

RECEIPT OF STUDENT HANDBOOK ADDENDUM

PRINT Full Name

GRADE

I have received the **Belvidere North High School Student Handbook Addendum** which includes the attendance, discipline and a variety of policies that I am responsible for knowing and understanding. These policies will be in effect for the 2016-2017 school year.

I understand that I am personally responsible for reviewing and understanding the information contained in this handbook addendum, that violations of the school's policies may lead to disciplinary action, and that this handbook addendum may be amended during the school year without notice.

Failure to read this handbook does not excuse me from the requirements and regulations described herein.

Student Signature

Date

**BELVIDERE NORTH HIGH SCHOOL
STUDENT HANDBOOK ADDENDUM
2016-2017**

9393 Beloit Road, Belvidere, Illinois 61008

<http://www.district100.com/Schools/BelvidereNorth/Pages/Home.aspx>

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Belvidere North High School
9393 Beloit Road
Belvidere, IL 61008
www.district100.com/BelvidereNorth

Contact Information

Main Office Telephone Number: 815/544-2636

Attendance Office: 815/547-3678

Building Administrators

Name	Job Title
Mr. Marc Eckmann	Principal
Mr. Jody Flynn	Assistant Principal/Athletic Director
Mr. Matt Fry	Assistant Principal
Mr. Jim Sheridan	Dean of Students
Mrs. Sarah Wolf	Assistant Principal

School Counselors

Name	Responsibility
Mrs. Margaret Bausman	Student Last Names Lf-Ri
Ms. Casey Blum	Student Last Names A-FI
Mrs. Jodie Freeman	Student Last Names Fm-Le
Mrs. Lisa Volkman	Student Last Names Rj-Z

Student Services Faculty

Name	Job Title
Mrs. Sara Kahn-Umer	School Psychologist
Mrs. Jessica Piske	School Social Worker

FORWARD

Welcome to Belvidere North High School! It is a tremendous honor and privilege for me to serve as your Principal. Students, parents, faculty and staff are in for a wonderful and exciting experience as we work together to create a school that provides an outstanding education in a safe and secure environment. I am committed to the goal that our school will be an educational institution where students are focused on academic achievement, have the necessary support to be successful, and the encouragement to take an active role in their future. It is the aspiration of all staff members in this building to truly make a difference in the lives of the students and the community that we serve. For any school to become truly great, parental involvement is imperative. Our children will succeed when we work together as partners. Anytime you have questions or issues of concern, I encourage you to contact me directly at 815/547-3649. It is very important to me that the lines of communication between all members of our learning community be open and available.

Please follow me on twitter at BNHSPincipal.

Sincerely,

Marc Eckmann
BNHS Principal

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 North 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. When students graduate from BNHS we want to know that they received the best education possible. That can only happen when students are in attendance. ***School attendance is NOT optional.*** Daily attendance, timeliness to class, and participation will increase the student's probability for successful performance, and foster the development of self-discipline and responsibility. 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 North 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 815-547-3678 (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 the student's, parent's and the school's responsibility 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. More than (10) parent excused absences in the school year may result in 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 the 11th grade are allowed one college visit day per year. Students in the 12th grade are allowed two college visit days per year; documentation must be submitted.
- i. Family vacations that must be approved by the principal two weeks in advance. Family vacation forms may be picked up in the attendance office.
- j. The proper documentation for the excuses listed above must be provided to the attendance office within 48 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. Missed the bus
- f. Late call (parent called in later than 48 hours from the day of absence)
- g. Excessive parent excused absences without formal documentation

Suspension days issued by Administration are considered 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.

Tardies:

Student punctuality is an important component in overall school success. Students at Belvidere North High School are expected to be prompt and on-time to every class. Students are expected to arrive to class five minutes after being dismissed from their previous class. Meaningful instruction will begin immediately. Within the next five minutes, and with teacher permission indicated by **teacher signature in their planner**, students may 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. After that, no students will be allowed to leave class, except for an EMERGENCY, without a hall monitor escort. Students arriving to class more than five minutes after the previous bell rang will be considered **tardy**. Students who arrive to class more than ten minutes after the previous bell rang will be considered **unexcused**.

