inflammatory, or otherwise offensive. Violations may result in revocation of the parking permit and other disciplinary action.
9. Student parking privileges may be denied or revoked, at administrator discretion, for disciplinary consequences.
10. **Belvidere High School is not liable for theft from or damage to vehicles parked in the school parking lot.**
11. All vehicles parked on District #100 property are subject to search by school personnel.

## **VISITORS**

**Students are not permitted to bring visitors to school.** Only those people with legitimate business at school will be allowed entry. Parents are always welcome, and upon arrival, must register at the main office, and be issued a visitor's pass. Other than normal office visits, all visitors will be asked to provide a photo ID before being issued a visitor's pass/entry into the school. Upon exiting the building, visitors will return their visitor's pass at the main office in exchange for their photo ID. Parents who wish to visit a classroom must make arrangements to do so through the office of the principal at least one day prior to the visit.

## **WORK PERMITS**

District #100 will issue work permits to students who are within the guidelines of the Department of Labor and who present the following information to the receptionist in the main office at Belvidere High School:

- Birth Certificate
- Social Security card
- Parental statement giving their son/daughter permission to work
- Statement from employer describing the work the student will perform

**The student must have a job before a work permit is issued.**

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

<b>Classes of 2016, 2017, and 2018</b>	
<b>English</b> English 9 (1 credit) , English 10 (1 credit) , English 11 (1 credit), and English 12 (1 credit) or English Electives (1 credit)	4 Credits
<b>Social Studies</b> US History (1 credit), Government (.5 credit), enrollment in World Studies, and Social Studies elective (.5 credit)	2 Credits
<b>Mathematics</b> Student must earn 3 credits of math. One of the credits needs to be Algebra and one needs to be Geometry.	3 Credits
<b>Physical Education</b>	3 Credits or qualify for a Physical Education Waiver
<b>Science</b> Biology (1 credit) and Science Elective (1 credit)	2 credits
<b>Health</b>	.5 Credit
<b>Consumer Education</b>	.5 Credit
<b>Driver's Education</b>	.5 Credit
<b>Electives</b> One credit must be earned from Fine Arts, World Language, or Career and Technical Education	8.5 Credits
<b>Total Credits Required for Graduation</b>	<b>24 Credits</b>



## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

<b>Class of 2019 and 2020</b>	
<b>English</b> English 9 – Writing Intensive (1 credit), English 10 (1 credit), English 11 (1 credit), and English 12 (1 credit) or English Electives (1 credit)	4 Credits
<b>Social Studies</b> US History – Writing Intensive (1 credit), Government (.5 credit), enrollment in World Studies, and a Social Studies Elective (.5 credit)	2 Credits
<b>Mathematics</b> Student must earn 3 credits of math. One of the credits needs to be Algebra and one needs to be Geometry.	3 Credits
<b>Science</b> Student must earn 2 credits of science	2 credits
<b>Career Education</b>	.5 Credit
<b>Health</b>	.5 Credit
<b>Consumer Education</b>	.5 Credit
<b>Physical Education</b> Credits earned count toward elective requirement	Student must be enrolled each year of high school
<b>Electives</b> One credit must be earned from Fine Arts, World Language, or Career and Technical Education	11.5 Credits
<b>Total Credits Required for Graduation</b>	<b>24 Credits</b>

### **MAKE-UP CREDIT**

Summer school or correspondence classes will only be accepted for high school credit if the student has failed the class or there is a lack of credits to graduate. The student must see his/her counselor in order to take a correspondence class or to attend summer school.

### **GRADING SYSTEM**

Grades are symbols that represent levels of academic achievement. The symbols used by Belvidere High School are:

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

### **PROFICIENCY SCALES**

Proficiency scales are occasionally used to reference a student's level of achievement for a particular academic skill or level of knowledge. While level descriptors for levels 1 through 4 will vary by specific skill, basic definitions are as follows:

4-Exceeds standard

3-Meets all aspects of standard

2-Approaches standard

1-Attempts standard

### **PROGRESS REPORTS**

Students will receive a progress report **WEEKLY** that indicates their current academic progress. These progress reports (IPR) are also used to determine athletic eligibility and need for academic interventions. Progress reports will be mailed home in place of the IPR at the end of each quarter.

