

**STUDENT HANDBOOK**

**FRANKLIN C.U.S.D. #1  
JR. SR. HIGH SCHOOL  
2018-2019**

**CURT SIMONSON  
SUPERINTENDENT**

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PRINCIPAL**



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Sex Offender lists are available through the Illinois State Police website at <http://www.isp.state.il.us/sor/>

The School district budget is adopted by the end of September each year and can be found on the District's web site at: [www.franklinhigh.com](http://www.franklinhigh.com)

Parents have the right to request teacher qualifications through proper procedures dealing with Franklin CUSD #1 offices.

## **PHILOSOPHY, GOALS, AND RESPONSIBILITIES**

### **---TO EVERY STUDENT:**

We would like to welcome you to school. It is our desire that this school year will be both a successful and a happy year for all students. This is a total commitment by all people connected with the school. The administration and teaching staff have pledged their support. With the cooperation of the student and parent/guardian, great things will be accomplished this year.

This handbook is provided to students and their families in order to explain the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his or her age and maturation, any mitigating circumstances, and the affect of his or her actions on the welfare of the school community.

**The provisions of this handbook are not to be regarded as irrevocable contractual commitments between the school and the student. The school reserves the right to change any provision, requirement, rule or course descriptions contained herein at any time.**

The principal will handle situations not mentioned in this handbook. Should any questions arise, please feel free to contact my office to secure further information.

Educational opportunities will be offered without regard to race, color, national origin, sex or handicap. The Title IX Coordinator is Patty Crow, and the Section 504 Coordinator is Bonnie Fitch.

### **DISTRICT PHILOSOPHY**

District #1 will strive to provide the students of the district with individual and group experiences that will develop within its students self-realization, human relations, economic efficiency, civic responsibility, and a feeling of self-worth and accomplishment. A continued effort by the Board of Education, faculty and parents to improve the quality of the total school program is directed to give the individual student a mature appreciation of the value of education.

### **EDUCATIONAL GOALS AND OBJECTIVE**

The citizens and faculty of Community Unit No. 1 believe that our free public school has a special and necessary contribution to make to the development and unity of the American way of life. Thus, all students, regardless of social, economic, political, or racial background, are offered the opportunity to develop their talents so they may become productive citizens. Therefore, the school must strive to attain

these goals:

1. To endeavor to understand the needs, problems, and aspirations of each student.
2. To assemble a staff with competent academic training, a sound sense of professionalism, and an abiding sense of moral values.
3. To encourage student activities relevant to the academic, recreational, and social programs of the school.
4. To inspire in each student an appreciation of the humanities.
5. To promote the development of self-concept for self-direction.
6. To give each student the opportunity to discover and develop his/her manual skills and other abilities.
7. To help students adapt to a changing society.
8. To develop attitudes for productive citizenship in a democracy and an awareness of civic rights and responsibilities.

#### **GOALS FOR STUDENTS**

1. Gain maximum individual proficiency in the basic skills of **reading, communication, computation and problem solving and** develop individual potential in special interests.
2. Develop a pride in work, school, and a feeling of self worth.
3. Develop character and self-respect.
4. Develop intellectual curiosity and eagerness for lifelong learning
5. Develop skills in effective management and use of natural and human resources.
6. Develop the ability to get along with people.
7. Develop maximum individual ability to find, examine, and use information through critical thinking and analytical reasoning.

#### **RESPONSIBILITIES OF PARENTS**

- Parents should be aware that good discipline originates in the home. It is the parents' obligation, by teaching and example, to develop in the child good habits of behavior as well as proper attitudes toward the school.
- Parents should be fully aware of all school rules and interpret them to their children.
- Parents are responsible for knowing the student's obligation in attending school. In this respect, it should be emphasized that school is not only a right, but a privilege, which can be taken away by Board of Education action.
- Parents are urged to keep in contact with the school regarding any disciplinary action taken toward their students or in regards to their academic achievements. If you have a question about a school problem please feel free to call us.
- Parents should safeguard the physical and mental health of the child.
- Parents should work with the school in carrying out recommendations made in the best interests of the child.

#### **RESPECT FOR TEACHERS AND FELLOW STUDENTS**

The teachers have been employed by the Board of Education after careful investigation, interviews, and consultation. They all have completed four or more years of college preparation in order to teach. They deserve, and we shall require, proper respect and courtesy to them by all students. They shall be addressed as Mr., Miss, Mrs. or Ms. as the case may be.

Students should respect the rights and privileges of fellow students. Your experience in this school should prepare you for real life. In fact, this school is life itself. We should respect the abilities and achievements of our fellow students and not ridicule mistakes or shortcomings. Kindness, thoughtfulness and consideration of others will make our lives enjoyable here in the Franklin schools.

#### **STUDENT RELATIONSHIP WITH SCHOOL EMPLOYEES**

All school employees, not just teachers and administrators, are hired to serve the students. It shall be the duty of the school administrators to see that all employees carry out their assigned duties in the best interests of all students. Likewise, it shall be the duty of all students to show respect for and to carry out reasonable requests of all school employees, whether they be secretaries, cooks, custodians, bus drivers, maintenance personnel, part-time, etc. Any disrespect, insubordination or disregard for any school employee's requests shall be treated as if that request came from a teacher or an administrator.

#### **SCHOOL BOARD OF EDUCATION**

Curt Reznicek, **President**  
Willie Smith, **Vice-President**  
Jessica Little, **Secretary**  
Eric Crow  
Kevin Roodhouse  
Holly Whalen

#### **CENTRAL OFFICE (478-3011)**

Curt Simonson, Superintendent  
Mrs Sierra Foster, Secretary

#### **HIGH SCHOOL BUILDING (675-2395)**

Mr. Jeff Waggener, Principal  
Mr. Rick Smith, Mathematics, Athletic Director, & Dean  
Mr. Brent Nelson, Agriculture  
Mr. Chris Waite, Social Studies  
Mr. Greg Moses, Math  
Mrs. Amy Lancaster, 6<sup>th</sup> Grade  
Ms. Elise Scannell, English  
Ms. Katie Isaacks, English  
Mr. Pat Bonjean, History  
Mrs. Katie Slaughterback, Health, P.E./Driv.Ed.  
Mrs. Rachael Davenport, Science  
Mrs. Christina Stocker, Special Education, Sign Language  
Mrs. Janie Bergschneider, Special Education  
Mrs. Bonnie Fitch, Special Education  
Ms. Rebecca Reed, Math  
Ms. Rachelle Wischart, Spanish  
Mrs. Kim Allen, Bookkeeper  
Mrs. Dawn Phillips, Principal's Secretary  
Mrs. Paula White, Jr./Sr. High School Secretary  
Mr. Wesley Koehler, Computer Specialist  
Mr. Bill Wallbaum, Transportation Director  
Mr. Darin Seymour, Maintenance Supervisor



Mr. Stacey Stephenson, Custodian  
Mr. Matthew Bennett, Custodian  
Mr. Nathan Steelman, Custodian  
Mrs. Carol Seymour, Cook  
Mrs. Connie Boston, Cook  
Mrs. Pam Redd, Cook  
Ms. Marie Long, Cook

**SPECIAL UNIT TEACHERS**

Mr. Greg Tabeeek, Guidance Counselor  
Mrs. Cathy Sheeley, District Librarian  
Ms. Jenna Griffith, District Social Worker  
Mrs. Jami Huesing, District Nurse  
Ms. Catie Bunyan, District Art

**ADMISSION, REGISTRATION, AND THE SCHOOL DAY**

**ADMISSION**

Any person of Junior high or high school age who resides in Community Unit District No. 1 may be enrolled in this school. Pupils not residing within the limits of the district, upon making satisfactory arrangements to pay tuition and fees and if accepted by the Board of Education, may be enrolled. Students transferring from other accredited schools are admitted and given credit for work passed at the school from which they transferred. Students must meet all health requirements and immunization requirements.

Parents of new students are required by state law to furnish the school a certified copy of the student's birth certificate. The birth certificate must be provided within 30 days of the child's enrollment. If a certified copy is for any reason not available, then we must be furnished the student's identity and age and an affidavit explaining the inability to furnish the birth certificate. Failure to provide this information will result in filing a written report to the police.

**LATE REGISTRATION POLICY**

Franklin Community Unit School District No. 1 will allow the registration of students after the first day of school under the following guidelines:

1. Students under eighteen must be accompanied by their legal parent/guardian at registration.
2. Students and/or parent/guardian are strongly urged to have in their possession at the time of registration a copy of medical records, educational records, and birth certificate.
3. Students and/or parent/guardian are urged to have in their possession at the time of registration any special written documents that pertain to the student's education.

**ACCIDENTS AND INSURANCE**

Accident insurance is provided to all students and covers the student while at school and/or while traveling to and from school-sponsored activities. If you have an accident, you should report it immediately to the teacher in charge. Failure to report an accident at the proper time could result in loss of insurance coverage for that accident. It should be understood that this insurance may not pay all the costs incurred in an accident.

## **HEALTH REQUIREMENTS**

**Physical Exams** are required by the *School Code of Illinois* on all children entering a public, private or parochial school for the following grade levels for the first time.

- **Pre-kindergarten**
- **Kindergarten**
- **6<sup>th</sup> grade**
- **9<sup>th</sup> grade**
- **Students entering a State of Illinois school for the first time**

Exams must be completed within **one year prior** to the first entrance to the required grade. The exam must be completed on the required "**Certificate of Child Health**" form. Parent signature and completion of Health History section required on this form. Exams due no later than **October 15<sup>th</sup>** of the school year.