Incident	Action
First through Fifth Tardy	Student is recorded as tardy, teacher makes parent contact and teacher consequences may apply. In addition, student will lose one point for each tardy.
Sixth tardy and all tardies thereafter	Student referred to student services and/or administration.

North Way Days

Every two weeks, students will attend North Way days. This time may be used for students to participate in educational breakout sessions. In addition, North Way days may be used to increase student success by providing students with additional support.

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 3 days, they will receive 4 days to turn work in). Students whose make-up work is not completed within the required time may not receive credit for the work.

If an assignment has been assigned or test date has been set before the student's absence, the teacher does not need to provide additional time for the absent student to meet the deadline.

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 wait until they return to school or contact a fellow classmate for makeup work.

Parents may request assignments for students who are **absent two or more days**. 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 work, 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.

When time is spent preparing assignments and collecting books and materials, it is expected that the students will complete the work prior to returning to class.

BUILDING/GROUNDS ENTRY/EXIT - TIMES AND ENTRANCES

Students will be scheduled for no less than seven consecutive periods (six for juniors and seniors) and will not be permitted to leave campus during this scheduled time without permission from a school administrator. 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 extracurricular 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 may be subject to disciplinary consequences.

Students arriving via bus should enter through door #13.

Students who are arriving from the student parking lot should enter through door #25.

Any student arriving after 8:05 a.m. **MUST** enter the building through the Main Entrance (Door #1) and 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. Students are not to leave the school building during classes, during lunch and/or during passing periods unless permission to leave is granted by a Principal, a designee, or is otherwise excused. **The expectation is that once a student is at school, they will remain at school unless given administrative permission to leave. Students must obtain a pass for permission to leave prior to leaving the building.**

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

DANCES

1. Students attending Belvidere North 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 North High School identification card is required when paying admission and upon arrival to the dance.
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 North High School students must be under the age of 21, complete the dance contract form and provide proper picture id upon arrival to the dance.
6. The annual high school prom is reserved for juniors and seniors and their invited guests.
7. Students must be in **good standing** to attend dances and other extra-curricular activities.

We expect Belvidere North High School students and their guests to display conduct that is appropriate at the Homecoming Dance and at all dances. This includes appropriate dancing and appropriate language. Dancing cannot suggest sexual action or anything inappropriate for a school related event. No inappropriate contact shall take place and a decent level of separation must be maintained between all dance partners. Students who do not follow these guidelines will be removed from the dance and no ticket refunds will be given.

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 certain clothing articles/styles are inappropriate. Extremes in grooming and dress which violate the safety and health or which interrupt the educational process are not allowed. Students who do not meet the following dress guidelines will be required to change clothing either by changing into something they have at school, calling a parent to bring something different, or going home to change (which will be considered an unexcused absence). T-shirts and shorts/sweatpants may be available for loan in the Attendance Office. Failure to comply when asked to change will be considered insubordination and 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.

Sweatshirts, Shirts and Tops

- No visible undergarments.
- Shirts/tops must be long enough so that the midriff/torso is not exposed.
- Shirts/tops must not be see through.
- Tank top straps must be at least 3 inches wide. No spaghetti straps permitted.
- Shirts of any type which display 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.
- No plunging or revealing necklines.
- Hooded sweatshirts or sweatshirts must follow the shirt/top guidelines. Hoods must be down throughout the entire school day.

Slacks, Pants, Jeans, Sweats, Skirts

- Slacks, pants, cargo pants, jeans (plain or 5-pocket), sweats and warm-ups are permitted. No trip pants, pajama, or lounging pants.
- All pants must fit and be worn at the natural waistline. No visible undergarments.
- Pants must not have holes which display undergarments or are inappropriately displaying skin. No holes above the knee.
- No pants of any type which display pictures, emblems, or writing that is lurid, sexually suggestive, offensive, vulgar, obscene or implies reference to drugs and/or alcohol, etc.
- Skirts must be mid-thigh length.
- Shorts must be appropriate for the workplace and not be a distraction to the learning environment.

Footwear

- No slippers. Shoes must have a rubber sole.
- Shoes must be worn throughout the building; no bare feet.