### **REPORT CARDS**

At the end of each semester, report cards are issued to the students for the purpose of informing the parent(s) of the student's academic progress.

### **HONOR ROLL**

Belvidere High School identifies two levels of honor roll students. Those students meeting the following criteria are listed as either honor roll or high honor roll students. To be eligible for the honor roll, a student must have a 3.0 grade point average and not have any "D" or "F" grades. To be eligible for the high honor roll, a student cannot have a grade lower than an "A."

### **HONOR GRADUATES**

Graduating seniors who have excelled in scholarship are recognized during the annual commencement exercises as honor graduates. Each honor graduate is presented with a gold medallion as a token of his or her achievement. The seniors who rank first in the class with perfect 4.0 grade point averages **after seven (7) semesters** graduate Summa Cum Laude-with HIGHEST honors. The seniors who have grade point averages of

3.75 or higher after **seven (7)** semesters graduate Magna Cum Laude-with HIGH honors. And the seniors who have grade point averages of 3.5 or higher after **seven (7)** semesters graduate Cum Laude-with honors.

### **NATIONAL HONOR SOCIETY**

The National Honor Society Chapter of Belvidere High School is a chartered and affiliated chapter of this prestigious national organization, which is sponsored by the National Association of Secondary School Principals. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students in the 11<sup>th</sup> and 12<sup>th</sup> grades are eligible for membership. For the scholarship criterion, a student must have an accumulative grade point average of 3.0 or better on a 4.0 scale. (Preference will not be based on a student's GPA as long as they have reached the required 3.0 criterion.) Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. This form can be found on the [www.district100.com/BHS/](http://www.district100.com/BHS/) website. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership (any negative references such as cheating may disqualify a candidate). A majority vote of the council is necessary for selection. Candidates are notified regarding selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes attendance at chapter meetings during the school year and participation in the chapter service projects.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser at Belvidere High School.

### **HIGH SCHOOL RESUME**

In order to simplify the completion of college applications, financial aid forms, scholarship applications, and National Honor Society forms, students and parents should begin to keep track of the student's various activities during the freshman year. Recording school activities, community service work, church activities, and work experiences into a "High School Resume" will make filling out these forms and applications much easier and less time-consuming.

### **SCHOLARSHIPS AND FINANCIAL AID**

Scholarship and financial aid information may be obtained from the Student Services office. A special honors assembly is scheduled during May to honor senior students and announce scholarship recipients. The public is cordially invited to attend the ceremony.

## **TRANSCRIPTS AND STUDENT RECORDS**

Students may request that their official school transcript be sent to a college, university, or employer. The first request will be sent free of charge. However, there is a fee of \$2.00 for each additional transcript. The Student Services department will handle the requests.

Temporary student records will be kept for five (5) years after graduation or permanent withdrawal, and then destroyed. Notice is hereby given that students desiring copies of temporary student records must contact the school within this five-year period. Permanent student records will be kept at the district's central office for sixty years after graduation or permanent withdrawal and destroyed after sixty years.

### **ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

1. Prior Semester—a full-time student earns academic eligibility to participate in activities by passing five courses. Grades earned in the eighth grade are not considered in determining eligibility; therefore, ninth graders are eligible to participate in the fall session. In addition, the student must have a 2.0 grade point average from the prior semester. The 2.0 grade point average from the prior semester can be waived for one semester by the building principal based upon a recommendation from a teacher or administrator indicating, to the building principal's satisfaction, that the student has made proper diligence to obtain a 2.0 grade point average but due to some unusual circumstances is unable to do so. The building principal can condition this waiver upon any factors that he/she deems reasonable including but not limited to: tutorials, counseling or other services intended to increase the grades of the student. The building principal cannot waive the 2.0 requirement for two consecutive semesters.