**\*\*\*Please note: IESA/IHSA sports physical forms MAY NOT be used as the required school health exam. *However*, a physical exam completed on the "Certificate of Child Health" form may be used as a sports physical.**

### **Minimum Immunization requirements must be met including:**

- **Proof of one dose of Tdap is required for students entering grades 6-12**
- **Proof of 2 doses of Varicella for grades K,1,2,3, 6-12**
- **Proof of Meningococcal vaccine:**
  - **One dose for entry into 6-8, (on or after the 10<sup>th</sup> birthday)**
  - **Two doses for students entering 12<sup>th</sup> grade; if the first dose was given on or after the 16<sup>th</sup> birthday, only one dose is required**

**Eye exams** (by an ophthalmologist or optometrist) are required for:

- **Kindergarten**
- **Students entering a State of Illinois school for the first time.**

Eye Exams or waiver must be submitted by October 15 of the school year.

**Physical Exams, Immunization requirements and Eye Exams are due at the start of the school year, and must be submitted no later than October 15 of the school year.**

**Dental Examinations** are required for students entering:

- **Kindergarten**
- **2<sup>nd</sup> grade**
- **6<sup>th</sup> grade**

**Dental Exams** or waiver must be submitted by **May 15** of the current school year and **must be completed no more than 18 months prior to the May 15 deadline**. Dental examinations must be recorded on the appropriate State of Illinois, Illinois Department of Public Health, ***Proof of School Dental Examination*** form.

**ANNUAL VISION SCREENING:** Vision screenings will be done, as mandated, for children in pre-school ages three or older; children in Kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> grades; and all special education students, transfer students and teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not permission to test. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened as required by law.

**ANNUAL HEARING SCREENING:** Hearing screenings will be done, as mandated, for children in pre-school ages three or older; children in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grades; and all special education students, transfer students and teacher referrals. Hearing screening is not a substitute for a complete hearing evaluation by a doctor. Your child is not required to undergo the hearing screening if an otolaryngologist or audiologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not permission to test. Hearing screening is not an option. If a hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened as required by law.

## CUSD #1 MEDICATION GUIDELINES

1. Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. **Administering medications at school is discouraged.** However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases in which failure to take medication could jeopardize the child's health and/or education, should medication be administered at school.
2. **\*\*\* NEW POLICY – starting 2017-18: All medication given at school, including prescription and non-prescription/ over the counter medication (OTC), which includes Tylenol, Motrin (Ibuprofen), cough and cold medication (including cough drops), must be prescribed by a licensed prescriber** on an individual basis as determined according to the student's health status. Medication that is brought to school must be sent to the nurse's office upon arrival. The medication will then be stored in a locked cabinet and the school nurse will monitor the storage and safety of administration at school.
3. Medications must be sent to school in the original container as dispensed by the pharmacy or sealed OTC bottles, accompanied by a signed **Franklin CUSD #1 Student Medication/ Treatment Authorization Form**. Any change in the dosage or administration must have written authorization from the prescriber.
4. The morning doses of medications should be given at home.
5. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse and staff.
6. Questions concerning medications will be referred to your physician.
7. Self-managed medications will be evaluated individually by the school nurse (i.e. asthma inhalers, epi-pens, and medication to manage diabetes). It is recommended that spare medications be kept in the nurse's office for emergency use.
8. CUSD #1 medication forms are available on the website and in each office and must be completed by the physician and signed by the parent/guardian.

9. The school not only has the right, but also the responsibility to refuse to administer any medication at school if properly qualified individuals are not available.
10. The school will ascertain from the parent and/or the physician the necessity for administering medication during school hours and will retain the discretion to reject requests that do not meet the medication guidelines.  
***Medication sent to school without proper documentation will NOT be given.***
11. Noon medication will not be given at school on early dismissals @ 11:30.

#### **TEXTBOOK RENTAL AND FEES**

Community Unit School District No. 1 uses a textbook rental system for the students' convenience and to save money. Student textbook supply fees are as follows:

**-6th grade to 8th grade: \$30.00 and a mandatory \$2.25 gym fee.**

**-Freshmen to seniors: \$50.00 and a mandatory \$2.25 gym fee.**

-In accepting the rental plan, the student and his/her parents agree to take good care of all books and to pay the amount assessed if books are lost, marked, or show unusual wear. At the end of the school year and at other times deemed necessary, the books shall be carefully checked. Each book shall be numbered and a record made of the students using the book.

-If a student transfers into or away from Franklin Community Unit #1, a rental fee adjustment will be made.

-The cost for lost or damaged books will be determined by the age of the book. In addition to book rental fees, students may be charged lab fees, towel rental, and lock fees.

-All fees (except athletic) are due and payable at the time of registration. Athletic fees may also be paid, for a discount, at the time of registration

-Families unable to pay the full fee at registration should arrange with the office to make monthly payments.

-Families unable to pay the fees may fill out a form requesting a waiver of student fees. This form is available in the office.

-The school will not release transcripts to colleges or employers for students who have not paid their fees. Also, no student will be permitted to enter school in the fall that has not paid fees for a previous year.

**SCHOOL DAY**

The lobby will be open to students at 7:30 A.M. The first period class bell will ring at 8:10 A.M. preceded by a warning bell at 8:05. Regular school dismissal is 3:10 P.M. **Unless under the supervision of a teacher, students shall not remain in the building after school is dismissed. After arriving at school, no student is to leave the school grounds without permission from an administrator.**

**CLOSING SCHOOL**

**Adverse Weather:** In the event that adverse weather or an emergency necessitates the closing of school, parents will be notified through our automated call system. Also, Jacksonville radio stations, WLDS, WEAI and WJIL and WFMB, WIBI, and T.V. Channel 20 will be notified. The announcement will be called in by 6:30 A.M. in the event that school will not be held and they will be called if school is to dismiss early for any emergency reason. As much notification as possible will be given prior to dismissal.

**PROMOTION FOR 6<sup>TH</sup> AND 7<sup>TH</sup> GRADE**

Successful completion of 6<sup>th</sup> and 7<sup>th</sup> grade to include passing 6 out of 8 classes at each grade level.

**If the requirements are not met, the student will be retained.**

**GRADUATION REQUIREMENTS-8<sup>TH</sup> GRADE**

To graduate from Franklin Junior High School, the following requirements must be met.

Successful completion of 8<sup>th</sup> grade to include passing 6 out of 8 classes.

Also, to be promoted to high school students must successfully complete Illinois History(6<sup>th</sup> grade), The American Flag(6<sup>th</sup> grade), The Declaration of Independence (7<sup>th</sup> grade), The Constitution of the United States (7<sup>th</sup> grade), and 1 unit in U.S. History (8<sup>th</sup> grade).

**If the requirements are not met, the student will be retained.**

**GRADUATION REQUIREMENTS-HIGH SCHOOL**

The following are graduation requirements for Franklin High School students:

- English (including 1/2/unit of speech) ..... 4 units
- Mathematics ..... 3 units
- (At least one year of Algebra I and one year of a course that includes geometry content.)
- Science ..... 3 units
- American History ..... 1 unit
- American Government ..... 1/2 unit
- Civics ..... 1 unit
- Consumer Education ..... 1/2 unit
- Health Education ..... 1/2 unit
- Physical Education ..... Daily Enrollment unless waived
- Music, Art, Foreign Language, or Vocational Ed ..... 1 unit
- Any and all enhancement classes due to PLAN or PSAE scores

**Graduation credits: 28**

**Students must complete all requirements for graduation and any activity affiliated with graduation.**

A student may not be enrolled in more than two English classes in any one semester unless special permission is obtained from the Principal. Students who have failed freshmen English will have the option of repeating the course over the summer (if the course is available). Students will have three options to make-up freshmen English:

1. Take freshmen English during the remaining summers (if the course is available)
2. Take a correspondence, freshmen English course
3. Repeat freshmen English at Franklin High School

Four units of credit may be taken by correspondence. The administration must approve each course for credit. The course must be taken through an institution that is regionally accredited. Correspondence courses must be completed by the semester following enrollment unless permission is obtained from the administration.

Credit may be earned through summer school courses. Courses may be taken in summer school in place of classes that a student has previously failed or that will not work into a student's schedule. The summer school course must be comparable in the number of hours attended to the course offered at Franklin.

Credit may be given on a performance basis through administration of approved examinations covering the content ordinarily included in a regular school course in the subject. Credit may also be given by examination as the basis for admission of students with educational experience for which regular transcripts of credits are not available.

<b>GRADING SYSTEM</b>			<b>Regular</b>	<b>Honor</b>
A+ =	98-100	Superior	4.00	5.00
A =	93-97	Superior	4.00	5.00
A- =	90-92	Superior	3.67	4.67
B+ =	88-89	Good	3.33	4.33
B =	83-87	Good	3.00	4.00
B- =	80-82	Good	2.67	3.67
C+ =	78-79	Average	2.33	3.33
C =	73-77	Average	2.00	3.00
C- =	70-72	Average	1.67	2.67
D+ =	68-69	Below Average	1.33	1.33
D =	63-67	Below Average	1.00	1.00
D- =	60-62	Below Average	.67	.67
F =	0-59	Failing	00	00

Weighted grades: Some classes will be given honor points of 1.00 plus the points for that grade. These classes are Honors English III, Honors English IV, Spanish III, IV, or any foreign language III and IV, Advanced Biology, Algebra II, Pre-Calculus, Calculus, Advanced Math, Advanced Chemistry, Physics, all AP Courses, all college credit courses, and all Advanced Math & Science courses. Honor points will not be given for students receiving below a C- in the class. If you are receiving a D or F at Semester break, you may be removed from the honors class.

### **HOMEWORK**

Homework is to be picked up the day of returning to school for all missed classes and or days, and **due the next class-period** unless other arrangements are made between the student and the teacher. Considerations may be given if the student has missed a number of days due to the extent of assignments received.

