



Rantoul Township High School

2018/2019

Student Handbook

www.rths193.org
200 S. Sheldon St.
Rantoul, Illinois 61866
(217)892-2151

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



an sdi innovations company

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, without getting prior written permission of the publisher.

©2018. SDI Innovations. All Rights Reserved.

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

Section 1 General Information	4	Discipline of Students with Disabilities	15
Disclaimer	4	RTI (Response to Intervention)	15
Principal’s Message	4	District-Wide Title 1 Parental Involvement Policy	16
Board of Education	4	RTHS School-Parent-Student Compact	18
Administrative Leadership Team	4	Parents Right-To-Know	18
RTHS Mission Statement	5	RTHS Responsibilities	19
RTHS Vision Statement	5	Teacher Qualifications	20
School Song	5	English Learners	20
Assistance in School	5	Homeless Child’s Right to Education	20
Building Entrance and Departure	6	Equal Educational Opportunities	20
Visitors	6	Suicide and Depression Awareness and Prevention	21
Conferences with School Personnel	6	High School Graduation Requirements	21
School Closing Notifications and Procedures	6	Credit for Alternative Courses and Programs, And Course Substitutions	22
Safety Drill Procedures and Conduct	6	In-Class Examinations	22
Sex Offender Notification Law	6	Standardized Testing	23
Surveys by Third Parties	6	Physical Education	23
Surveys Requesting Personal Information	7	Make-Up Work	24
Instructional Material	7	Late Work Policy	25
Building Occupant Notice	7	Grade Reports and Scale	25
Insurance	7	Grievance Procedures for Students	25
Pesticide Application Notice	7	Honor Rolls and Academic Letters	26
Section 3 Enrollment and Academic Information	8	Section 4 General Rules and Guidelines of Conduct	26
Conditions of Entrance	8	Appearance and Dress Guidelines	26
Physical Examination/Immunization	8	Student Lunch Account and ID Cards	27
TDAP	8	Cell Phones	28
Vision Examination	8	Hall Permits	28
Basic Immunization	9	Book Bags/Gym Bags and Carry Alls	28
Exemptions	9	Student Lockers	28
Student Medication	9	Locker Locations	28
Self-Administration of Medication	10	Telephone	28
School Personnel to Be Informed of Medical Problems	10	Auto Regulations	28
Chronic Illness	10	Library/Media Center Procedures	28
Food Allergies	10	Keep Moving Policy	29
Care of Students with Diabetes	11	Posting Privileges of Posters and Circulars	29
Accommodating Breastfeeding Students	11	Guidelines for School-Sponsored Publications, Productions and Websites [HS]	29
Home and Hospital Instruction	11	Guidelines for Student Distribution Of Non-School-Sponsored Publications	29
Vision Screening	11	School Sponsored Dances	30
Fines, Fees, and Charges; Waiver of Student Fees	12	Activities and Field Trips	30
Student Textbooks and Supplies	14	Commencement Ceremony Participation	30
Education of Children with Disabilities	14		
Accommodating Individuals with Disabilities	14		
Service Animals	15		
Exemption From Physical Education Requirement	15		

Section 5 Attendance Procedures and Guidelines	31	Corporal Punishment.....	44
Attendance	31	Weapons Prohibition	44
Student Absences.....	31	Gang & Gang Activity Prohibited	44
Pre-Arranged Absences	32	Re-Engagement of Returning Students.....	45
Final Exam Exemptions.....	32	Suspension and Expulsion	45
Home and Hospital Instruction	32	Detention	45
Truancy.....	32	Social Probation	45
Tardiness	32	In-School Isolation	45
Injury at School.....	33	Temporary Removal From Class	45
Communicable Diseases.....	33	Section 7 Extra Curricular Activities.....	46
Head Lice	33	Clubs and Organizations	46
Section 6 Discipline Procedures	34	IHSA Sanctioned Extra-Curricular Eligibility Requirements.....	46
Cafeteria Rules.....	34	Interscholastic Athletics Code of Conduct	46
Plagiarism and Cheating	34	National Honor Society.....	46
Prevention of and Response to Bullying, Intimidation, and Harassment	34	Section 8 Rantoul Township High School Athletic Code.....	47
Sexual Harassment & Teen Dating Violence Prohibited.....	35	Student Athlete Concussions and Head Injuries	49
Search and Seizure.....	36	Section 9 Eagle Academy Policies and Procedures	49
Computer and Internet Acceptable Use.....	37	Eagle Academy.....	49
Student Use of Electronic Devices	39	Academic Requirements	49
Access to Student Social Networking Passwords & Websites	39	Attendance Requirements	50
Bus Transportation	40	Three Strike Rule.....	50
Bus Conduct.....	41	Eagle Academy Rules	50
Student Behavior.....	41	Immediate Termination	50
Prohibited Student Conduct.....	41	Section 10 Grammar Guide	50
When and Where Conduct Rules Apply	43	Parts of Speech	50
Disciplinary Measures	43	Parts of a Sentence.....	53



SECTION 1 GENERAL INFORMATION

DISCLAIMER

This handbook represents the most up-to-date information available, but it should not be assumed that this handbook is all inclusive as to cover every situation. These policies/rules are in addition to Board Policy. Situations arising that are not contained herein will be covered by Board Policy, State Statutes/Illinois School Code, or Administrative Policy. School administration and staff may have to make decisions about situations, not mentioned in this handbook, to maintain a safe and positive learning environment. Any decisions rendered will be made in the best interest of all students.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The handbook may be amended during the year without notice. The Board's comprehensive policy manual is available for public inspection at the District Office, located at: 200 S. Sheldon

Rantoul, IL 61866

PRINCIPAL'S MESSAGE

Welcome to the 2018-2019 school year. This handbook will give you an overview of what you need to know to experience success at RTHS. There are plenty of rules that you need to know. Some of them are new, some have changed a bit, and some have stood the test of time. In addition to the rules you will find a calendar that will help you stay organized. I hope you familiarize yourself with the handbook. It will answer many of your questions before you even have to ask them.

Students, I would like to offer you a few words of advice that will help you over the next year in school. Three basic things need to happen for you to make it through high school. Come to school, go to class and learn. By doing these three basic things you will make it through school. However, I want you to do more than just make it through school. I want you to have a great experience. In order to do that, you have to do more than just the basics. Get involved in something positive. Join a club, activity or sport. Go to events and cheer positively with your classmates. As a student of RTHS you are part of something special. Be proud of that. Represent yourself well both in and out of the classroom. Stay away from negative influences. Build positive memories. We have high expectations for you. We will help you meet those high expectations.

Parents, I would like to personally ask you for your help. We need you to be involved at whatever level you are able to. Today's fast pace sometimes prevents us from being as involved as we would like to be. Your involvement can be as simple as checking grades on Skyward and having a conversation with your son or daughter about their grades. You may also come to visit their classroom. We welcome parents to come and see what is going on. Additionally, we always need parents to provide input to us be it through a committee or a survey. I simply ask that you get involved. Together we can make the students experience at RTHS top notch.