2. Current Semester

- a. Eligibility will be checked on a weekly basis.
- b. A student who is reported failing one class will remain eligible while attending the district's tutorial program. The student must attend two tutorials per week until a passing grade is reported by the classroom teacher.
- c. A student who is reported failing two classes will remain eligible while attending the district's tutorial program. The student must attend four tutorials per week until a passing grade is reported by the classroom teacher. After one week, if the student is still failing two classes, the student will become ineligible until one of the two failing grades are reported as passing.
- d. A student who is reported failing three classes will be ineligible to participate in activities. The student must attend five tutorials per week until eligible.
- e. Failure to provide proper documentation of tutorial attendance will forfeit one's opportunity to regain eligibility the following week. Tutorials are mandatory. The student will be required to make up any missed tutorials if due to excused absence from school.
- f. If a student becomes ineligible to participate in activities, the student may be allowed to practice under direct supervision of the coach. The student will be prohibited from competition and will not be permitted to travel with the team.

3. Students Receiving Special Education Services, 504 Accommodations, or who have other recognized learning problems

- a. Special Education Students—Individual Special Education students may be exempted by the local school multi-disciplinary educational team when it is determined that failure to meet the academic eligibility requirements is a direct result of the handicapping condition. Such a determination by the multi-disciplinary educational team is to be reported immediately to the building principal who will then certify the student's eligibility to participate in extracurricular activities. Special education students may

continue to participate in the activities once a request is made to the building principal to convene the multi-disciplinary educational team.

- b. Students on an approved 504 Plan—Individual students on an approved 504 plan may be exempted by the local school 504 team when it is determined that failure to meet the academic eligibility requirements is a direct result of the handicapping condition. Such a determination by the 504 team is to be reported immediately to the building principal who will then certify the student's eligibility to participate in extracurricular activities. Students may continue to participate in activities once a request is made to the building principal to convene the 504 team.
- c. Other Recognized Learning Problems—Individuals with other recognized learning problems may be exempted by the building principal when it is determined that failure to meet the academic eligibility requirement is a direct result of the other learning problems.

### **Sportsmanship**

The administration of Belvidere High School reserves the right to determine what types of behaviors, including those not mentioned in this book, will be restricted at school sponsored activities. Expected behaviors are as follows:

1. Students are to follow all rules that are in effect during the school day, after school or weekend activities.
2. During the National Anthem, **hats are to be removed and all are to face the flag and either sing or remain quiet until the end of the anthem.**
3. Proper language is to be used. No swearing or language which is offensive to others will be tolerated. High school events are a family activity. Individual and group vulgarity is unacceptable, as is verbal harassment and booing of players, coaches and officials. Students may not direct any gestures, or inappropriate sayings, etc. to any specific player by name or number.
4. Obscene gestures are not acceptable.
5. Dangerous and boisterous behaviors, such as pushing, shoving or fighting and passing of students are not acceptable.
6. Throwing of objects, even toilet paper, at fellow spectators, band members, cheerleaders, officials, players, or onto the playing surface is unacceptable and could result in an injury or the team being penalized by the game official.
7. Work together with cheerleaders for positive cheers and avoid derogatory behaviors and obscene, degrading or elitist cheers. Do not try to disrupt the opposing cheerleader activities or routines with chants, turning your back, etc.
8. After the game, do not tease or belittle the opponent in any way, and be pleasant and gracious to everyone.

\*\*This applies to all events/activities both home AND away.

### Consequences for poor sportsmanship are as follows:

1<sup>st</sup> offense: Removal from the game and 10 subsequent athletic events

2<sup>nd</sup> offense: Removal from the game and all athletic events for one calendar year.