### COURSE DESCRIPTION

Course descriptions including prerequisites and units of credit afforded by each, are contained in the CURRICULUM GUIDE, which is available from the Counselor.

### COURSE LOAD

Regardless of the number of credits previously earned, a student must be enrolled in a minimum of eight courses each semester unless special permission is given.

### SCHEDULE CHANGE

Class change requests may be submitted to the counselor during the first week of each semester. If extenuating circumstances warrant consideration of schedule change requests at any other time, the counselor should be contacted. Schedule changes must be approved by the counselor and principal. A student who drops a class after the first week may be given an F in the class dropped.

### SEMESTER EXAMS

**Seniors** who have a (B) average or above in their current class for the second semester, may be eligible for a final exam exemption privilege for the **second semester**. A senior must have no more than 2 absences in a semester (an absence is referring to anything other than a Doctors, Dentist, Funeral day or school sponsored event or college excused days- **A note from the Doctor or Dentist is required**). If a senior is in an honors class, then this policy of final exemptions is at the teachers' discretion. If a senior who qualifies for the exemption wishes to take the exam, it will be given under the understanding that the test result will only help the grade or the test will not be recorded. Students who have excused absences during finals must make up the exams during the first week of the following semester unless the principal grants special permission. Spring exam make-ups will be scheduled within 10 days after issuing report cards from the school, and at the discretion of the teacher with the approval of the principal.

### INCOMPLETE GRADES

Students who receive an incomplete grade for any nine-week grading period must complete all unfinished work including exams and will be awarded a grade by no later than two weeks after the incomplete is given unless the Principal grants an extension.

### HONOR ROLLS

To be on the High Honor Roll, a student must have a 3.67 average without a D or failing grade, and be carrying a minimum of four academic credits for the year.

To be on the Honor Roll, a student must have a 3.00 average, without a failing grade, and be carrying a minimum of four academic credits for the year.

### STUDENT PROJECTS IN CLASS (AG, IND. ARTS)

For most student projects, raw materials in various departments are provided for the student at cost. These materials must be paid for at the time the project is started and the materials then become property of the student. The instructor and all other personnel will do all we can to prevent damage to or theft of a student project, or help apprehend anyone involved in such action. However, neither the school nor the instructor can be totally responsible for a students project after it is purchased, materials cut, glued, styled, etc.



### **PHYSICAL EDUCATION WAIVER**

Students in grades K through I2 may be excused from participating in physical education for the following reasons:

1. A physical or emotional condition diagnosed and reported by a person licensed under the Medical Practice Act and submitted to the Superintendent by the student's parents/guardian. The student shall be provided alternative special activities;
2. A written statement of objection based on constitutional or religious grounds signed by the parents/guardian and submitted to the superintendent when a student is excused from physical education on a semester, year or permanent basis. Credit normally earned in physical education shall be an academic subject which has been approved by the Building Principal and for which credit may be earned in lieu of the required credit in physical education.

Students in grades I1 and I2 may be excused from participating in physical education for the following reasons:

1. Participation in an interscholastic athletic program. The student athlete may take an extra course in lieu of physical education and be excused from physical education for the entire year regardless of the duration of the interscholastic sport. The student athlete may substitute a semester-long course for physical education regardless of the length of the sport season. The student athlete, who does not take an academic course in place of physical education, shall be reassigned to a physical education class when his or her specific sport's season ends. The student athlete is expected to attend school for the regularly scheduled school day.
2. Enrollment in a specific academic course not included in existing state or local minimum graduation standards, but required by a post-secondary institution the student plans to attend when the addition of such a course to the student's schedule would result in a course load of more than the District's normal practice.
3. Enrollment in a class necessary to meet specific state and local graduation requirements when the addition of such a course to the student's schedule would result in a course load of more than the District's normal practice.

Eleventh and twelfth grade students shall submit a written request for exemption from physical education to the Building Principal. The Superintendent or designee on an individual basis shall determine each request. The student shall receive written notification either confirming or denying the exemption. In each case, a student who is exempted from a physical education class shall be required to fulfill a class schedule that meets the minimum standards for school attendance.

### **STEP PROGRAM**

Franklin High School, in cooperation with the State of Illinois Department of Rehabilitation Services, offers to eligible students the opportunity to participate in the Secondary Transitional Experience Program (STEP). Students with disabilities may be referred to STEP for counseling, guidance, diagnostic evaluation, vocational evaluation and supported work experience to assist them toward gainful employment. This program takes place during regularly scheduled school hours. Students are supervised in work experiences either in school or the community. For successful completion of the Secondary Transitional Experience Program, the client earns units of credit necessary for graduation. The academic program includes a specific

sequence of courses along with the work experience.

The student will receive an evaluation before graduation to determine his/her readiness for employment, need for additional transition services, vocational goal, or the need for additional specific training. If, upon completion of school, the student needs further training or additional rehabilitation services, the ORS Rehabilitation counselor accepts the prime responsibility for coordinating and providing these services.

### **STUDENT RECORDS**

The following records are maintained on all students:

Student Permanent Record - This consists of basic identifying information, academic transcript, attendance record, accident reports and health record, ACT and SAT scores, record of release of permanent record information and possible honors and awards, and participation in school-sponsored activities.

Student Temporary Record - This consists of any or all of the following: family background information, test scores, reports of psychological evaluations, participation in extra-curricular activities, honors and awards received, teacher anecdotal records, disciplinary information, special education files, and any verified reports or information, from non-educational persons, agencies or organizations when applicable, and record of release of temporary information.

Parents have the right to challenge any entry except grades on basis of accuracy, relevance, and/or propriety.

The school shall grant access of information contained in student records to persons authorized or required by Illinois or federal law to gain such access. The school shall grant access to, or release information from, student records without parental consent or notification to any school employee or official demonstrating educational interest in the student, to any person for the purpose of research with permission of the State Superintendent of Education, and without identifiable information, and pursuant to a court order. Records of students shall be transferred when a student transfers to another school district. Parents have the right to: 1. Inspect the student's education records, 2. Request amendments to those records if they are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights, 3. Consent to disclosures of personally identifiable information contained in the student's records (except to the extent that the law allows disclosure without consent) and 4. File a complaint with the U.S. Department of Education if they feel that the district is not complying with the FERPA law. Any release of information, other than directory information, shall require written consent of the parent or the student (if 18 years of age or over).

These records will be destroyed after five years following your graduation or withdrawal from school unless otherwise requested.

### **STUDENT RECORDS - DIRECTORY INFORMATION**

While information filed in student records is accessible to the student, the student's parents/guardians, District personnel and other appropriate individuals in accordance with law, much of the material is classified as confidential information. However, the District may release personally identifiable information regarding students in a Student Directory.

The Student Directory information shall be limited to:  
Name, address, phone number, gender, grade level, picture, birth date and place,

parents'/guardians' names and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, major field of study, period of attendance in school

The student directory is compiled at the beginning of each school year. This information may be given to such groups as student publications, PTF, Little League, armed forces (Juniors and Seniors), the selective service (Juniors and Seniors), etc. The parents/guardians shall notify the District within 14 days of the beginning of school of all or a portion of directory information particular to a student that shall be deleted from the student directory. They also may request that it not be released to certain groups. After 14 days, the district shall release the directory information for which no objections were filed.

## **AWARDS**

### **ACADEMIC AND LEADERSHIP - AWARDS**

The following is a list of awards presented to the students of C.U.S.D. #1 High School who show academic and leadership achievement. All awards are not necessarily presented each year. Others may also be given.

#### **Academic Honors (Cumulative)**

Gold Medal - G.P.A.	3.75-4.00
Silver Medal - G.P.A.	3.31-3.74
Bronze Medal - G.P.A.	3.01-3.30

Agriculture: ..... Sm. Engines, Welding, Grain Mkt, Record - Keeping

Business: ..... Outstanding Achievement

English: ..... Best English Students

Mathematics: ..... Outstanding Math Students

Music: ..... John Phillip Sousa Award

Science: ..... Best Science Students

Senior Awards: ..... Valedictorian, Salutatorian, American Legion, Outstanding Academic Achievement (Top 10%), Presidential, S.A.R., D.A.R., Dave Barr Memorial Scholarship, Rotary Club Scholar/Athlete, Wayne Rolston Memorial Scholarship

Social Studies: ..... Am.History, Am. Govt., World History Award

Drama: ..... Recognition

Yearbook: ..... Recognition

### **HONOR BANQUET**

To be eligible as a Lion's honor student at the annual Awards Banquet, a student's academic grades must average 3.75 and above to receive a gold medal, 3.31 to 3.74 to receive a silver medal, and 3.01 to 3.30 to receive a bronze medal. This is based on the student's average for the first semester. Teacher awards are also presented to outstanding individuals within classes.

### **STUDENT OF THE MONTH**

1. A student may be nominated by a student or faculty member for: academic work, scholarships, academic contests, extra-curricular activities, school pride, or service to the school or others. There is no minimum grade average requirement.
2. Students must be nominated in writing.
3. All faculty members will review all nominations and consider: Reasons

- nominated, scholarship, attendance, school pride exhibited, does work in and out of class, active in school activities, relations with (willing to work or help) other students and teachers. This faculty will then vote. The principal will decide a tie.
4. A student may be selected only once a year.
  5. As a result of the award, the student will have their name put on a plaque, receive recognition in the school and have their picture and description put in the paper.

### **ATTENDANCE**

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time.

Students in grades kindergarten through eighth grade who are absent more than 45 days, excluding days they receive home-bound instruction, in a school year may be retained in the same grade for the following year. Truancy is defined to be missing more than 10% of the school year for no acceptable reason. After a student misses 18 days, the Morgan County truancy officer will be advised of the situation.