BOARD OF EDUCATION

The School Board governs the school district, and is elected by the community. Current School Board members are:

Ann Reale	President
Roger Quinlan	Vice President
Janet Brotherton	Secretary
Doug Jordahl	Member
Kelly Foster	Member
Jeremy Larson	Member
Jolene Pacunas	Member

ADMINISTRATIVE LEADERSHIP TEAM

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

Scott Amerio	Superintendent
Todd Wilson	Principal
Sandy Davis	Director of Special Programs/Eagle Academy Principal
Megan Anderson	Assistant Principal for Curriculum and Instruction
Brooke Billings	Assistant Principal for Discipline and Attendance
Travis Flesner	Athletic Director/Dean of Students
Amy Jones	Dean of Students
<u>School Resource Officer:</u>	Kurtis Buckley

The school is located and may be contacted at:

200 S. Sheldon
Rantoul, IL 61866
(217) 892-2151

RTHS MISSION STATEMENT

The mission of RTHS is to be caring, ethical and accountable in order to foster school and community spirit; to create a safe, respectful community of learners; to encourage the development of intellectual, artistic and athletic interests; and to understand diverse cultures and viewpoints in partnership with students, parents and community

RTHS VISION STATEMENT

At RTHS there is a climate of high expectations for success. A collaborative culture exists ensuring students' progress is monitored and communicated to students, parents, community, and one another.

SCHOOL SONG

R.H.S., oh R.H.S., faithful to you we'll be.

All our hopes and all our fears

Will be for you, just you.

RAH! RAH! RAH!

Studios days throughout each year

have kept our hearts aglow,

and until the end, we'll be loyalists and friends

to the school that we love the best

CHA HEE CHA HA, CHA HA HA HA

RANTOUL HIGH SCHOOL,

RAH! RAH! RAH!

SECTION 2 SCHOOL INFORMATION AND PROCEDURES

ASSISTANCE IN SCHOOL

The following indicates the most frequent problems encountered by students and the place where help is obtained.

• **GUIDANCE**

Class Schedules

Scholarship/Financial Aid

Graduation Requirements

Personal/Class Concerns

Review of Credits

College/Career Information

Summer School

Transcript Requests

Transfer/Withdrawal

• **MAIN OFFICE**

Absenteeism

Lunch Accounts

Change of Address/Phone #

Insurance / Medical

Locker Problems

Lost and Found

Tardiness

Truancy

Theft

Work Permits

• **STUDENT SERVICES (room 200)**

Director of Special Programs

School Psychologist

Section 504 plans

Crisis Intervention

Speech Services

Referral to Community

Resources/Agencies

Social Workers

Homeless Liaison

Special Education Concerns

Mediation Opportunities

Adult Teen Mentor Program

BUILDING ENTRANCE AND DEPARTURE

Students are permitted in the building at 7:45 AM. No students are allowed in the hallways before 7:45 AM without an appointment with a teacher, to attend an extra-curricular meeting or team practice supervised by a sponsor or coach, or to serve a detention that was previously arranged. Students will be supervised beginning at 7:45 AM by school personnel.

Students are expected to depart the building by 3:15 PM unless participating in an organized activity under the supervision of a faculty member or waiting for a bus arrival.

VISITORS

All visitors to the building must enter through the northwest doors and report immediately to the Main Office upon arrival. Visitors must sign in and out of the building and obtain a Visitor Badge before entering any other portion of the building.

CONFERENCES WITH SCHOOL PERSONNEL

Parents are to schedule conferences with teachers, counselors or administrators in advance at times convenient for both school personnel and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class time.

SCHOOL CLOSING NOTIFICATIONS AND PROCEDURES

In the event it becomes necessary to close the school because of weather conditions or other emergency situations, you may tune in to any one of the following stations for information:

RADIO STATIONS - WILL, WIXY, WDWS, WLRW, WPXN

TELEVISION STATIONS - WCIA (3), WICD (15)

In addition, RTHS utilizes a global calling system to notify parents/guardians of school closings. **Therefore it is vital that contact information is always kept up to date.**

SAFETY DRILL PROCEDURES AND CONDUCT

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

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

SURVEYS BY THIRD PARTIES

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

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

SURVEYS REQUESTING PERSONAL INFORMATION

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

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

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

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

BUILDING OCCUPANT NOTICE

This notice is to inform building occupants of the locations of Asbestos Containing Materials (ACM). It has been determined by the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any ACM.

Each six months, inspections are conducted to determine any change in the condition of the known or assumed asbestos. Any evidence of disturbance or change in condition will be documented as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the ACM. Additional measures will be taken when needed to protect the health of building occupants. Materials containing asbestos have been found in the following school buildings: Rantoul Township High School.

INSURANCE

If there is sufficient demand for student insurance for an insurance company to write a policy, the school will offer a student insurance program to each student for a fee that will be determined prior to the start of school each year

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Tony Worthington
Director of Maintenance
(217) 892-6133

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

SECTION 3 ENROLLMENT AND ACADEMIC INFORMATION

CONDITIONS OF ENTRANCE

A student may enter Rantoul Township High School by presenting evidence of promotion from the eighth grade. Transfer students in good standing from another high school will be admitted.

All students entering Rantoul Township High School for the first time must have physical examinations, proof of guardianship, and proof of residency in the school district. Physical examination forms may be secured from the high school office if needed. These should be completed by the student's physician and dentist and returned to the high school. In addition, a record of immunizations taken, with dates and other details, and notice of any other health problems is also required to be on file in the office. **A student will not be able to attend school without a physical examination on the form designated by the State.** Students new to Rantoul Township High School must furnish a copy of a valid birth certificate.

PHYSICAL EXAMINATION/IMMUNIZATION

New students to Rantoul Township High School and Ninth grade students must present a completed Immunization record, and a Physical form(DHS State of Illinois Certificate of Child Health Examination REV. 11/2015) signed by a doctor **by the first day of school** or an earlier established date of the current school year. Students moving into the District will have 30 days to meet all state requirements. Students who do not meet these requirements by the deadline will not be allowed to continue school attendance until the student fulfills State requirements.

It is the parent's responsibility to insure the completeness of the form. Do not delay in adhering to this state mandate. Make certain your child will be eligible to attend school on the first day.

To be compliant with the Illinois Child Health Examination code and be accepted by the school, a high school student's completed DHS State of Illinois physical form must include:

HEALTH HISTORY, which shall be completed, signed, and dated by the parent or legal guardian of the student. The medical history shall be inclusive as indicated on the form.

PHYSICAL EXAMINATION, which shall include an evaluation of: height, weight, blood pressure, BMI, Diabetes Screening (risk assessment), System Review and other evaluations deemed necessary by the examiner. The examiner should list any medication the student takes routinely, diet restrictions/needs, special equipment needed, or other needs, any known allergies, and the Physical education and interscholastic sports section marked.