Other Items

- Facial Jewelry/Tattoos/Make-up
 - Piercing, tattoos, and makeup must be limited so as not to be distracting to the educational atmosphere.
 - Eyes and face should be seen at all times.
 - No spiked jewelry.
- Coats/Outer garments/Hats must be kept in lockers.
- No chains (wallet, belt, etc.)
- Wearing OR carrying of hats, hoods, other head coverings (i.e. skull caps, bandanas, 'doo rags') and sunglasses once students enter the school building is prohibited.
- No blankets, pillows or stuffed animals are permitted.

The dress code will also be enforced during “dress-up days” such as during Homecoming or Spirit Week.

ELECTRONIC DEVICES/UNAUTHORIZED ITEMS

Students are not to bring to school the following or similar items unless specifically authorized by school personnel for educational purposes: radios, glass containers, glow sticks, glow in the dark paraphernalia, pacifiers, etc. or items that do not have a particular school purpose. In general, food and beverages are not allowed in classrooms, hallways or library. Food should be kept in designated areas such as cafeteria. On occasion, and with administrative permission, classes may have educationally related classroom activities that involve food in the classroom.

Cell phones may not be used during instructional time and passing periods.

Students are not permitted to operate electronic devices (i.e., iPods and/or MP3 players) during instructional time unless specific permission is given by the classroom teacher.

Headphones that cover the ears are not permitted.

If a student uses these devices, including any of their functions during instructional time and it disrupts the educational process, the student will be subject to disciplinary consequences. The teacher may request the student to put the device away or in a centralized location, such as on the teacher’s desk, for the remainder of the period. Any lack of compliance will be treated as insubordination and further consequences will be assigned.

Using a cellular telephone, video recording device, camera or other electronic device in a manner that violates the rights of others, including using the device to cheat, take photographs and/or video recordings, is strictly prohibited.

Belvidere North High School and District #100 **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.

Severe Weather 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 extracurricular 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 for high school for the 2016-2017 school year are as follows:

Base High School Fee: \$170.00

Cost of Meals:

Breakfast: \$2.00

Lunch: \$2.95

Additional fees are as follows:

Behind-the-Wheel: \$400.00

Student Parking: \$100.00

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.

FRATERNITIES, GANGS, SECRET SOCIETIES AND DISRUPTIVE CONDUCT THEREOF

The Board of Education finds that all secret societies and gangs are inimical to the public good. The presence of members of gangs and secret societies in the public schools and indicia of such

membership and the activities thereof are substantially disruptive of the school program and constitute material interference with approved school activities and are an intrusion in the school affairs or the lives of pupils and teachers. It is the policy of the Board of Education to prohibit the existence of gangs and secret societies in the public schools and to prohibit the membership and secret societies in the Belvidere Community Schools.

The Board of Education finds that certain threatening, violent and intimidating activities are occurring in the schools or on school grounds which are substantially disruptive of the school program, materially interfere with school activities or are an intrusion in school affairs or the lives of the pupils and teachers. It is the policy of the Board of Education to prohibit such threatening, violent and intimidating activity in the Belvidere Community Unit School District.

In connection therewith, the following rules and regulations shall be enforced by school personnel:

1. Any pupil who is a member of or joins or promises to join, or who becomes pledged to become a member of or who solicits any other person to join, promised to join or be pledged to become a member of any secret society or "gang" shall be subject to suspension and/or expulsion.
2. Any pupil who shall wear, possess, distribute, display or sell any jewelry, clothing, emblem, badge, symbol, sign or other indicia which is evidence of membership or affiliation in any secret society or "gang" shall be presumed to be a member of such secret society or "gang".
3. Any pupil who takes part in any activity or acts, indicating membership in a secret society or gang while in school, on school grounds or during a school activity shall be subject to disciplinary consequences.
4. Any pupil either alone or in concert with others who by threats or intimidation, extracts money or other valuables from another or attempts to do so shall be subject to suspension and/or expulsion. The Boone County Sheriff's Office will be notified.
5. Any pupil either alone or in concert with others who commits an assault or an assault and battery on others or engages in violent, disruptive and antisocial behavior in the Belvidere Community Unit School District or who incites others to do so shall be subject to suspension and/or expulsion. The Boone County Sheriff's Office will be notified.