### **ABSENCE**

Any student who has been absent from school whether it is for a single class or an entire day must bring proof that the parent or guardian had knowledge of and approved the absence. The student must bring to school a written statement signed by the parent or guardian stating the time and date of the absence or have his/her parent or guardian call the school (675-2395). The note or phone call must be received in the office within two days of the absence or the absence will be considered unexcused, and disciplinary consequences will be assigned. **Parental approval to miss school does not necessarily mean that the school will approve of it as a good reason for an excused absence. A maximum of three excused absences per class per semester is allowed unless a doctor's note is received in the office or the absence is deemed the result of a special situation and approved by the principal. Absences for these situations do not count toward the maximum of three. (It is highly recommended to bring a doctor's note when available to prevent excused absences from maxing out.) After three absences (per class per semester), lack of a doctor's note will result in an unexcused absence. Unexcused absences will result in a one hour detention for each unexcused absence. Students arriving after 8:30 a.m. will be considered absent for 1<sup>st</sup> hour. Repeated violations could result in increased consequences determined by the principal. Special circumstances must be approved by the principal. Any absence without a parental note, parental phone call, or doctor's note is considered skipping and disciplinary consequences will be assigned.** Missing more than 18 days for unacceptable reasons is considered truancy. If a student misses more than 18 days, the Morgan County truancy agency will be advised.

### **TARDINESS:**

A student is considered tardy if he/she is not in the classroom or prepared for class when the bell rings. Teachers may expect students to be in their seat when the bell rings. All students reporting tardy to a class without an acceptable pass will be marked tardy.

**\*\*Students that take Waverly classes will receive a tardy for missing the bus or being late for the bus to class.**

### **ACTIVITIES - EXTRA AND CO-CURRICULAR**

Following is a list of clubs and organizations available to students of Community Unit #1 Junior/Senior High School. Any student may be elected or appointed to president in any of these clubs, classes, or organizations. All students must follow the rules of eligibility in order to participate in any of the organization's activities.

### **HIGH SCHOOL**

Future Farmers of America: Open to any student who is enrolled in at least one agricultural class per school year. Its purpose is to promote leadership, scholarship and agriculture through various activities.

Drama Club: Open to all students who are interested in drama and theater. The club encourages participation in dramatic productions presented by the school, attends plays outside of school, analyzes movies, and organizes fund-raising projects.

Student Council: Membership is made up of elected representatives from each of the four classes to serve as the student government. The organization sponsors several all-school activities during the year.

Varsity Club: Membership consists of cheerleaders, past and current, and students who have lettered in sports.

Scholastic Bowl Team: Open to students working to compete in Scholastic Bowl competitions. Teams for matches will be selected based on performance in practice matches as well as in past interscholastic matches.

SADD (Students Against Driving Drunk): Open to students who are interested in promoting safe driving through not driving drunk. Its main activities are an after-prom substance free party, assemblies and publicity concerning their goals.

Science Club: Open to any student interested in enhancing their study of science. The purpose is to give students a chance to learn more about science. Possible activities could include contests, field trips, guest speakers, and service projects.

Speech Team: Open to students working to compete in speech competition. Competition is in various types of speech such as poetry reading, duet acting, dramatic interpretation, etc.

American Technology Honor Society: Open to any student interested in technology. Students will use technology projects to advance in stages of the organization.

National Honor Society: Available to sophomore, junior, and senior students on a selective basis. Scholarship (minimum 3.40 average), leadership, character, and service are criteria for membership candidacy. Membership is voted on by a committee of teachers.

### **National Honor Society Dismissal Procedures**

1. If members do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection, they are liable for dismissal.
2. Limited warnings are allowed, but in the case of flagrant violation of school rules or civil law, a warning is not necessarily required.
3. A student who is dismissed or who resigns may never again become an Honor Society member.
4. The standing of members for compliance with society standards will be periodically reviewed by the chapter advisor.
5. The advisor shall inform the errant member in writing of the nature of the violation, the time period given for improvement, and the possible consequence of non-improvement.
6. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the faculty council.
7. If the faculty council decides that dismissal may be warranted, the member will be allowed to present his or her case before the faculty council. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.
8. The faculty council shall investigate any case thoroughly before any action is taken.
9. If the council determines that the facts warrant consideration of dismissal, the member shall be notified in writing of the violation and the possibility of dismissal. The member shall then be allowed to appear before the faculty council and explain the situation.
10. If a member is dismissed, written notice of the decision shall be sent to the member, his or her parents, and the principal.
11. The member must then surrender the NH certificate, membership card and/or emblem to the chapter advisor. If the member is unwilling to do this, the matter shall be treated as a school disciplinary matter.
12. The dismissed member may appeal to the Superintendent and to the Board of Education.

### **JUNIOR HIGH SCHOOL**

Junior High School Student Council: Membership is made up of elected representatives from the classes in the Junior High School to serve as the student government. The organization sponsors activities through the year.

Junior High Scholastic Bowl: Open to junior high students who are interested in competing in scholastic bowl competition. Teams for matches will be selected based on performance in practice matches as well as in past interscholastic matches.

Junior High SADD: Open to junior high students who are interested in promoting safe driving through not driving drunk.

Junior High Speech Team: Open to junior high students working to compete in speech competition.

In addition to these organizations, each class will organize, elect officers, and have money-making activities for their own goals.

## **ELIGIBILITY SYSTEM**

All students must be academically eligible in order to participate in extra-curricular activities. This includes athletics, drama, and music events, club-sponsored activities, school social events, work passes, and cooperative vocational education training, as well as any other school-sponsored events. Exceptions are made for graduation and related activities, cheerleading tryouts, play auditions, awards banquets, Jr. Sr. Prom, and assemblies/events approved in advance by the principal.

**Eligibility** Students must be academically eligible in all subjects in order to participate in athletics. **Eligibility is based on academic standing for the semester and a student cannot be ineligible in a class until the class has met a minimum of 4 times. Teachers are required to submit their ineligible list to the office by 8:10 on Friday (or the last school day of the week). Eligibility will be posted on Friday and be in effect Monday through Saturday of the next week.** Once a student is classified as being ineligible, **this classification remains until a new list is submitted.** Students are responsible for checking the eligibility each week and repeated ineligibility during the sport season could result in dismissal from the team.. **Students are responsible for checking eligibility each week.**

## **SCHOOL ACTIVITIES-LEAVING**

Students who leave a school activity before its conclusion will not be permitted to return to the activity on the school grounds, unless they pay to get back in.

## **SPORTS**

The following interscholastic sports are offered to the students of Franklin High School: Cross Country, Boys' Basketball, and Girls' Volleyball. Junior High School sports offered are: Cross Country, Boys' Basketball, Girls' Volleyball, Girls Basketball and Girls' Softball.

Through a cooperative agreement with New Berlin, our high school students are able to participate in Boys' Football or Baseball and Girls Softball at New Berlin. Through a cooperative agreement with Waverly, our high school students are able to participate in Track, and Girls Basketball at Waverly. Students participating at New Berlin or Waverly will be governed by their procedures and rules.

It is necessary for any of the participants in these sports to present proof of having a recent physical examination by a doctor and have accident insurance, or a signed insurance waiver, prior to participating in any practice. There is also a participation fee charged for each sport that is to be paid by one week after the first practice.

Students must be academically eligible in order to participate in sports. Copies of the I.H.S.A. and I.E.S.A. eligibility rules are attached near the back of this handbook.

## **PARTICIPATION FEES**

	<u>High School</u>		<u>Junior High</u>
Boys' Basketball	\$35.00	Boys' Basketball	\$25.00
Cross Country	\$35.00	Cross Country	\$25.00
Girls' Volleyball	\$35.00	Girls' Volleyball	\$25.00
Cheerleaders	\$35.00	Cheerleaders	\$25.00
		Softball	\$25.00

Each participant would be required to pay the above amounts to participate in a

given sport. The money received will help pay for the total program (uniforms, coach's salary, liability, energy, transportation, etc.)

1. If the entire year is paid on the registration date a 10% discount will be given on the rates. If a refund of a portion of the fee is requested at a later date, full price will be charged for the sports still being participated in by the student.
2. If more than one student from a family is paying participation fees a 10% discount will be given. If a refund of a portion of the fee is requested at a later date, full price will be charged for the student remaining in a sport.
3. If a student is participating in more than one sport a 10% discount will be given. If a refund of a portion of the fee is requested at a later date, full price will be charged for the sport(s) participated in by the student.
4. Students from Franklin participating on a New Berlin team will be assessed a participation fee for each sport in which they participate. This fee is separate from Franklin's participation fee policy.

#### **EXTRA-CURRICULAR PARTICIPATION**

To participate in any extra-curricular activities the student must be in attendance at school for the entire afternoon (3<sup>rd</sup> period, 4<sup>th</sup> period, and Homeroom) on the day of the event, unless special permission is granted by the administration. Attendance at school for this provision means that the student must attend his/her afternoon classes.

#### **ATHLETIC HANDBOOK**

There is a separate handbook for athletics. These will be distributed to all participants in IESA and IHSA activities by the coach of each sport at the start of the season. Please read it carefully.

#### **ATHLETIC CONTEST BEHAVIOR**

Below are listed some rules for Franklin Junior/Senior High School students about behavior and requirements while in attendance at basketball/volleyball games in the gym (home or away).

1. Do not stomp on the bleachers.
2. During the National Anthem students are expected to show respect by standing quietly or singing the National Anthem.
3. Students must remain in the gym and in the bleachers during the game. Only concession workers may leave early to go to their work assignments, if necessary. The concession stand is not open when the game is going on.
4. No drinks are allowed in the gym.
5. NO WHISTLING - this is confusing to players and the referees and is very upsetting to the fans around you.
6. No booing - this is bad sportsmanship.
7. Running, sliding and horseplay in halls will not be tolerated.
8. **If you leave the building during a school activity, you must pay to get back in. If you have an emergency, talk to the person in charge of supervision**

**The principals or game supervisors may ask you to leave the building and not return if you violate these rules.**

**Please be reminded that the principals and supervisors cannot always control the visiting crowd, but mostly the visitors will act according to the**



example we set.