Immunizations must be verified in writing by a health care provider. All immunization dates (MM/DD/YYYY) must be filled in and the health care provider must sign the immunization record. If proper immunization documentation cannot be found, the child should be re-immunized. Information about when children and teens need vaccinations is available in six languages at <http://www.immunize.org/>

TDAP

Change in state law beginning in the fall for the ***2013-2014 school year*** requires students entering Grades 6-12 who **have not already** received Tdap to receive one (1) Tdap regardless of the interval since the last DTAP, DT, or TD dose. Please check with your child(ren)'s physician as you prepare for this school year to verify if your child(ren) will require further immunizations.

Public Act 093-0946 (Health examination and Immunization)

Our School Nurse reviews all student records to assure compliance with the State mandate for immunizations and physical exams. If there are any questions, the nurse will contact you. If you have any questions or problems in meeting this deadline, please contact the school office and the nurse will return your call.

VISION EXAMINATION

In Illinois, Public Act 95-671 requires that kindergarteners and **ALL STUDENTS ENROLLING FOR THE FIRST TIME** in an Illinois public, private, or parochial school must have an eye examination. The requirement went into effect January 1, 2008.

Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations, as specified in Illinois Department of Public Health administrative rules.

Exams must be completed by a licensed physician or a licensed optometrist. If the student fails to present proof of exam by October 15 of the current school year, the school may hold the student's report card.

BASIC IMMUNIZATION

Rubella

- 1) Beginning with the school year **2014-2015**, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other proof of immunity described in Section 665.250(c).
- 2) For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, proof of two doses of live rubella virus vaccine as described in subsection (d)(2) shall be submitted prior to the school years in which the child reaches the ages of five, 11 and 15.

Mumps

- 1) Beginning with the school year **2014-2015**, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or other proof of immunity described in Section 665.250(c).
- 2) For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, proof of having received two doses of live mumps virus vaccine as described in subsection (e)(2) shall be submitted prior to the school years in which the child reaches the ages of five, 11 and 15.

Varicella

- 1) Beginning with school year **2014-2015**, any child entering **kindergarten, sixth grade, or ninth** grade for the first time shall show proof of having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease as described in Section 665.250(g), or laboratory evidence of varicella immunity.
- 2) For students attending school programs where grade levels (kindergarten through 12) are not assigned, proof of having received at least two doses of varicella vaccine or other proof of immunity as described in subsections (h)(2), (3) and (4) shall be submitted prior to the school year in which the child reaches the ages of five, 11 and 15.

Meningitis

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

EXEMPTIONS

A student will be exempted from the above requirements for:

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

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

SELF-ADMINISTRATION OF MEDICATION

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

All medication forms are required to be updated yearly.

SCHOOL PERSONNEL TO BE INFORMED OF MEDICAL PROBLEMS

Parents are required to inform the school office, the child's teacher, and the school nurse if a child has a medical problem of any kind. In some instances, a conference may be scheduled with staff who work with your child to discuss the best way to help your child benefit from the school experience while managing his/her medical problem.

CHRONIC ILLNESS

Rantoul Township High School is committed and dedicated to ensuring the safety and well-being of all our students by identifying those students with chronic health conditions. Those students with chronic illness will have access to the same education as those students without disabilities. Chronic health conditions shall include those with "nut allergies" and/or other food allergies, asthma/allergies, diabetes, seizures, muscular/skeletal disorders, bowel and/or bladder, and including but not limited to other chronic diseases. If their condition requires them to have special instruction for them to benefit educationally or to ensure their health and safety while in school, they will be eligible for accommodation/modifications/interventions of the regular classroom, curriculum, or activity as instructed per their Primary Health Care Provider.

All information regarding student identification, healthcare management, and emergency care shall be safeguarded as personally identifiable information and will be shared on a need to know basis in the coordination of the student's medical and health care management by the school staff.

An Individualized Action Care Plan will be developed specific to the student's condition and in coordination with the instructions provided by the Primary Care Provider.

The development of the Individualized Care Plan is in accordance with specific protocols to:

1. Prevent exposure/episodic reactions
2. Awareness and training for school staff on acute and routine management of the student's chronic health condition, information on signs and symptoms of the student's chronic health condition, medication and administration if needed
3. Emergency protocol for dealing with reactions should they occur.

FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the principal at (217) 892-2151.

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

(Board Policy 314)

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

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

For further information, please contact the Building Principal at (217) 892-2151.

ACCOMMODATING BREASTFEEDING STUDENTS

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

HOME AND HOSPITAL INSTRUCTION

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Mr. Todd Wilson, Principal at 217-892-6160.

VISION SCREENING

Vision screening will be done, as mandated for the following children (9th grade, new students, and special education students) during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this 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 the evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. 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. (Illinois School Code Section 27-8.1)

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at (217) 892-2151.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹

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

¹ This section is only applicable to high schools.

3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.²

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

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

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

STUDENT TEXTBOOKS AND SUPPLIES

Textbooks are furnished to the students for a rental fee. This is to be paid on the day of registration. Students will secure their books from each of their teachers on the first day of class. A complete list of student fees is available on the RTHS website (www.rths193.org) or at the main office upon request. Students who damage or lose textbooks will be required to pay an additional fee for the lost or damaged books. Workbooks and newspaper subscriptions are required in some courses. Students may purchase required workbooks at an additional cost in the Main Office. Certain fees may be waived for students eligible for free or reduced lunch purchases. Contact the Main Office for the necessary forms to qualify for waivers. Students will not be able to take final exams until they have turned in their textbook to the course instructor.

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

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

Educational opportunities within our curriculum are available to all students without regard to race, color, national origin, sex or handicapping condition. All students, however, must meet the required prerequisites for each course level they wish to schedule. The Superintendent is the District Coordinator whom you may contact concerning any questions relative to compliance with TITLE IX and Ms. Sandy Davis is the District Coordinator whom you may contact concerning any questions relative to compliance with Section 504 of the REHABILITATION ACT OF 1973.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

² This section is only applicable to high schools.

SERVICE ANIMALS

Service animals such as guide dogs, signal dogs or any other animal individually trained to perform tasks for the benefit of a student with a disability shall be permitted to accompany that student to all school functions, whether in or outside the classroom.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

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

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

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

RTI (RESPONSE TO INTERVENTION)

RtI is a required program for all schools receiving state/federal funds in Illinois. RtI provides students with high quality classroom instruction as well as interventions to meet the needs of all learners. In order to implement RtI effectively student data such as assessment results, grades, attendance, and discipline are reviewed frequently. Teams of school personnel will meet regularly to discuss progress and determine which students will participate in intervention groups.

All students will participate in the core academic and behavior curriculum known as "Tier 1." Many students will also receive supplemental services (tier 2). This means they will spend more time learning a particular skill through specific interventions and accommodations. Tier 2 instruction may be provided by the classroom teacher or a support staff member (school psychologist, social worker, speech therapist, teacher assistant, etc...). Because students will move in and out of groups as they master skills parental permission to participate in groups will not be obtained.