GOOD STANDING STATUS

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

1. Not on attendance probation
2. Have maintained at least 70 Student 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.

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. 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 the cost of repair/damage and/or additional cleaning needed to return their assigned locker to acceptable condition. Lockers are the property of the school and may be searched by the administration. **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.**

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. 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 North 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 North High School and remain in the building until the end of their schedule.

CAFETERIA AREA

Students will form orderly lines in the corridor near the serving areas. **ALL STUDENTS ARE REQUIRED TO EAT AND REMAIN IN THE CAFETERIA 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 receive discipline consequences.

SCHEDULE CHANGES

All requests must be in writing and received one week prior to the beginning of the semester. No requests for schedule changes will be accepted after the semester begins.

STUDENT ID'S AND PASSES

By Illinois State Statute, students are required to have their student ID on their person while at school. Students are required to show their student ID upon request. A lost ID can be reissued for \$5.00 in the Attendance Office. Students ID's will be necessary when attending school activities, eating in the cafeteria, use of the media center and computer use.

Students are expected to carry their Student Planner to all classes. Under normal circumstances, a teacher/staff member will only write a pass for a student in the pass log of this planner. Students must carry their whole planner while gone from an assigned area with a pass.

Replacement Student Planner 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 North 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.

TELEPHONES – USE OF

Students will be allowed to use phones in the main offices before school, during passing periods, lunch periods or after school for emergency purposes only.

VEHICLE AND PARKING LOT REGULATIONS

1. A motor vehicle operated by a student on Belvidere North 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 east side of BNHS. 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 North 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 parking lots.

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 North 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 revoked, at administrator discretion, for disciplinary consequences.
10. **Belvidere North 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. Those people, including parents who are always welcome, 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 North 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.

District #100 Graduation Requirements

Classes of 2016, 2017, and 2018	
English: English 9 (1 credit) , English 10 (1 credit) , English 11 (1 credit), and English 12 (1 credit) or English Electives (1 credit)	4 Credits
Social Studies: US History (1 credit), Government (.5 credit), enrollment in World Studies, and Social Studies elective (.5 credit)	2 Credits
Mathematics: Student must earn 3 credits of math. One of the credits needs to be Algebra and one needs to be Geometry.	3 Credits
Physical Education	3 Credits or qualify for a PE Waiver
Science: Biology (1 credit) and Science Elective (1 credit)	2 credits
Health	.5 Credit
Consumer Education	.5 Credit
Driver's Education	.5 Credit
Electives: One credit must be earned from Fine Arts, World Language, or CTE	8.5 Credits
Total Credits Required for Graduation	24 Credits
Class of 2019 and 2020	
English: 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
Social Studies: US History – Writing Intensive (1 credit), Government (.5 credit), enrollment in World Studies, and a Social Studies Elective (.5 credit)	2 Credits
Mathematics: Student must earn 3 credits of math. One of the credits needs to be Algebra and one needs to be Geometry.	3 Credits
Science: Student must earn 2 credits of science	2 credits
Career Education	.5 Credit
Health	.5 Credit

Consumer Education	.5 Credit
Physical Education: Credits earned count toward elective requirement	Student must be enrolled each year of high school
Electives One credit must be earned from Fine Arts, World Language, or CTE	11.5 Credits
Total Credits Required for Graduation	24 Credits

MAKE-UP CREDIT

Correspondence classes and/or credit recovery 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 credit recovery class. All credits earned outside of the regular education school day must be approved by the building principal and the student is responsible for all expenses.

GRADING SYSTEM

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

98-100 A+	97-92 A	91-90 A-
89-88 B+	87-82 B	81-80 B-
79-78 C+	77-72 C	71-70 C-
69-68 D+	67-62 D	61-60 D-
	59-0 F	

PROGRESS REPORTS

Weekly cumulative progress reports will be generated regarding student academic progress to date. These progress reports (IPR) are also used to determine athletic eligibility and need for academic interventions. It is the responsibility of the student and parent to regularly track student progress via e-School. At the end of each 4 ½ week period, progress reports are issued to the students for the purpose of informing the parent(s) of the student's progress.