## **FIRE AND DISASTER PLANS**

### **Fire Drill:**

The fire alarm is a steady sounding of a horn different from the passing bell.

When the first alarm sounds, teachers will inform students of the exit they are to use and encourage rapid and calm exit. The staff should close windows and doors and turn off lights. Some curtains should be raised or drapes pulled so the room can be viewed from the outside if necessary. Students should exit immediately but calmly. The building should be emptied in one minute.

Teachers should see that all students in their rooms have left and then join the group outside of the building. They should account for each of their students once outside of the building and send a runner to the person in charge when all students have been accounted for. All teachers are required to bring their gradebooks.

### **Fire Exit Procedures:**

1. Agriculture room (#23), agriculture shop (#25), classrooms (#24) and (#26) exit through east agriculture shop door. Then proceed to prairie patch behind portable. Do not remain in alley behind the school. This is a fire lane.
2. Classroom (#22) and locker room exit through west hall doors and south doors and proceed to the ball field by the electric panels.
3. Classes in Red Calhoun gym – exit through hall doors on west side of building, lobby doors, and south door and then proceed to ball field by the electric panels.
4. Classes in rooms (#14), (#16), (#17), and (#19) exit through north hall doors and proceed to the prairie patch beside the portable. Do not stay in the alley behind the school; this is a fire lane.
5. Classes in rooms (#11), (#12), and (#15) exit through east cafeteria doors and proceed to side yard by the portable.
6. Classes in cafeteria exit through east cafeteria doors and proceed to side yard by the portable.
7. Classes in the band room exit through south fire escape door and proceed to side yard by the Lions Den.
8. All other classes on the second floor exit through south door located in the south practice room and proceed to the side yard by the Lions Den.
9. Office exit through lobby doors and proceed to the side yard by the Lions Den.
10. Classrooms (#301), (#305), (#306), and (#307) exit down west staircases and exit through the lobby doors and proceed to side yard by the Lions Den.
11. Classrooms (#302), (#303), and (#304) exit down east staircases and through the east doors and proceed to the side yard beside the portable.
12. Guidance room (#32) exit through main lobby doors and proceed to side yard by the Lions Den.
13. Classroom (#34) exit east cafeteria doors and proceed to side yard beside the portable.
14. Portable classroom (weight room) exit east and west fire doors and proceed to the side yard beside the portable.

### **Disaster Plan**

In view of the possibility of danger from wind during the year, the following safety program is in effect. Students should be well acquainted with the entire process. The disaster process must be posted in the classroom.

When a pulsating horn is sounded, everyone is to go to the designated safety areas. All are to remain there until an all-clear signal is given

Teachers are to stay with their respective classes and maintain discipline. The students need to be quiet so that they can hear any emergency procedures. It is also the teachers' responsibility to assist the students and provide a feeling of security

CLASSES-----SAFETY AREAS

Physical Education: ----- Shower Room

Boys: Room #25

Girls: Room #32

Room #22, 23, and 24,26----- Hallway between both classrooms

Room #12, 14, 15, 16, 17, 19----- Main corridor outside classrooms

Rooms #32, 34----- Main corridor of JH hallway

Rooms # 202, 204, 205 ----- Main corridor of HS Hallway.

Rooms 301, 305, 306, 307----- Soda room area of the first floor  
JH Building (1<sup>st</sup> floor).

Rooms 302, 303, 304 ----- Main floor of JH building

Portable Classrooms ----- West end of cafeteria

Offices----- Under high school steps

Junior High Lunch ----- First floor corridor of J.H. building

High School Lunch----- Main Corridor of H.S. building

Franklin CUSD #1

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**Students**

**Student Behavior**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

**When and Where Conduct Rules Apply**

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, 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.

### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic 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 or controlled substance, or cannabis (including medical cannabis, marijuana, 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. 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 tablet or powdered form.
  - g. "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.
  - h. 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.

- 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 had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
  6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
  8. 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.
  9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
  15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
  16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a

- member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
  18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
  19. 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.
  20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
  21. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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.

#### 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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. 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

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921),

firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school

days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

### **Suspension Procedures**

#### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.



- ii. For a suspension of 4 or more school days, an explanation:
    - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - c) That the student's continuing presence in school would either:
      - i) Pose a threat to the safety of other students, staff, or members of the school community, or
      - ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

#### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.

- f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **DISCIPLINE**

Discipline will be administered in different ways according to the offense committed, **the context in which the violation(s) occurred, and the past behavior of the student(s)**. All disciplinary measures will be designed to cause the student to modify his/her unacceptable actions into desired behavior.

Students are expected to behave in an acceptable manner in all school situations, showing consideration for others and complying with school and classroom regulations. Ignorance of the rules is not an accepted reason for misbehavior.

## **CLASSROOM BEHAVIOR**

We have hired competent, qualified teachers to instruct the students of Franklin Junior/Senior High School. They have been employed to help the students learn the skills they will need when they leave school, and we do not expect them to have to waste their time dealing with the misbehavior of students. **We will not tolerate a student(s) interfering with the learning of other students.**

The individual classroom teacher will normally handle classroom misbehavior. Types of misbehavior that will normally be handled by the classroom teacher include: classroom disturbances, dishonesty, cheating, lying, littering, talking in class, chewing gum, having candy, or other food stuffs in class, inappropriate language or gestures, non-defiant failure to complete assignments or carry out directions, nuisance items brought to school, bullying, etc.

Each teacher will have their own consequence for various misbehaviors. The consequences are designed to cause the student to modify his/her unacceptable behavior into desired behavior.

These consequences could include but are not limited to: notification of parents, conference with parents (by phone or in person), conference with student, verbal reprimand, withdrawal of classroom privileges, removal from the classroom, before or after school detention with the teacher, lunch time spent with the teacher, behavior contract, counseling, suitable consequences.

If a teacher has tried various methods of discipline and the student is still not behaving in a proper manner, the student may be referred to the Principal/Dean.

## **REFERRAL TO PRINCIPAL/DEAN**

Teachers may refer students to the Principal/Dean for repeated misbehavior in the classroom or for misbehavior in the halls, cafeteria, etc.

Other misbehavior that would be referred to the Principal/Dean include: inappropriate dress or attire, tardiness, display of matches, lighters, or tobacco products, use of tobacco products, inappropriate display of affection, truancy, gambling, closed campus violation, student in hall without a pass, fighting (including wrestling, hitting, shoving, etc.), stealing, destruction of property, inappropriate language and/or gestures, vandalism, possession, use or under the influence of alcohol or controlled substances or "Look-a-likes", possession of electronic paging devices, possession of cellular radio communication devices, threats to others, arson, false fire alarms, possession or use of weapons, inappropriate magazines or pictures, insubordination (failure to obey an employee's directions), disrespect, etc.

The Principal/Dean will consider all factors in making a disciplinary decision such as the seriousness of the misbehavior that occurred, circumstances under which it occurred, previous conduct of the student, attitude of the student, age, health, maturity and academic placement of the student, etc.

The Principal/Dean will determine a consequence for the misbehavior that occurred. This could include: a verbal reprimand, notification of parents, conference with student, conference with parents, counseling, withdrawal of privileges, (library, school events, passes, loss of open noon hour, etc.), detention, in-school suspension, referral to outside agency, or school district support services, removal from class, restitution, behavioral contract, notification of law enforcement officials where appropriate, confiscation, loss of work pass, suspension or expulsion.

### **REMOVAL FROM CLASS**

A student may be removed from a class (es) for conduct, which a teacher has defined as disruptive, immoral, or disturbing to an adequate learning atmosphere in the classroom. A teacher may remove a student from class for one day and the Principal/Dean may remove a student from a class(es) for up to 10 days. A student may receive a zero for each day he/she is removed from class.

The Principal/Dean will determine any additional penalties a student may be given besides being removed from class. A conference may be held with the student, teacher and the principal or counselor before a student will be readmitted to that class. A letter will also be sent to the student's parents.

### **DETENTION**

Before school or after school detention may be given by a teacher to a student for misbehavior in their classroom. The amount of time spent in the detention is determined by the teacher or principal and the time will be spent in the teacher's room or a designated room.

Detentions given by the office will be held after school. Students are expected to be in attendance no later than 3:15. All detentions must be served on the date the detention(s) is assigned. Detentions will only be rescheduled for emergencies.

Students that are given a detention either by a teacher or the office will be given a form that explains what the detention is for, the day(s) it is to be served, etc. Parents will not be called. It is the responsibility of the student to make any arrangements he/she needs to stay for the detention.

The detention is to be served on the day or days assigned with the following exceptions in which case the detention must be served the following school day or as arranged by the Building Principal/Dean/Teacher.

1. Academic prescheduled tutoring.
2. Prescheduled doctor or dentist appointment.
3. Emergency situation; parent/administrator conference needed to establish the emergency.

If a student does not stay on the day or days assigned, the student will serve time in the In-School room upon their return to school. After 2 In-Schools (resulting from missing detentions), a Saturday will be assigned for every detention missed. If a Saturday is skipped, a 2-day out-of-school suspension will result. After 2 Saturdays, a suspension will result for skipping every detention. (This is an accumulation per Semester)

### **PUBLIC DISPLAY OF AFFECTION**

School is not an appropriate place to show your affection. It is okay to hold hands, but we will not permit kissing, fondling, caressing, etc.

If the policy is violated a warning will be issued the first time; parents will be notified and their assistance requested for the second offense; and punishments such as detention or suspension will be given for further infractions of this policy.