Students who continue to struggle will also receive intensive services (tier 3). This means your child will receive additional small group instruction and interventions targeted to his/her needs. Again, many different school personnel may provide this intervention, including special education personnel.

If your child requires tier 3 interventions, you may be invited to come to a meeting to discuss your child's educational needs. Students who continue to require tier 3 intervention for an extended period of time may be entitled to special education services with parental permission. If a parent requests an evaluation for special education, a meeting will be held to discuss the request. However, a student may not be entitled to special education if they have not received tier 3 intensive intervention.

DISTRICT-WIDE TITLE 1 PARENTAL INVOLVEMENT POLICY

PART I. General Expectations

Rantoul Township High School agrees to implement the following statutory requirements:

- RTHS will put into operation programs, activities and procedures for the involvement of parents. Those programs, activities and procedures, including the process of school review and improvement, will be planned and operated with meaningful consultation with parents of participating children.
- RTHS will adopt the school-parent compact as a component of its Parent Involvement Policy.
- RTHS will incorporate this districtwide parental involvement policy into its school improvement plan.
- RTHS will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. RTHS will present this information in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- RTHS agrees to submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- RTHS will involve the parents of children in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- RTHS will provide reasonable support for parental involvement activities as the parents may request.
- RTHS will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESSA.*

PART II. RTHS will implement required districtwide parental involvement policy components as follows:

1. RTHS will take the following actions to involve parents in the joint development of its districtwide parental involvement plan under section 1118 of the ESSA:

RTHS will gather and distribute for review: Districtwide parent involvement policy, the school-parent compact, and parent notices from the Table on page 45 of the Title 1, Part A Non-Regulatory Guidance. These materials will be distributed to parents at an annual Title 1 meeting and will be posted on the school website. Input will be gathered at the annual Title 1 meeting, parent/teacher conferences, and other regular written communications with parents. Parent input will be included in revisions of the aforementioned policies.

2. RTHS will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESSA:

The districtwide parent involvement policy will be distributed to parents at the annual Title 1 meeting and posted on the school website. Parents of new participating students will receive the policy when enrolling their child in the RTHS Title 1 program.

3. RTHS is a single building district. RTHS will assist staff in implementing effective parental involvement activities to improve student academic achievement and school performance:

RTHS will use weekly professional development time, staff meetings, and regular PLC committee meetings to identify strategies to improve student achievement through implementing effective parental involvement activities.

4. As a 9-12 district RTHS does not coordinate with any early intervention programs.
5. RTHS will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents), its parental involvement policies.

Parents will participate in an annual Title 1 survey to be completed prior to the annual Title 1 meeting. Surveys will be sent via US mail to the student's permanent address. Parents will also be notified via automated phone system and a copy of the survey will be posted on the school website. Completed surveys will be returned to the Title 1 Coordinator who will then partner with building staff to compile the data. Information from the survey will be shared with parents at the annual Title 1 meeting. Additionally, written input can be forwarded to the Title 1 Coordinator, the student's counselor, or dean at any point in the year. The information will be noted and brought to the parents' attention at the annual Title 1 meeting.

6. RTHS will build school and parent capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below:
 - A. RTHS will, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following--
 - the annual state report card (found on the district webpage www.rths193.org) which includes information on:
 - o District-wide student achievement on the SAT including information on how identified subgroups performed on the assessment
 - o Graduation rates
 - o Teacher qualifications
 - o Other information required by Section 6311(h)(2c)
 - Information about the current state assessment:
 - o Students with junior standing take the SAT in the spring of each school year. Students will be assessed on Reading, Math and Writing.
 - o Students who have junior stand and whose IEP's indicate it, will take the Illinois Alternative Assessment. Students will be assessed on Reading, Math, Writing and Science.
 - o Students are required to sit for the state exam as part of the statewide graduation requirements.
 - o Information about state policies regarding opting out are available on the ISBE website and will be finalized with the approval of the State ESSA Plan.
 - o Students enrolled in Biology 1 will take the Illinois Science Assessment
 - o English Learners are required to take the ACCESS test annually. ACCESS testing includes a Listening and Speaking component as well as Reading and Writing.
 - the state's academic content standards,
 - the state's student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:

Annual meetings will be held to explain the aforementioned topics to parents of Title 1 students. These meetings will be held at varied times to encourage parents to attend. Parents will be notified about meetings via US mail, school memos from the Title1 Coordinator, school website and automated phone system.

- B. RTHS will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

RTHS will host an annual meeting to provide information on the online grading and attendance tool Skyward. At this meeting we will provide parents with information regarding raising student achievement and providing assistance at home. Parents will also receive information regarding raising student achievement at all parent/teacher conferences. Additionally, parents may schedule a meeting at any time with the student's teachers and the Title 1 Coordinator. For those not able to come to school home visits can and will be arranged on an as needed basis.

- C. RTHS will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Parent involvement strategies will be shared and discussed with personnel at weekly PLC meetings. Additionally, staff will be encouraged to attend parental involvement workshops and conferences, web-based learning.

- D. RTHS will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

The school will take steps to ensure that all parent requests for information in another language and/or format will be fulfilled to the fullest extent of our abilities.

PART III. Adoption

This Districtwide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children eligible to participate in Title I, Part A programs, as evidenced by Scott Amerio, district Superintendent.

This policy was adopted by the Rantoul Township High School district on July 12, 2010 and will be in effect for the period of the 2017-2018 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before October 1, 2017.

RTHS SCHOOL-PARENT-STUDENT COMPACT

RTHS and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent-student compact is in effect during the current school year.

PARENTS RIGHT-TO-KNOW

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Rantoul Township High School District 193 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your district superintendent Scott Amerio, at the following phone number 892-2151.

RTHS RESPONSIBILITIES:

Provide professional development in the areas of intervention and raising student achievement:

- Encourage staff to attend outside training regarding the teaching of English and Math in relation to the state standards.
- Implement the use of common assessment to ensure parents have an up to date record of their student's performance.
- Monitor student performance on standardized measures and common assessments to put into place effective interventions for those who fail to meet district and state expectations.
- Structure class syllabi around the board approved curriculum as monitored by the Curriculum Council and building principal.

Hold parent-teacher conferences during which this compact will be discussed as it relates the child's individual achievement:

- Conferences will be held at the beginning of October or mid-way through first quarter.
- Additional conferences can be scheduled at any time with students, teachers, counselors, deans, the director of Student Services, Title 1 coordinator, or any other pertinent staff.

Provide parents with frequent reports on their children's progress:

- Grades can be monitored at the parents' convenience by accessing the Skyward parent portal. Information about accessing Skyward will be mailed directly to the parents. Contact the RTHS main office at 892-2151 for additional assistance.
- Parents are encouraged to schedule regular meetings with pertinent school personnel regarding student performance.