## STUDENT CONDUCT

### **PLAGIARISM/ACADEMIC DISHONESTY**

Belvidere Community Unit School District #100 does not tolerate, in any form, plagiarism or theft of intellectual materials.

**Academic dishonesty** occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Belvidere High School standards. Students will not use dishonest methods to fulfill academic expectations and responsibilities. Students who have questions about this procedure or any procedure should ask their teachers.

Academic dishonesty includes but is not limited to:

1. Submitting another student's work as one's own work.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Receiving test questions or answers from a member of an earlier class.
4. Providing test questions or answers to a member of a later class.
5. Copying from another student's test, or allowing another student to copy during a test.
6. Talking to another student during a test as well as signaling a response.
7. Using materials that are not permitted during a test.
8. Copying, or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test for which credit is given.
9. Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test.
10. Falsely claiming illness to avoid the due date on which a paper, project, report, or presentation is due, or test is given.
11. Tampering with a grade book.
12. Using electronic device to obtain or transmit test information. Cell phones should not be used or visible in testing situations.

**Plagiarism** is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing a passage without documentation). Whenever students have questions they should ask their teachers.

### **Disciplinary Consequences for cheating/plagiarism**

#### **1. First Offense**

A. Parents are contacted by the teacher and the student may:

1. Receive a zero on the assignment
2. Be assigned an alternative assignment for reduced credit
3. Re-do the assignment

B. Teacher writes a referral and administrator meets with student to discuss further school consequences. Disciplinary consequences may result in up to a suspension.

## **2. Second Offense**

- A. Student may receive a zero, and a conference with teacher, parent, student and administrator is required.
- B. If the second cheating or plagiarism offense occurs in an AP class, regardless of where the first offense occurred, the student will be withdrawn and placed in an appropriate academic class.

## **3. Third Offense**

- A. Student may receive a zero on the assignment, and a conference with teacher, parent, student and administrator is required.
- B. Upon the third cheating or plagiarism offense, the student will fail the class, be withdrawn, and placed in a study hall for the remainder of the semester.

The above penalties will be cumulative per class, per year.

Students who have violated the cheating policy will endanger membership in NHS and eligibility for scholarships and/or awards

## **CLASSROOM PROCEDURES**

- A. Acts of disruptive student behavior which interfere with the learning opportunities of students or teaching opportunities of teachers will be processed as follows:
  - 1. First disruptive act: The teacher will meet with the student privately. The teacher will contact the student's parent/guardian. A classroom detention may be issued.
  - 2. Second disruptive act: The teacher will call or inform the parent in writing of the misconduct. The student will be referred to the office of an assistant principal.
  - 3. Third and subsequent disruptive acts: The teacher shall refer the student to the office of an assistant principal.
- B. Any major incident of disruptive student behavior such as fighting, vulgarity, vandalism of property, or other acts of gross misconduct and gross insubordination is cause for immediate referral of the student to the office of an assistant principal for disciplinary action.

## **DISCIPLINE-P.E. NON-DRESS**

**Students are expected to dress every day for their physical education class.**

Uniform Requirements:

- All students are required to wear the Belvidere High School PE uniform.
- Tennis shoes and socks are required. Students are not allowed to wear boots, sandals or dress shoes to class.
- There is a deduction of 5 points per day for any part of the uniform that is improper.
- Sweatshirts and/or sweatpants are acceptable as long as the uniform is worn underneath.
- Students are not allowed to wear shorts over their PE shorts.
- Students are not allowed to wear their school clothes underneath the PE uniform.
- Uniforms can be purchased from the PE department (shirts, \$10/ shorts, \$10).
- PE rental clothes are available in the PE office for 25 cents per item. This will be charged out as a student fine.

~Failure to dress for PE will result in an office referral for insubordination and a zero for the day.

~Any student athlete that doesn't dress for PE on the day of a game will not be allowed to participate in that day's game.