### **SKIPPING CLASS (ES)**

Normally students who skip a class(es) will be dealt with by the Principal/Dean. The usual penalty for skipping a class(es), will be to make up the time after school or in "In-School" at twice the amount of time missed. Students may also receive a zero for the class(es) involved. A student who skips more than two periods or leaves the school grounds will normally receive a Saturday Detention. Various privileges may

be taken away from individuals and or classes as a result of such actions. A student who is habitually tardy or habitually skips classes may be suspended or turned over to the truant officer for further action.

#### **HAZING/INITIATION/BULLYING**

Unauthorized initiation, hazing or any type of bullying is prohibited by state statute and is not to be done on the bus, going to or from school, or in the school at any time. This includes at any school sponsored event or activity.

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

#### **Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**

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

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

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school

and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

### **GAMBLING AT SCHOOL**

Gambling shall not be allowed on the school premises or premises under school jurisdiction (school buses, cars in the parking lot). Any violation, shall be sufficient cause for school action, which could result in suspension, expulsion, or both.

### **SPITTING**

Spitting is strictly forbidden on school property.

### **CELL PHONES/ELECTRONIC DEVICES**

The use of cell phones and other electronic devices during school hours is strictly prohibited. School hours is considered between 7:00 a.m. and 3:10 p.m. Cell phones and other electronic devices must be turned off and kept in the student's locker, book bag, or purse. Students may only use cell phones/electronic devices in an emergency that threatens the safety of students, staff, or other individuals.

Students in violation of the above policy will be subject to the following disciplinary action:

First offense: The student's cell phone/electronic device will be confiscated and placed in the office for parents to pick up. The student will receive a 1 hour detention.

Second offense: The student's cell phone/electronic device will be confiscated and placed in the office for parents to pick up. The student will receive a 2 hour detention.

Repeated violations will result in further disciplinary action.

### **BUS CAMERAS**

(m)An electronic recording, including but not limited to, a motion picture, videotape, digital, or other visual or audio recording, made of the interior of a school bus while the school bus is being used in the transportation of students to and from school and school-sponsored activities, when the school board has adopted a policy authorizing such recording, notice of such recording policy is included in student handbooks and other documents including the policies of the school, notice of the policy regarding recording is provided to parents of students, and notice of such recording is clearly posted on the door of and inside the school bus.

Recordings made pursuant to this subsection (m) shall be confidential records and may only be used by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, related to incidents occurring in or around the school bus.

### **TRANSACTIONS AT SCHOOL**

School is not a place for students to buy and sell articles, merchandise, etc. from other students. Therefore, transactions among students (except school fundraisers) are not allowed in school. Any student who buys or sells merchandise, etc. to or from another student will be in violation of school rules and will be subject to disciplinary action including suspension and/or expulsion.

### **HALLWAY AND STAIRWAY TRAFFIC**

Halls and stairways are to be used for the movement of traffic. Courtesy in the halls should be observed at all times. There should be reasonable quietness in hallways and stairways. Stay on the right side as you move through the halls or the stairways. There is to be no running in the building.



### **USE OF TOBACCO**

Use or possession of tobacco of any kind, lighters or matches by students is not permitted on the school grounds at any time either during the day or at school functions. Any tobacco products, lighters, matches brought to school by a student will be confiscated. Other penalties may also be assessed.

### **INAPPROPRIATE MEDIA AND ILLUSTRATIONS**

The possession or transmission of literature or illustrations which are obscene, vulgar or indecent, or which substantially disrupt the educational process is prohibited.

### **DISRUPTIVE, VULGAR OR INDECENT EXPRESSION**

Speech or other expressive conduct that is obscene, vulgar or indecent, or substantially interferes with the operation of the educational process or infringes the rights of others is prohibited.

### **SUSPENSION/EXPULSION**

The following are considered to be offenses, which could result in suspension or expulsion (this list is not all inclusive):

1. Sell, possession, purchase, consumption, or being under the influence of a controlled substance, including, but not limited to, intoxicants, drugs, narcotics, or alcohol. This includes the sale, purchase or possession of so-called "look-a-like" drugs, or any substance presented as being a controlled substance, intoxicant, drug, narcotic or alcohol.
2. Possession or use of any drug-related paraphernalia.
3. Use or possession of tobacco in any form on school grounds.
4. Disrespect or disobedience toward a staff member or school employee.
5. Truancy and/or habitual tardiness.
6. Fighting at school or on school premises or at school-sponsored activities (including school buses).
7. Stealing on the school bus, at a school sponsored or school related activity or when under the supervision of the school.
8. Destruction or mutilation of school property or the stealing of school property at any time.
9. Possession or use of firearms, knives, explosives, or other weapon-like materials at school, on a school bus, at a school sponsored activity or when under the supervision of the school.
10. Repeated violations of school regulations.
11. Violation of student driving regulations.
12. Failure to report for assigned detention.
13. Failure to comply with a directive given by a school employee.
14. Injury or threat of injury to any school district employee, official, or student.
15. Other such conduct that poses a danger to persons or property or disrupts the educational process.

Any of the actions may result in suspension or expulsion and all relate to conduct at school, school sponsored activities, and while under the supervision of the school.

### **PROCEDURE FOR DISCIPLINARY ACTION**

Students may be suspended from any school within the Community Unit No. 1

School District for gross disobedience, insubordinate behavior, and/or violation of school rules, regulations and Board policies. Suspensions include not only regular classes but also school sponsored and school related activities. Upon returning from suspension, a student may have the option of completing all assignments in an acceptable fashion in order to have the grades changed to “x” and not zero’s. This is the students’ responsibility to contact the teacher within 2 days of returning to school or the grades will remain zeros. Any major tests (not quizzes) missed during suspension will be made up upon returning to school. If the student does not contact the teacher within 2 days, the test will be imputed as a zero. The suspension of a student will be made in accordance with current laws.  
(x- does not count against total points; 0- counts for zero points against total points)

**SATURDAY DETENTION**

A Saturday Detention is three hours in length. Failure to report to a Saturday detention will result in an In-School Suspension or Out-of-school Suspension.

**LAW ENFORCEMENT COOPERATION POLICY**

It is the policy of the Board of Education and the administration to cooperate with civil authorities and police officers whenever necessary or desirable. A police officer may interview a student in school providing he presents proper identification to the Building Principal prior to the interview. The parents/guardian normally shall be notified, if possible, before the student is interviewed. The interview shall be conducted in the presence of a teacher, counselor, Building Principal, or Superintendent and the parents/guardian, if the parents/guardian desire to be present for the interview.

If a student breaks a law at school, such as stealing, setting off a false fire alarm, assault, etc., the police may be called and charges brought against the student.

**GUIDELINES FOR PENALTIES**

The following disciplinary summary is designated to benefit both students and school personnel. Students are advised of potential penalties for initial and subsequent misconduct. School administrators have guidelines to relieve indecision as to the wishes of the Board of Education. This list is not meant to include all types of misconduct and subsequent penalties. The principal will use his discretion in areas not covered in this summary.

This list of misconduct and penalties is intended as a guideline. A Principal/Dean must consider all factors in making a disciplinary decision such as the seriousness of the misbehavior that occurred, previous conduct of the student, attitude of the student, age, health, maturity, academic placement of the student, etc. In severe cases in such areas as vandalism, theft, insubordination, fighting, drug or alcohol use at school, etc. the principal may move directly to a 10-day suspension and/or expulsion hearing.

<b><u>TARDY TO CLASS -</u></b>	<b><u>PER SEMESTER</u></b>
<u>Number</u>	<u>Penalty</u>
3-5	Detention (30 min.)
6-8	Detention (1 hr.)
9-12	Detention(at least 2 hours)
13 or more	Saturday Detention

**USE OF TOBACCO PRODUCTS**

**Penalty**

Detention or Saturday Detention. Repeated infractions could result in suspension and/or expulsion.

**FIGHTING**

**Penalty--** Detention or Saturday Detention or Suspension.

Repeated infractions could result in suspension or expulsion.

**VANDALISM**

Defacing - damage not permanent and can be easily removed or repaired by student)

**Penalty--**Remove, repair or possible one-day suspension

Destruction or defacing - damage is permanent or not easily removed

**Penalty**

Payment--Possible Suspension

Repeated infractions could result in suspension and/or expulsion

**DRUGS AND ALCOHOL (INCLUDING LOOK-ALIKE) DRUGS)**

(Possession/under the influence at school or at any school activity)

If the student shows indications of drug use, a teacher, dean or principal may require the student to undergo testing.

**Penalty**

Required Drug Test—Failure to comply with the required drug test may result in an automatic 10-day suspension and possible expulsion; police may be notified.

(Sales) 10 day suspension and expulsion hearing; police notified

**FIRE ALARM DISCHARGE**

1-10 day suspension

**THEFT**

Principal's/Dean's discretion (can suspend 1 day to 10 days)

(Expulsion via Board Decision is possible)

**INSUBORDINATION**

(Refusing to do as directed by staff)

Principals' discretion to include Detention or Saturday Detention

(Expulsion via Board Decision is possible)

**CALLING A TEACHER AN INAPPROPRIATE NAME/CUSSING AT A TEACHER**

Principal discretion to include Suspension

**CAFETERIA AND LUNCH HOUR**

Our lunch program is a part of the National School Lunch Program. Every effort is made to keep the price of meals as low as possible and yet maintain the cafeteria on a self-sustaining basis. The lunch price is \$2.25 per lunch.

**Students will not be allowed to charge lunches.**

Those who eat in the cafeteria are expected to observe the following rules:

Information on applying for free or reduced lunches is provided to each family

at registration. This information may also be obtained at any time in the office.