Provide parents reasonable access to staff:

- Staff can be reached by contacting the RTHS main office at 892-2151 or by email which is found at the RTHS website www.rths193.org

Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

- Athletic Boosters
- Music Boosters
- Parents interested in volunteering should contact the district office at 892-2151.
- The district asks that on behalf of our teachers; please allow them the courtesy of at least 24 hour notice before observing in a classroom.

We as parents will support our children's learning in the following ways:

- Monitor attendance
- Ensure that homework is completed
- Participate, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the district either received by my child or by mail and responded as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as the Title 1, Part A parent representative on the school's School Improvement Team, the Title 1 Policy Advisory Committee, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

We as students will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Attend school regularly
- Attend classes regularly with minimal tardies.
- Do my homework every day and ask for help when I need it.
- Accept responsibility for my own actions.
- Give my parents or guardian all notices and information received by me from RTHS.

TEACHER QUALIFICATIONS

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact Megan Anderson, Assistant Principal of Curriculum and Instruction, 217-892-6124.

ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels in academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Cortni McCabe at (217)892-6121.

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

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, 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 *Use of Buildings and 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).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Nondiscrimination Coordinator:

Scott Amerio

Name

200 S. Sheldon

Address

Rantoul, IL 61866

217-892-6001

Telephone

Complaint Managers:

Todd Wilson

Name

200 S. Sheldon

Address

Rantoul, IL 61866

217-892-6000

Telephone

Sandy Davis

Name

200 S. Sheldon

Address

Rantoul, IL 61866

217-892-6000

Telephone

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

HIGH SCHOOL GRADUATION REQUIREMENTS

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

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

State Mandated Graduation Requirements

- a) Four years of language arts.
- b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- d) Two years of science.
- e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.

- f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- g) One semester of health education.
- h) Daily physical education classes.
- i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- j) Nine weeks of consumer education.

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

Rantoul Township High School Graduation Requirements

- a) One year of Vocational/Technical Coursework.
- b) One year of Fine Arts (Music, Art, Foreign Language)
- c) One semester of Speech.
- d) Class of 2018 must pass one year of Physical Education.
- e) Class of 2019 and beyond must pass two and a half years of Physical Education.

CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS, AND COURSE SUBSTITUTIONS

Correspondence Courses

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

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

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools.

Eagle Academy

Eagle Academy is a credit recovery program that provides students an opportunity to become credit-current by completing additional coursework. Students in the program have access to flexible scheduling, one-on-one tutoring, computer based learning, and independently paced courses. The teacher taught classes are all a semester in a quarter. To be considered for the program a student must submit an application and complete an interview.

IN-CLASS EXAMINATIONS

In-class examinations will consist of three types: (1) Unit type exams may be given prior to or at the end of nine weeks work, (2) Semester exams covering classroom work or (3) Periodic exams other than those already mentioned may be given by each teacher as deemed necessary. Except for unusual reasons, no teacher will be permitted to release students from the classroom area during the examination period.

ANY STUDENT NOT EXEMPT FROM FINAL EXAMS MUST TAKE THE FINAL EXAM IN ORDER TO RECEIVE CREDIT FOR THAT PARTICULAR COURSE.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 9-12 will take standardized tests in the spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

PHYSICAL EDUCATION

1. School administration should be notified in writing by a physician if a student has a medical problem that affects his/her ability to participate in class.
2. Medically exempt students will be required to complete an alternative assignment for credit if they are not able to participate.
3. Students must be dressed every day in the required uniform (grey RTHS shirt and purple RTHS shorts).
4. Students who do not have their uniform are to report to the Physical Education office to check out a uniform.
5. Students are allowed to borrow a PE uniform for a \$1.00. They must also provide their student ID. Student ID will be returned when borrowed items are returned. PE uniform must be returned by the end of class period. If clothes are not returned it will result in a discipline referral.
6. Students are required to lock up their valuables in a locker provided to them by the PE department. Money and valuables are not to be left in the lockers. **The school is not responsible for any item (including money) lost from any locker. Students are not allowed to share lockers for any reason.**
7. Students will be required to use a school-issued lock. The lock will be distributed on the 1st day of class.

Physical Education Dress

- Students in physical education class should wear the approved PE uniform. The uniform can be purchased from the office.
 - o P.E. Shirts – grey RTHS with name bubble
 - o P.E. Shorts – purple RTHS with name bubble
 - o Athletic shoes are required in order to participate.
- Athletic pants can be worn depending on temperature. No form fitting pants are allowed.
- Clothes worn to school are not considered a PE uniform.
- All students should have their name or initials in the bubble of the uniform. Teachers will provide a black marker during class to mark their uniform.
- Students should wear their own uniform each day for class.
- Students should carry their uniform to class and away from class, or keep them in their assigned locker. Students should dress for class each day for hygiene purposes.
- Students must change in the designated areas, locker rooms and restrooms.
- Students are allowed to make up a no dress provided they finish the no dress day in good standing with the teacher.
- Make-ups are to be scheduled with student's teacher.

Make-ups

- Excused absences will be worth 10 points (full credit). Unexcused absences and no dresses will be worth 7 points (70%).
- Study Hall make-ups: The student must have a pass from a PE teacher. The student must change into the proper PE uniform and must arrive no later than 5 minutes after study hall starts.
- Students will not be allowed into the locker room so they must bring their uniform with them to study hall.
- Strength and conditioning students will complete a workout in the weight room after school or make arrangements with the teacher.
- Team Sports students will complete a jogging mile.
- Personal Fitness will complete a jogging mile or a workout.
- Strategies for dealing with no dress students
- Students will be assigned a seat in the gym or weight room and are expected to remain in that seat for the entire class.
- Failure to remain in the seat will result in a discipline referral and the student will lose the opportunity to make up their points.
- Students must bring something to work on during the PE class in order to be considered in good standing to make up.
- Multiple no dressing will result in a parent contact.

Grades

Students will be graded daily based upon effort and participation for the activity.

- 30% warm-up
- 70% activity for the day

Tardy

- Student must be in the gym and lined up for attendance when bell rings to start the period with your teacher.
- Student must be properly dressed and returned to the designated area before teacher starts class.
- If the student is not in the gym before instruction begins, daily points will be deducted and a discipline referral will be issued.

Other protocols

- Class will be dismissed to the locker room 3 minutes before the bell rings.
- The teacher will have the option to go outside for the class period provided the temperature is at least 40 degrees.
- When traveling to other areas outside of school, the crosswalk(s) must be used.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.



LATE WORK POLICY

Level of class	Turned in on time	Credit given for late work	Length of time for late work to be accepted	Assignment Value after late period
9th and 10th Grade classes	100% credit	80% credit	- 10 school days after midterms. - Exception: All work due before review week. End of semester assignments are due before review week for 80% possible credit.	No Credit.
Regular 11th, 12th Grade classes and any Honors class	100% credit	80% credit	- 5 school days late - All work due before review week	No credit.
AP or dual credit	100% credit	80% credit	- 1 school day late - All work due before review week	No credit

GRADE REPORTS AND SCALE

Student grade reports are passed out to each student at the end of the first three grading periods; the final grade report at the end of the year is mailed to the parents. Progress reports are mailed midway through each grading period or when necessary. Additional progress reports may be mailed upon parent/guardian request.