HONOR ROLL

Belvidere North 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.

FINAL EXAM POLICY

Each teacher will inform the students about the final exam for their class in writing during the first week of school.

There is no early dismissal on final exam days. Final exam days are regular/full student attendance days unless granted excused by the principal.

Students generally may only make up exams missed due to severe illness that is documented by a physician, severe illness in the immediate family that is documented by a physician, or death in the immediate family. Students who have administrative approval to make up exams for one of these reasons should then see their teachers to schedule the make-up exams. Any other requests to make up exams must be made in writing to the principal, or his/her designee, before permission may be granted to complete missed exams.

NATIONAL HONOR SOCIETY

The National Honor Society Chapter of Belvidere North 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 11th and 12th 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/BNHS/ 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, Mrs. Kristen Dal Santo, at Belvidere North 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 School Counseling 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 School Counseling 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 EXTRACURRICULAR 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 once a week using IPRs (grades) posted every Thursday by 3:30.
 - B. A student must be passing 5 classes on a weekly basis to remain eligible.
 - C. A student who is failing 1 or 2 classes, but is still passing 5 classes, can remain eligible by attending 2 tutorials (20 minutes each in length) per week per failing class with the teacher whose class he/she is failing.
 - D. Tutorials cannot be done with teachers outside of that subject area or with a coach.
 - E. The tutorials can be done in succession or at different times and must be done before or after school. Tutorials must be done each week until the student is passing the class.
 - F. A student, who is not passing 5 classes or does not complete his /her tutorials, will not be allowed to participate in games the following week. He/she will still be allowed to practice.

- G. A tutorial form, available in the athletic office, must be signed by the teacher for each tutorial completed and returned to the athletic office by 3:30 on Friday.
 - H. A student who is failing the same class 4 or more weeks in a row is subject to becoming automatically ineligible or possible removal from 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 multidisciplinary 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 North 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, afterschool 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 considered family activities. 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:

1st offense: Removal from the game and 10 subsequent athletic events

2nd 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 North 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.

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 will be issued.

2. Second Offense

- A. Student may be issued a zero and a conference with teacher, parent, student and administrator is required.
- B. Administrator will meet with the student and may refer student to the Youth Restorative Council or additional interventions.
- C. If the second cheating or plagiarism offense occurs in an AP class, regardless of where the first offense occurred, the student may be withdrawn and placed in an appropriate academic class.

3. Third Offense

- A. Student may be issued a zero on the assignment and a conference with teacher, parent, student and administrator is required.
- B. Administration will meet with the student and assign further interventions/disciplinary consequences.
- C. If the third cheating or plagiarism offense occurs in an AP class, regardless of where the first or second offense occurred, the student may be withdrawn and placed in an appropriate academic class.

The above penalties will be cumulative per year. Discipline measures will be carried out whether a student cheats in one or more classes, daily work, or a test.

Students who have violated the cheating/plagiarism expectations may endanger membership in NHS and eligibility for scholarships and/or awards

CLASSROOM PROCEDURES

- A. 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 the assistant principal for disciplinary action.
- B. Acts of disruptive student behavior which interferes 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 the assistant principal.
 - 3. Third and subsequent disruptive acts: The teacher shall refer the student to the office of the assistant principal.

PHYSICAL EDUCATION DRESS EXPECTATIONS

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

Uniform Requirements:

- All students are required to wear the Belvidere North High School PE uniform
- Tennis shoes and socks are required. Students are not allowed to wear boots, sandals or dress shoes to class
- 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 school store
- PE rental clothes are available in the PE office for .25 cents per item.
- Any student athlete who doesn't dress for PE will not be allowed to participate in any athletic activity.

Parents will be notified by the teacher on the third non-dress. A student who obtains six non-dresses in one semester, will not receive PE credit for that semester. Other consequences and loss of points may apply according to P.E. department rules and expectations. Students will be made aware of these rules and expectations by the P.E. staff.