1. Stand in line in an orderly manner without crowding.
2. Keep voices down.
3. Return trays, napkins, utensils and paper to their proper places.
4. Courteous demeanor is expected at all times.
5. Help to keep the dining room clean and attractive.
6. Anyone guilty of throwing food, leaving a mess on the table, smashing milk cartons, etc. will be asked to remain in the lunch room and clean up the room, plus other disciplinary action may be taken against the student.
7. Any student involved in getting an illegal lunch shall pay for the lunch and may receive other disciplinary action.

**Violation of any of the above rules may warrant disciplinary action.**

### **GENERAL INFORMATION**

#### **PEST MANAGEMENT**

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticide herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement and antimicrobial agents (such as disinfectants, sanitizers or deodorizers). Insecticide baits, and rodenticide baits. Franklin C.U.S.D. has, therefore, established a registry of people who wish to be notified. To be included in this registry, please contact the superintendent.

#### **ASBESTOS**

All three-school buildings in the Franklin District contain some asbestos containing materials. Most of this asbestos is non-friable and is contained within the floor tile. There is also some asbestos in the materials wrapped around some heat pipes at the far west side of the high school and at Alexander school. Occupants of these buildings are not to damage the pipe wrapping which could release asbestos fibers into the air.

For additional information or to report damage to asbestos containing materials, please contact the superintendent's office. Inspections have been on going for several years and a trained inspector will continue to inspect every six months to ensure safety within these buildings.

#### **DRESS AND GROOMING FOR STUDENTS**

Clothing should be appropriate and should be neat, clean, inoffensive and decent. Examples of inappropriate attire are hats, sun glasses (unless prescription glasses), bare midriffs, halters, shirts with less than a 2" shoulder seam, clothing which allows undergarments to be visible when the student is sitting or walking, or other dress that is deemed offensive or a distraction to the educational setting such as chains or spiked apparel. Appearance or clothing, which is provocative; materially or substantially disruptive; conveys an obscene, vulgar or indecent message; promotes any product or service not permitted to minors by law; or endangers the health or safety of the student or others, is prohibited.

Shorts will be permitted, but must be an appropriate length. All shorts, skirts, dresses, and other short pants must have a length that reaches to middle of thigh.

Any type of pants or shorts must be worn at the waist or above. Students may not have any type of undergarments showing at anytime. Shirts must cover the side of the torso up to the armpit. Low-cut necklines that reveal cleavage are prohibited. For health reasons, some type of footwear is necessary. Hair should be neat, clean, and well-groomed at all times. Hats may not be worn in the school building during regular school hours (regular school hours is interpreted as when you arrive at school until you leave school).

A teacher may be allowed to restrict manner or dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific areas. Hoods may not be worn up in the school building when school is in session.

\*\*Repeated dress code violations may result in disciplinary action. Parents may be called to come and pick up their child from school.

**Students that will be attending class at Waverly** -Pierced jewelry may only be worn in the ears. Covering piercing with band-aides will not be allowed.

If a garment is offensive, parents may be called to provide an appropriate garment, or an alternate shirt will be provided.

Repeated infractions of dress code policy could result in disciplinary action.

### **DRIVING REGULATIONS**

1. Student vehicles must be parked on the parking lot in front of the building but within one marked parking space and are not to be parked in spaces designated for special use.
2. Student vehicles may leave the parking lot before the buses leave, however the buses have the right-of-way in our parking lot.
3. No vehicle may be used during the school day without permission from the principal or superintendent.
4. It must always be remembered that driving is a privilege and if abused, the school reserves the right to revoke students' driving privileges on campus.
5. Students are not allowed to sit in their automobiles during the school day. Permission must be obtained when it is necessary to go to automobiles at any time during school hours.
6. Any car parked on school property is subject to search and seizure.
7. Excessive noise due to loud mufflers or spinning tires while entering or leaving school property is prohibited.

### **FIELD TRIPS**

Classes and/or organizations may take field trips if approved by the Principal and Superintendent. The teacher should submit requests at least two weeks before the planned event. The cafeteria employees and all teachers should be notified of the approved event preferably one week in advance. Students will be required to bring parental permission forms for all field trips. Students are required to obtain assignments or make other arrangements with the teachers before attending field trips. Bus request forms shall be turned in one week in advance of the trip. Field trips and athletic trips are an extension of the classroom and Franklin Schools. Behavior/conduct must be the same as if the student is in the school. The supervisor will administer discipline and disciplinary measures accordingly.

### **LIBRARY /MEDIA CENTER**

The library/media center exists to provide a wide variety of materials and

resources necessary to accomplish the goals and objectives of the school system and the many programs within the curriculum. The goals of the library/media center focus on student, and student work and the school's over-all goals. The library/media center's philosophy acknowledges the uniqueness of each student and that materials will be made available at various levels of learning. The library/media center will strive to provide for the independent study and personal reading of the students.

A comfortable space with a conducive atmosphere is provided. Library/media center users are expected to be considerate and respectful of other user's rights. All school rules of conduct apply in the library/media center. Any disruptive behavior in the library/media center will result in the individuals involved losing all library privileges for a period of time, determined by the supervisor.

Correct library/media center behavior:

1. Be quiet.
2. You must have an official, individual pass and a purpose.
3. Sign in upon entering and exiting the library/media center.
4. NO food or drink!
5. Headsets must be checked out for sound use on the computer.
6. Be cooperative with the library/media center staff and other library/media center use.

A student may check out any reasonable number of materials; there is no specific limit. All books, magazines, and xeroxed materials may be checked out for two weeks. These may be renewed for an additional two weeks. All materials checked out must be returned on the due date. All library materials removed from the library must be checked out. No reference materials may be checked out.

All overdue books must be returned and all fines must be paid for students to receive their report cards or diplomas and before a student withdraws from school. A receipt for payment of fines or return of books must be given to the office to receive report cards after issue date. Any student who has an overdue book or outstanding fines may not check out any materials until these obligations are taken care of.

Students may complete the necessary forms to borrow materials through the Alliance Library System when Franklin library does not have the information needed. The library rules for checking out, returning, and paying fines are the same for ALS items borrowed.

## Acceptable Use Policy



### Board Policy 645.13 INSTRUCTION

#### Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The District is not responsible for any information that may be lost, damaged or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic network must be (1) in support of the education and/or research, and be in furtherance of the District's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectations of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Acceptable Use Policy* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by District officials.

### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Building Principal or designee. The Principal or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide researcher other lawful purposes, provided the person receives prior permission from the Principal or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting authorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

### Student Permission

Each student must sign the District's Acceptable Use Policy as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Parent Permission Form and User Agreement before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measure to protect against unreasonable access shall be taken before confidential student information is loaded on the network.





## STUDENT AND STAFF ACCESS TO NETWORKED INFORMATION RESOURCES

The developments in telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of society. These changes may also alter instruction and student learning. In general CUSD #1 supports access by students and staff to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship. Franklin CUSD #1 is pleased to offer students and adults access to a computer network so they can share ideas, transmit information, and contact others. As we begin to connect to the global community, the use of these new tools and systems will bring new responsibilities as well as opportunities.

### **What is Available?**

Access to the Internet will enable students and staff members to explore thousands of libraries, databases, museums, and other repositories of information and to exchange communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Thus, Franklin CUSD #1 will place filtering software on all computers. While the purposes of CUSD #1 are to use Internet resources for constructive educational goals, students may find ways to access other materials even when filtering is in place. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources and determining if these resources should be used at school.

### **What is Expected of Computer Users?**

Students and adults are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students and staff members who agree to act in a considerate and responsible manner. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Users are advised never to access, keep, or send anything that they would not want their parents, teachers, or principal to see. Independent student use of telecommunications and electronic resources will be permitted upon submission of permission forms and agreement forms by parents.

### **What are the Policies?**

\*All staff members and students are expected to follow these guidelines and policies

1. Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity, and this will insure that users are using the system responsibly.

2. Users are expected to store their records on floppy disks or at defined areas on the network.
3. E-mail and chat rooms may be used for educational purposes only with permission from the instructor.
4. The following are not permitted:
  - a. sending or displaying offensive messages or pictures
  - b. using obscene language
  - c. hacking into the network or into any computer or engaging in practices that threaten the network
  - d. disclosure of personal identification information
  - e. harassing, insulting or attacking others
  - f. accessing or using sites or e-mail that contain graphics or text that are obscene, child pornographic or generally harmful to minors
  - g. downloading or installing any commercial software, shareware, or freeware onto hard drives or network drives unless the user has written permission from the Network Administrator.
  - h. copying other people's work or intruding into other people's files
  - i. damaging computers, computer systems or computer networks
  - j. violating copyright laws
  - k. using others' passwords
  - l. trespassing in others' folders, work or files
  - m. intentionally wasting limited resources (such as printer ink or network bandwidth)
  - n. employing the network for commercial purposes

A good rule to follow is never view, send or access materials, which you would not want your teachers and parents to see. Should users encounter such material by accident, they should report it to their teacher immediately.

**What are the Rules?**

These are the guidelines to follow to prevent the loss of network and/or Internet privilege at Franklin CUSD #1:

1. Notify an adult immediately if, by accident, you encounter materials, which violate the rules of appropriate use.
2. BE PREPARED to be held accountable for your actions and for the loss of privileges if these rules are violated.

**What are the Sanctions?**

1. Violations may result in a loss of access.
  2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
  3. When applicable, law enforcement agencies may be involved.
- I understand that individuals may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. I have read the enclosed agreement about the appropriate use of computers, Internet, and e-mail at the school. (Questions should be directed to the principal for clarification).

**LOCKERS**

The school district has a number of lockers and locks it has purchased for student use. While the district may permit a student to use a locker and may assign a locker to a student, the locker remains the property of the school district. The Board

of Education, in order to preserve its property and to ensure the security, cleanliness, and physical integrity of the locker and the safety and well-being of the student and faculty, reserves the right to inspect, through its agents, any or all lockers.