Letter grades are used to present student progress and are explained as follows:

GRADE	% POINTS	SCALE 3	SCALE 2	SCALE 1
A+	97-100	6.33	5.33	4.33
A	93-96	6.00	5.00	4.00
A-	90-92	5.67	4.67	3.67
B+	87-89	5.33	4.33	3.33
B	83-86	5.00	4.00	3.00
B-	80-82	4.67	3.67	2.67
C+	77-79	4.33	3.33	2.33
C	73-76	4.00	3.00	2.00
GRADE	% POINTS	SCALE 3	SCALE 2	SCALE 1
C-	70-72	3.67	2.67	1.67
D+	67-69	2.33	2.33	1.33
D	63-66	2.00	2.00	1.00
D-	60-62	1.67	1.67	1.00
F	0-59	0.00	0.00	0.00

GRIEVANCE PROCEDURES FOR STUDENTS

Rantoul Township High School has adopted high standards of non-discrimination for students. If any student feels that he/she has been discriminated against on the basis of race, color, religion, sex, national origin, age, marital status or handicapping condition, the following formal grievance procedures may be followed. Any student or parent/guardian may initiate a grievance.

LEVEL I

A written description of the alleged discrimination shall be presented to the principal. This description must be presented within one school semester after the alleged incident or within thirty days after the student becomes aware of the discrimination. The principal shall investigate the details of the alleged discrimination and respond in writing to the complaint within ten school days.

LEVEL II

If the complainant is not satisfied with the response from the principal, a written appeal may be filed with the superintendent within fifteen days after the date of the principal's response. After investigating the complaint, the superintendent shall respond in writing to the complainant within fifteen days from the date of the written appeal.

LEVEL III

If the complainant is not satisfied with the response from the superintendent, a written appeal may be filed with the District #193 Board of Education. Such an appeal will be placed on the agenda of the next regularly scheduled Board meeting. Complainant shall be invited to present oral arguments to the Board in an executive session.

LEVEL IV

If complainant is not satisfied with the response from the Board of Education, further appeal may be made to the Regional Superintendent's office, to the State Superintendent's office or to the judicial system.

Every attempt shall be made to resolve any problem at the lowest possible level. School personnel are available to meet in conference with any student or student representatives in a positive effort to resolve problems and eliminate discriminatory practices.

HONOR ROLLS AND ACADEMIC LETTERS

HONOR ROLLS

Students who achieve a 5.0 average or above will be recognized as Superior Honor Students while those who achieve a 4.5 to 4.999 will be recognized as Honor Students. Students earning a 4.0 to 4.499 average will be awarded an Honorable Mention. Students who receive I (incomplete), D or F grades are not eligible for honor roll.

ACADEMIC LETTERS

Students in grades 9 - 12 may earn an academic letter by meeting the following requirements: Freshmen - must have a 5.0 average the first semester of their ninth grade year. Sophomore through seniors - must have a 5.0 average for two consecutive semesters.

SECTION 4 GENERAL RULES AND GUIDELINES OF CONDUCT

APPEARANCE AND DRESS GUIDELINES

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

It is the goal of the administration of Rantoul Township High School that dress issues not be viewed as an adversarial relationship. It is not pleasant to confront or to be confronted when questions of appropriate dress occur. Without guidelines, however, excesses do occur and current styles present problems with tight fitting, short, revealing and attention-seeking clothing. Parents are encouraged to check ahead of time if there might be a question on clothing.

All staff will be asked to assist the administration in taking notice of inappropriate clothing or manner of dress and to report it to the appropriate administrator. Parents will be contacted, corrections will be required, and a record will be kept of offenses. Consequences will be progressive in nature.

It is a positive experience for our school when students, parents, teachers, and administrators partner in this area.

The school requires all students to dress in a fashion that the administration judges to reflect good taste and a style appropriate for a school day. Good taste in dress and grooming is an important part of the classroom environment and shows one's individual maturity. The manner in which one dresses reveals a great deal about the person and leaves a distinct impression.

Students are expected to present an appearance of dress and conduct themselves in a manner that will not disrupt the educational process or interfere with the maintenance of a positive teaching and learning climate. Dress or grooming which is not in accord with reasonable standards of health, safety, modesty, decency, or violate district policy, will be considered inappropriate.

Examples of inappropriate attire include but are not limited to the following.

- Clothing or articles which are soiled, torn or ragged.
- Clothing or articles displaying a weapon, ammunition, vulgar writing or symbols or sexual references or suggestive remarks
- Student dress (including accessories) displaying lewd, vulgar, obscene, or offensive language or symbols including gang symbols.
- Clothing that is excessively revealing such as short mini- skirts, shorts that are *less than fingertip length*, tank tops, loosely fitting and low cut halter tops, mesh shirts (unless a t-shirt is worn underneath), or *shirts which expose the midriff*. All students, male and female, must wear tops that have a minimum of 2" of material passing over the shoulder. No garment may be worn that exposes undergarments.
- No tops, shorts, or skirts which reveal torso or underwear while sitting, standing, or walking.
- Sleeveless shirts may not have an opening larger than the area of a normal sleeve opening (unless a shirt is worn underneath).
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Hats, head kerchiefs/bandannas, hoods or other headgear will not be worn or carried in the building at any time by males or females. All hats are to be placed in the locker upon arrival to school and are to stay there for the entire school day.
- Anything that can be construed as being a weapon or ammunition cannot be carried or worn. This includes any chains long enough to wrap around the broad part of the palm of the hand.
- Shoes must be worn at all times.
- Sunglasses unless prescribed by a doctor or approved by the administration.
- Spandex shorts or leggings unless worn under, over-shorts or skirt, which cover spandex shorts or leggings.
- Spiked apparel, spiked accessories, animal collars, or chains that can be used as a weapon.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline
- If there is any doubt about dress and appearance, the building administration will make the final decision

Since it is not possible to list all infractions of these rules, it will be the responsibility of the RTHS faculty and administration to determine what is inappropriate attire for the school setting. (*Administrative Policy*)

Administrative Procedures for Appearance and Dress infractions:

- The student may be restricted from attending class for as long as one full day while the resolution process is ongoing. This may not be considered a disciplinary suspension. The administrator may attempt to provide the student with a place in the school where study may be accomplished. Work missed may be made up.
- In an effort to resolve the situation, the student may be offered hygiene services or clothing options (i.e. physical education uniform) in school that are sufficient to overcome the problem if available.
- Once the matter has been discussed with the student or with the student and parents, the student's refusal to cooperate may be treated as insubordination and will be disciplined appropriately under existing school rules dealing with insubordination.
- All consecutive offenses will be considered insubordination and treated with progressive and sequential disciplinary action

STUDENT LUNCH ACCOUNT AND ID CARDS

Rantoul Township High School student I.D. cards are required in order to purchase lunch at R.T.H.S. through use of the automated system.