BEHAVIOR OFFENSES

Students are expected to be responsible. Violations of school rules will result in some type of disciplinary action. Not all situations and penalties are included in this addendum and some are subject to change per administration's discretion. Because the conduct code and the discussion of specific topics are designed to be a guide in maintaining a healthy and safe school environment and safe school transportation services, no expectations of contractual rights should be assumed.

Students are expected to conduct themselves in a manner consistent with the maintenance of a positive, safe and successful learning environment. Any inappropriate behavior that negatively impacts the safety of others or disrupts the learning environment will be addressed with consequences and the deduction of student points.

Inappropriate behavior is divided into five levels based on the frequency and severity of the behavior.

Depending on the severity of the offense, student may be referred to the school resource officer. Legal action may result.

Student Point Deductions and Resulting Consequences/Interventions:

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

PE non dress = 1 pt. (1st non-dress), 2 pts. (2nd non-dress), 3 pts. (3rd non-dress), 4 pts. (4th non-dress) and 5 pts. (5th non-dress)

Tardy = 1 point deduction for each tardy

Truant from class = 3 point deduction for each period absence

3-10 Points deducted = One hour after-school detention(s)
Two hour after-school detention(s)

5-25 Points deducted = 1-3 days of In School Suspension

*Loss of points for In School and Out of School Suspensions is at the discretion of the administrator.

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

A student is considered to be in good standing between 70 – 100 points. When a student falls below 70 points they are no longer considered to be in good standing. Students not in good standing will not be allowed to attend extracurricular activities such as field trips, Homecoming, and Prom dances, attendance at sporting events as well as lose privileges such as parking. In addition, if a student athlete is not in good standing, they will be subject to the eligibility guidelines as listed in the athletic code. Students may also be required to attend special intervention meetings on early release days.

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 alike" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal 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.

Restorative Interventions

Youth Restorative Council:

Youth Restorative Council is a form of a restorative practice. The values undergirding restorative practices—inclusion, respect, mutual responsibility and accountability—are congruent with programs that teach social-emotional learning (SEL) and support classroom and behavior management, such as Positive Behavior Intervention and Support (PBIS) or Multi-Tiered Systems and Supports (MTSS).

The Youth Restorative Council is a program to address minor behavior infractions committed by students. With staff support, a trained council of students facilitate council sessions to help address minor school behavior events. Members generate fair and appropriate interventions, with the goal for the respondent to repair harm to the community and to receive the help needed to avoid further involvement in the discipline system.

Respondent: A student who committed a behavior event on school grounds or at a school-related event and chooses to work with Youth Restorative Council to find solutions to

take accountability and avoid further involvement with the discipline system. Participation is voluntary and confidential.

Youth Restorative Council Member: A student volunteering to serve as a Youth Restorative Council member. The student is approved by staff members, participates in extensive training, takes an oath of confidentiality, and is invested in helping other students and improving the school climate.

Additional Intervention Options:

The following additional interventions may be assigned by the Youth Restorative Council or an administrator:

1. Mediation
2. Restorative Circles
3. Individual/Group Counseling
4. Check In / Check Out program
5. Referral to Student Services
6. Attendance program
7. Thinking 4 a Change (In-development)

Failure to comply with the assigned interventions may result in:

- Additional referral to Youth Restorative Council
- Referral to full Thinking For A Change course
- Administrative Contract
- Disciplinary consequences associated with the original or new offense.

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.

Cyberbullying: The use of electronic means by an individual to torment, threaten, harass, humiliate, embarrass or otherwise target another individual. All reported incidences of cyber-bullying will be investigated and addressed.

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

Closed Campus Violation: Students are not permitted to leave the school building during classes or during passing periods unless permission to leave is granted by the Principal, a designee, or is excused by a parent/guardian in advance.

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.

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 Cigarette: Any device used to vaporize liquid for the purpose of inhaling. Electronic cigarettes can also be referred to as e-cigs, hookah pens, e-hookah, etc.

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, Ipods, MP3 players and handheld games as well as headphones are only permitted during the student's assigned lunch period and with teacher approval.

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.***

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.

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 false 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.

Student 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.

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 and Paraphernalia: Use or possession of tobacco in any form and materials such as rolling papers, lighters, 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, 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.