Lockers should be kept closed and locked at all time

The school cannot be responsible for articles taken from lockers (both hall and physical education). Any property brought to school whether left in a locker or not, is not the responsibility of the school.

Do not keep open food items, soda pop cans, etc. in your locker as they attract bugs and cockroaches. You may keep your lunch in your locker.

Students will be assessed a fee for any damage occurring to the locker assigned to them. This would include putting stickers on lockers or writing on them.

**PASS SYSTEM**

Passes may be written to students who have a legitimate need to be out of class.

Provisions for passes are as follows:

1. If you are not in class, you need a pass.
2. Disciplinary problems may result in the loss of any or all pass privileges.
3. Abuse or deception of the intended purpose of a pass will result in disciplinary action.
4. Passes to enable a student to be in a classroom rather than an assigned classroom should be obtained prior to the class hour they will be used and be presented to the assigned classroom teacher at the beginning of the hour. Passes, from classes should only be given on rare occasions.
5. Students are to be only where their pass indicates.
6. The assigned classroom teacher may decide not to honor any or all passes presented to them.
7. Passes to students to leave school grounds will not be issued without permission from the office.

**STUDENT PUBLICATIONS AND PRODUCTIONS**

**A. Publications in General**

Students may distribute free publications and literature at reasonable times and places as designated by the principal. The principal shall restrict the distribution of any written matter which:

1. Is vulgar, indecent or obscene.
2. Contains libelous statements or abusive language such as language defaming a person's character, race, religion, or ethnic origin.
3. Causes or clearly threatens to cause a material and substantial disruption of normal classroom activity, any normal school function, or other school activity.
4. Encourages the commission of unlawful acts or the violation of lawful school regulations.
5. Advertises any product or service not permitted to minors by law.
6. Exposes its particular audience to material that may be inappropriate for their level of maturity.
7. Associates the school with any position other than neutrality on matters of political controversy.

**B. School-Sponsored Publications**

Student newspapers and other school-sponsored publications shall have faculty

supervision. Responsible journalism should be free from libel, obscenities, or personal attacks; student editors and writers should report the news and editorialize in the same manner as other newspapers. Journalism students are responsible for the content of student publications.

The faculty sponsor of such publications or school principal may restrict the distribution of any materials that fail to meet journalistic standards or are inappropriate for the school audience as outlined in **Section A** of this policy. Students may appeal such a decision to the principal who shall render a written decision within five (5) school days after receiving the appeal. Further appeals shall be made as provided in **Section D** of this policy.

#### **C. Review Before Distribution**

Students wishing to distribute any publication on campus must first submit the publication to the principal for review. The principal may prevent distribution of a non-school-sponsored publication if material in the publication falls into one of the 5 categories of inappropriate speech listed above in Section A.

The principal may prevent distribution of a school-sponsored publication if material in the publication falls into one of the 7 categories of inappropriate speech listed above in Section A.

The principal must decide whether or not to allow the publication to be distributed within five (5) school days of its submission for review. If the principal disapproves or prevents distribution, the principal shall state the reasons in writing. If the principal fails to render a decision within the five-day period, the student(s) may appeal directly to the superintendent. A request for this direct appeal must be made within two (2) school days.

#### **D. Appeals**

If a student is dissatisfied with the decision of the principal, the student may appeal the decision to the superintendent in writing with-in two (2) school days of the principal's decision. If the student requests an appeal, an informal hearing shall be held within five (5) school days and a decision by the superintendent or his designee shall be rendered within five (5) school days of the hearing.

If the student is dissatisfied with the decision of the superintendent, the student may appeal this decision to the Board of Education. An appeal is taken from the superintendent's decision by notifying the superintendent, in writing, within two (2) school days of the decision, of the student's desire to appeal. The Board of Education shall conduct an informal hearing within ten school (10) days of the notice of appeal and shall render its decision in writing within five school (5) days. If the Board does not issue a decision within this time period, the publication may be distributed. If the Board later decides that the publication is inappropriate under Section A, the distribution may be halted.

At every level of the appeal process, the student or representative shall have the right to appear and present the student's case, supported by relevant witnesses and materials, as to why distribution of the student publication is appropriate.

#### **E. Definitions:**

The following terms used in this statement of policy shall be defined as follows:

1. "Obscene": any speech or work which the administration applying contemporary community standards (as opposed to "national" standards) would find, taken as a whole, appeals to prurient interest, or which depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law, and which, taken as whole, lacks serious literary, artistic, political, or scientific value.

2. "Libelous statement": false and unprivileged statements about a specific individual, which injure that person's reputation in the community.
3. Any conduct by a student, in class or out, which for any reason including inappropriateness of time, place or type of behavior, significantly interferes with school functions, classroom instruction or extracurricular activities, causes or induces disciplinary violations; or interferes with the rights of other students.

Examples of substantially disruptive conduct include, but are not limited to, anything that significantly distracts other students from instruction, demonstrations, destruction of property, injury to persons, shouting or boisterous conduct and related activities.

#### **F. Student Productions**

School-sponsored student productions shall have faculty supervision. The faculty sponsor of such productions or the school principal may restrict the presentation of any production, in whole or in part, that is inappropriate for its audience or that falls into any one of the seven (7) categories of prohibited speech listed in Section A of this policy. A student(s) may appeal any restriction of a production following the procedures outlined in Sections C and D of this policy.

#### **SENIOR TRIP IF APPROVED BY THE BOARD OF EDUCATION**

Money may not be given to students to spend as they wish at a mall, etc. Any money left-over in the senior account at the end of the school year (after paying for the composite picture) will become the property of the school or may be designated by the class to be used to purchase something for the school in memory of the class. If a skip day occurs, privileges may be revoked, the trip canceled and consequences assigned as per the handbook for skip days.

#### **SENIOR TRIP POLICY (Points System)**

**The Senior Trip is a privilege, not a right.** Students earn the ability to attend the Senior Trip based upon a points- based system that each class will utilize. The points are earned over the four-year period. If a student has not attended Franklin H.S. for all four years, the points system will be adapted to make the student only responsible for the years of attendance at Franklin H.S.

#### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a

discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### **SEXUAL HARASSMENT**

It is the policy of this school district to provide for its employees and students an educational and employment environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. The violation of this policy may result in discipline of employees, including discharge, or of students, including expulsion.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Employees, students or other individuals who feel aggrieved because of sexual harassment have several means available to make their concerns known:

- Aggrieved persons who feel comfortable doing so should directly inform the person engaging in sexual harassing conduct or communications that such conduct or communications is offensive and must stop.
  
- An aggrieved individual who does not wish to communicate directly with the person whose conduct or communications is offensive or if the direct communication with the offending party has been unavailing, should contact the superintendent or other administrative staff for counseling and assistance.
  
- Aggrieved persons alleging either sexual harassment by anyone with supervisory authority, or failure by administrative staff to take immediate action on the individual's complaint, may also file a formal grievance.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not adversely affect the complainant's employment, compensation or work assignments.

All levels of administration have a special responsibility for implementation of responsible administration of this policy. If behavior is observed which violates this policy, the person observing such behavior shall bring the matter to the attention of either the superintendent or designated administration representative for appropriate action. If an employee, student or other individual files a complaint, the administration representative with whom the complaint is filed shall inform the complainant of his or her rights under this policy and undertake corrective action. If a problem is beyond the capability of the administration representative to effectively correct, the matter shall be referred to the superintendent for appropriate action.

In all cases, and regardless of the individual remedial measures that have been undertaken, the administration representative to whom the complaint has been referred shall provide the superintendent with a complete written report of each complaint. This report must be submitted within ten (10) days of the date the complaint was first filed with the administration representative. Such reports shall include at a minimum:

- \* The date of receipt of the complaint,
- \* Identification of the party or parties and the actions complained of, including all relevant background facts and circumstances
- \* A statement detailing the scope of the investigation that had been undertaken and the result thereof, and a statement of corrective measures pursued, the date such measures were undertaken and the results achieved, and
- \* \*Where possible, a written statement signed by the complainant detailing the conduct complained of.

#### **TELEPHONE**

Students will be called from classes for emergency phone calls only. Important messages will be delivered to students. A phone is located in the lobby for the convenience of students and visitors. **Students are not to use this phone unless permission is given by the office.**

#### **VISITORS**

The school policy is to accept only those visitors who have legitimate business at the school. Parents are always welcome.

Students from other schools are not permitted to visit school except under special circumstances and with prior approval from the principal and teacher. **All visitors must register at the main office.**

## **Parent computer permission form and user agreement**

As a user of the CUSD #1 computer network, I hereby agree to comply with these rules concerning communication over the network.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As a parent or guardian of the student signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that individuals may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use- setting and conveying standards for my child to follow when selecting, sharing or exploring information and media. I have read the enclosed agreement about the appropriate use of computer, Internet and e-mail at the school and I understand that this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification).

Parent Name (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Childs Name (Print): \_\_\_\_\_

**Date:** \_\_\_\_\_



Franklin CUSD #1  
Annual Parent Notice  
Right to Request Teacher Qualifications

Dear Parent or Guardian:

Our school receives federal funds for Title 1 programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible.

- a. If the teacher has met State-licensing requirements for the grade level and subject in which the teachers is providing instruction.
- b. If the teacher is teaching under emergency status for which State licensing requirements have been waived.
- c. The type of college degree major of the teacher and the field of discipline for any graduate degree or certification.
- d. If your child is receiving Title 1 services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

Thank you for your interest in your child's education.

Sincerely,

Franklin CUSD #1 District

Parents Name: \_\_\_\_\_