A pattern of failing to dress for PE may result in a failing grade for the entire quarter. Students may receive a failing grade of "F" for the quarter on their 4th non-dress. If the student has no other non-dresses during that quarter, the "F" will be counted as a fifty percent (50%).

All non-dresses will be communicated to the parents and will be documented by the teacher.



## STUDENT BEHAVIOR

### Prohibited Student Conduct

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

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

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to

the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

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

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

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

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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

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

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

### **Gang & Gang Activity Prohibited**

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

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

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

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

## STUDENT POINT DEDUCTIONS AND RESULTING CONSEQUENCES/INTERVENTIONS

Student point deductions will be cumulative throughout the entire school year. Deductions in Good Standing points will result in specific consequences/interventions.

3-15 Points deducted = One hour after-school detention(s)  
Two hour after-school detention(s)

15-30 Points deducted = One day of In School Suspension  
Two days of In School Suspension  
Referral to Intervention team for behavioral support

33-50 Points deducted = 3+ days of In School Suspension  
1-2 days of Out of School Suspension  
Referral to Intervention team for behavioral support  
Conference with parents, assistant principal, counselor

51-75 Points deducted = 3-5 days of Out of School Suspension  
Behavioral Contract at building level  
Conference with parents, assistant principal, counselor

75-100 Points deducted = 5+ days of Out of School Suspension  
Behavioral Contract at district level  
Conference with parents, assistant principal, counselor  
Possible expulsion/alternative educational placement

**Students may earn points back by consulting with the administration. This is not automatic**

Alternative consequences may be appropriate for students with IEPs, behavior plans, case studies pending, outside agency involvement, 504 plans pending, and being referred to diagnostic teams.

## **CONDUCT CODE DEFINITIONS**

**Assault (Verbal):** Using language in a confrontational, threatening, or intimidating manner.

**Battery (Physical):** Use of force causing bodily harm to another person, but not mutual combat.

**Bullying:** Bullying occurs when a person intentionally injures, demeans, humiliates, or isolates another through physical contact, words or other means repeatedly and over time.

**Classroom Suspension:** One period of in-school suspension served during regular school hours.

**Closed Campus Violation:** Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day and are to be in attendance in classes and present during passing periods according to their current and approved class schedule. Students are not to leave the school building during classes or during passing periods unless permission to leave is granted by a Principal, a designee, or is otherwise excused.

**Cyber-Bullying:** The use of electronic means to torment, threaten, harass, humiliate, embarrass or otherwise target another individual. All reported incidences of cyber-bullying will be investigated and addressed. If substantiated, ~~cyber-bullying is a level 5 offense~~ and will be treated as such.

**Dangerous Behavior/Physical Aggression:** Behavior that has the likelihood of causing harm to self or other.

**Detention:** Detaining a student after school, under supervision, for a prescribed time. There are two types of detentions:

1. Classroom/teacher detentions – Students may be required by a teacher to report to class after school for disciplinary infractions or to complete unfinished assignments.
2. Administrative/office detentions – Students may be required to report to a before-school or an after-school detention for disciplinary infractions up to 2 hours.

**Disruptive Behavior:** Any student action which disrupts the learning environment for short periods of time and/or affects learning opportunities.

**Dress Code:** Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health, safety, and decency.

**Drug Distribution:** Selling or passing any controlled substance, alcoholic beverage or related paraphernalia, including look-a-like substances.

**Drug Use:** Using, possessing or being under the influence of any controlled substance, alcoholic beverage or related paraphernalia (including the misuse of non-prescription drugs).

**Electronic Device/Cell Phone Usage:** The possession and/or use of cell phones and other electronic devices including, but not limited to, paging devices, two-way radios, CD and DVD players, Cameras, I-pods, MP3 players and hand held games as well as headphones from the first bell of the day until the last bell of the school day (except for when being used for educational purposes).

**Escort:** Student is supervised to and from each class for a designated time.

**Expulsion:** Exclusion of a student from school for a period of time greater than ten school days. Only the Board of Education may expel a student.