Students are to put additional money into their lunch account in the Main office before school or after school Parents may also come to the Main Office to put additional money into their student's lunch account. Students are to carry their I.D. cards when boarding the R.T.H.S. buses. A fee of \$1.00 will be charged to replace lost cards.

CELL PHONES

Cell phones are allowed to be carried in the building at Rantoul Township High School during the passing periods and during the lunch hour. **Cell phones should be turned off and put away before entering the classroom.** Cell phones create a disturbance to the educational climate by interrupting classes and invite inappropriate communications between students and others. Cell phones will be confiscated when seen or heard during class.

HALL PERMITS

No student shall be in the hall during regular class time without a hall permit issued by the teacher in charge of the student during that time. This will include trips to the restroom, library, and/or office, as well as to any place other than the room to which the student has been assigned. Passage shall be by the shortest and quickest route practicable without stopovers at other points or without bothering other classes in session. Hall permits shall be issued only as needed and must be turned in at the point of destination or returned to the teacher who originated the note. (*Administrative Policy*)

BOOK BAGS/GYM BAGS AND CARRY ALLS

Book bags and purses may be carried during the school day. Sports bags will only enter the building at the Main office doors under the supervision of a teacher or administrator and placed in a designated location. The school is not responsible for items that are left in the above mentioned bags. It is the responsibility of the student to secure his/her items. For this reason each student is provided with a locker.

STUDENT LOCKERS

Each student will be assigned a locker. Students will keep the same locker for the four years of high school. Students having locker trouble are to come into the Main office and report the problem. Students will be held responsible for damages that occur to their locker during the school year.

Student lockers are the property of the school. School personnel or any designee acting as an agent of the school at any time, with or without the knowledge of the student, may search lockers. You will be required to clean your locker if writing or sticker decals are found on it. You may use magnets to hang up pictures on the inside of your locker. Pictures in lockers cannot be immoral or indecent or advertise drugs and/or alcohol. It is your responsibility to keep your locker locked and your combination confidential.

Students are not allowed to share lockers for any reason.

LOCKER LOCATIONS

EAST WING:

1 – 276	First Floor
277 – 533	Second Floor
534 – 809	Third Floor
810 – 935	L-shaped Corridor

TELEPHONE

Students may only use the telephone with a pass from a teacher. Students may not use the phone during passing periods without a pass from a teacher. Use of the telephone by students is limited to emergency calls and school business calls only. Calls are limited to two minutes.

AUTO REGULATIONS

All drivers should exercise extreme safety precautions. Parking permits are issued through the main office for a fee of \$45 per semester. Students are not to park in the faculty parking lots on Congress Street, visitor lots, or the Regional Office of Education parking lot across Sheldon Street. Students are to park in their assigned space. Any student driving dangerously in the parking lot or around the school may lose his/her parking permit and deposit. All vehicles in the district owned lots are subject to search without permission. Cars parked in spaces not assigned to the student driving the car will be towed at the owner's expense.

LIBRARY/MEDIA CENTER PROCEDURES

The library collection contains over 12,000 books, 40 magazines, and 5 newspapers. There will be no gum or food in the library. The library is a quiet place to do research. This atmosphere will be maintained. If at any time the librarian feels that a student is abusing his/her privileges, he/she will lose his/her privileges for a length of time. Books are checked out for two weeks and may be renewed. Magazines, reference books, and reserve books may be checked out after school for overnight. A fine is charged for overdue material. The fine on overnight material is 10 cents a period. The fine on two-week material is 5 cents a day. The library staff is here to assist the students. Students are encouraged to ask for help in any phase of library usage. Students must obtain a pass to utilize the library during school hours.

KEEP MOVING POLICY

Students must keep moving during passing periods including the time after the 7:55 AM bell rings. Students may stop at their own locker, the water fountain or the restroom for a reasonable amount of time. Otherwise the student should take a direct route to their next classroom and enter the room without delay. Students who fail to keep moving according to this policy will be subject to disciplinary action.

POSTING PRIVILEGES OF POSTERS AND CIRCULARS

Any sign, poster or notice posted in the building must be approved and initialed by the administration. Notices pertaining to school associated activities will generally be approved. Notes concerning activities sponsored by outside agencies or groups will generally be approved for placement on the community bulletin board. **Any poster, sign or notice without the administration's approval will be removed.** (*Administrative Policy*)

GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES [HS]

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;

- c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or 3
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

SCHOOL SPONSORED DANCES

1. Participation in a dance is a privilege and all school rules are enforced on or off campus. The student/parent handbook is in effect at all times.
2. Non-R.T.H.S. students must be of at least high school age and under 21 years of age. All guests must have been approved by the RTHS administration. A photo ID and a guest approval form are required. Forms may be obtained in the main office.
3. No dances are to be held on a night immediately preceding a school day.
4. The closing hours of dances will be 11:00 p.m.
5. Admission may be charged for all dances.
6. Dress should be appropriate as announced for each dance.
7. Any dancing that is considered to be obscene or vulgar in nature will not be permitted.
8. Anyone who leaves during the dance will not be permitted to re-enter.

ACTIVITIES AND FIELD TRIPS

Students riding school buses to school activities or field trips are to return on the bus and not by other means of transportation (parents or guardians excepted.) Violation of this privilege will result in future denial of bus riding privileges. All school rules of conduct apply to any field trip or school sponsored activity. (*Administrative Policy*)

COMMENCEMENT CEREMONY PARTICIPATION:

High school graduation is a momentous occasion for all that are involved. This is a once in a lifetime moment that students and their families get to share. At RTHS we strive to present a ceremony of dignity and respect. It is expected that all participants, both students and audience members conduct themselves with the utmost dignity and respect. Prior to the ceremony the principal will set up meeting times with parents and guardians to explain the logistics of the ceremony as well as the expectations. Additionally, the principal will meet with the senior class to go over the expectations as well.

The commencement ceremony is a privilege not a right. There are certain expectations that students must meet to earn this privilege. They include but are not limited to: acceptable attendance, proper school conduct, and meeting all curricular expectations to graduate from RTHS.

Regular and acceptable attendance shall be a determining factor for participation in the commencement ceremony. Truancy is defined by the Illinois school code as, any student who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days can be considered a chronic truant. This can be equated to 9 days or any portion of the day of unexcused absences for the school year. A "truant" is defined as a child who is absent without valid cause from such attendance for a school day or portion thereof. Valid causes are explained in the attendance portion of the handbook. Students who fall under the definition of a truant run the risk of not participating in the ceremony.

Proper student conduct is expected and defined by the student handbook. It should also be noted that "senior pranks" or events that cause a substantial disruption to the school near the end of the school term will not be tolerated. Students involved in such activities run the risk of not participating in the ceremony.