**Fighting:** The exchange of mutual, physical contact such as pushing, shoving and hitting with or without injury. *Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.* The discipline assigned will be determined by the severity of the fight. Failure to stop fighting when directed to do so by an adult may result in a recommendation for expulsion.

**Forgery:** Pretending to be someone else.

**Gang Activities:** Participation in any activity that serves to advertise or promote gang activity including the wearing or displaying of jewelry, clothing, signs, or other gang-related items.

**Good Standing Points:** All students will be issued 100 points at the beginning of the school year. These points may be redeemed for certain incentives and/or privileges. Behavioral incidences will result in a deduction of points resulting in specific consequences and behavioral interventions. Students may be allowed to earn points back with good behavior, community service and school involvement.

**Harassment:** Making another person anxious by demands, insults, or put-downs whether verbal, physical or written including, but not limited to, notes, emails, postings on websites, text messages, etc.

**Hazing:** Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

**Inappropriate Language and Gestures:** Language and gestures which convey grossly offensive, obscene or sexually-suggestive messages.

**In-School Suspension (ISS):** A full-day exclusion from classes served at school during regular school hours.

**Insubordination:** Action which actively or passively defies a school rule or a refusal to obey a request from staff, including lack of cooperation by failing to follow verbal or written staff directives or building policies.

**Not in Assigned Area/Out of Area:** Students are to remain under adult supervision and direction throughout the entire school day. Leaving class without permission, being in a restricted area and wandering the halls are a few examples of not being in an assigned area.

**Out-Of-School Suspension (OSS):** A temporary exclusion of a student from school for a period of time not to exceed ten (10) school days. Students who are suspended from school may not be on school property at any time, for any reason (unless they have specific permission from administration). If they are, they will be arrested for trespassing.

**Pranks:** An act(s) intended to harm, disrupt, embarrass, etc. an individual or group of students or staff.

**Public Display of Affection:** Includes behavior such as kissing, fondling, embracing, etc. that is not appropriate for school environment.



**Racial/Ethnic/Religious Harassment:** Using words, pictures, objects, gestures or other actions demeaning to any religious, ethnic, or racial group.

**Restitution:** To pay current costs of repair or replacement including labor and shipping charges.

**Secret Society:** Participation in any activity that serves to advertise or promote secret society activity including the wearing or displaying of jewelry, clothing, signs, or other secret society-related items.

**Sexual Contact (Non Consensual):** Any unwelcome touching of another student of a sexual nature.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

**Slander:** A report maliciously uttered intending to injure the reputation of a person by using written/visual postings on the web, e-mails, text messages, notes, etc.

**Staff:** Any individual employed by the school district or any individual employed by an outside service working within the school district.

**Student IDs:** Students are required to carry their official ID at all times while on school grounds or at school functions. These cards must be willingly presented to any staff member of the district upon request. Failure to produce identification will result in disciplinary action.

**Tardiness:** Being late to class without teacher permission.

**Theft/Destruction:** Taking or possessing property belonging to an individual or the school without permission. Causing damage to or defacing school or property of others.

**Tobacco, Nicotine, and Paraphernalia:** Use or possession of tobacco in any form and materials such as rolling papers, lighters, e-cigarettes, and look-a-like substances, etc.

**Trespassing:** Being on Belvidere Community Unit School District #100 property after 10:00 p.m., without direct supervision by a teacher, coach, or an administrator. Also, students who are suspended or expelled from school may not be on any Belvidere Community Unit School District #100 property without prior permission from a school administrator.

**Weapons:** A weapon is any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection because of its potential use to cause injury or bodily harm. Weapons include, but are not limited to, any type of knife, firearm, imitation or look-alike firearm, BB gun, chain, razor, club, and mace or other chemical or gas, etc. Using legitimate tools and instruments such as pens, pencils, compasses, combs, etc., with an intent to inflict bodily harm upon another or to force another to act against their will is also a weapons violation.