3 Is primarily prepared by non-students and distributed in elementary and/or middle schools.

SECTION 5 ATTENDANCE PROCEDURES AND GUIDELINES

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

Regular attendance at school is a very important part of a good education for every student. Extensive planning and preparation by each teacher is disrupted and partially destroyed when student absenteeism is high. Only those students who attend every class every hour are able to receive full value from the instruction. **When a student must be absent from school, he/she must have his/her parent/guardian call and notify the school regarding the reason for the absence.** If possible, absences should be excused by the parent/guardian on the day of the absence. If this is not possible, absences then must be excused by 8:00 a.m. on the following day. Unless there are extenuating circumstances, no absences will be excused after that time. Calls may be made to 892-2151, number 1 in the directory, 24 hours per day, 7 days per week. **The maximum number of excused absences allowed in a semester is five (5).** Students with five (5) absences in a semester may be excused for additional absences only upon a written statement from a licensed physician explaining the reason for the absence. Students exceeding five (5) unexcused absences may be reported to the Regional Superintendent as chronically truant for further action and follow-up by the State's Attorney. Parents may request an absence to be excused only for the following reasons: personal illness, family illness, medical/dental appointments, funerals, and to attend a military honors funeral to sound TAPS. Absences for any other reason will be excused only upon the approval of the administrative staff. Oversleeping, bad weather, child care, missing the bus or lack of transportation are examples of unexcused absences. Absences due to school-sponsored activities (field trips, participation in RTHS sporting events, etc.) are not counted in the allowed number of excused absences. Students with excessive absences may be subject to being placed on an intensive behavior monitoring contract.

It is the student's responsibility to check in and out of the attendance office properly when leaving and returning to school. Failure to check out of school is not an excusable infraction. Failure to follow the proper procedure may result in disciplinary action. Upon returning to class following an absence, students are strongly encouraged to confer with their teacher(s) regarding make-up assignments. It is the student's responsibility to acquire make-up work after an absence. Students will have a reasonable amount of time to complete make up work. The teacher will determine the amount of time.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS⁴, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

4 Applies to grades 6-12 only.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-892-6000 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

PRE-ARRANGED ABSENCES

The administration must approve all planned absences no less than one week before the absence.

When a student knows ahead of time that he/she will be absent, he/she should secure advance assignments from each classroom teacher.

Notification after the fact will constitute an unexcused absence for each day the student is gone.

College visitation days are allowed up to two days per semester only with prior approval for juniors and seniors only. In order for a college visit day not to count as an absence, the student must return a form signed by a college admissions official verifying the visit not later than the day the student returns to school.

FINAL EXAM EXEMPTIONS

1. Students may earn up to 2 exam exemptions for perfect attendance or near perfect attendance. In order to use the exemption(s) the student must have an 80% or better in the class. Students enrolled in honors level classes must have an 85% or better in the class.
2. In order for a graduating senior to be exempt for second semester finals, they must have an 80% in the class. If they are enrolled in honors level classes, they must have an 85% in the class to be exempt.
3. Unexcused absences and/or unexcused tardies automatically disqualify a student from using exam exemptions.

HOME AND HOSPITAL INSTRUCTION

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

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

For information on home or hospital instruction, contact Mr. Wilson, Principal at (217) 892-2151.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

TARDINESS

A tardy is defined as not being in the classroom or gym when the final bell rings. Students who are tardy must report directly to class. Discipline will be issued based on the number of tardies and the amount of time a student is late.

INJURY AT SCHOOL

No student may leave school during the day unless he/she has permission from the attendance center. In the event of student illness or injury, the student should report directly to the classroom teacher who will refer the student to the nurse's office or attendance office. If a student needs to leave school because of illness, he/she must report to the office. The parent will be notified and the student must sign out before leaving the building. If a student is home for lunch and becomes ill, the school requires the parents to call and report the illness. A student who becomes ill during school should never spend the period alone in the restroom.

Remember: It is necessary for office personnel to know where to reach parents at all times either at home or at work.

COMMUNICABLE DISEASES

Any student who becomes ill or is injured at school must be picked up by a parent/guardian or designated adult unless the school office receives specific instructions from the parent/guardian to do otherwise with the student.

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

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

The requirements for re-admission to school after a contagious disease are listed below. These requirements are subject to change by the State Department of Public Health. If you have questions concerning these or other requirements, you may contact the school nurse through the school.

1. Fever: A child should not be sent to school if s/he has an oral temperature of 100 degrees or greater. S/he may return to school when the fever has ceased for 24 hrs without the use of Acetaminophen or under the care of a doctor.
2. Pink Eye: Students may return to school 24 hrs after treatment begins or written approval for readmission to school by physician.
3. Strep Infection or Scarlet Fever: May attend 24 hrs after antibiotic treatment and fever is absent.
4. Head Lice: When a student is identified with head lice, the student is required to follow the treatment instruction.
5. Ringworm: May attend 24 hours after treatment begins, unless lesion can be covered.
6. Rashes: May require a diagnosis with possible exclusion.
7. Impetigo: May attend 24 hours after treatment begins.
8. Mumps: Excluded 9 days and until all swelling is gone.
9. Chicken Pox: Excluded 8 days after eruption.
10. Scabies: May attend after the first scabicide treatment.
11. Rubella or 3 days measles: May attend after 7 days after onset of rash. Local school policies may exclude suspects or cases without a physician release.
12. Whooping Cough: May attend school 5 days after the start of antibiotic therapy.

HEAD LICE

Unfortunately, cases of head lice may occur in spite of all precautions we take as a school district to prevent an infestation. Fortunately, head lice do not pass any disease or illness. They are not a health hazard but are a social problem and a frustrating nuisance. Head lice can affect children and adults of all socio-economic levels.

If you notice nits/lice in your child's hair, you must report your findings to the school immediately, and your child will need to be kept at home. Your child will be unable to return to school until he/she has been treated and no live lice are present.

When a case of live lice are noticed during the school day, a parent will be contacted to pick up their child. A student excluded because of live head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the live head lice. A letter will go home with the student simply explaining that their child has a case of head lice, and it will also provide information about treatment options.

We will do our best to maintain confidentiality in all cases. We do ask that parents periodically check their children at home. We also encourage parents to call the school with any questions or concerns.

SECTION 6 DISCIPLINE PROCEDURES

CAFETERIA RULES

A school cafeteria is provided for those students who wish to either purchase their lunches at school or carry and eat their lunches in the school. No lunches may be eaten at any other place within the school building and lunches may not be taken outside on school grounds. No student may leave the building unless accompanied by a parent/guardian and signed out/in through the main office. It is the expectation of the school that students clean up after themselves and put trays and garbage away in their proper places when finished eating. In an effort to provide a positive and safe lunch environment, the students are to remain seated while in the cafeteria. Students not abiding by cafeteria rules may be subject to school discipline

PLAGIARISM AND CHEATING

Plagiarism is defined by Merriam-Webster Online as “to steal and pass off the ideas and words of another as one’s own: use another’s production without crediting the source; to commit literary theft: present as new and original idea or product derived from an existing source.” Cheating is considered “copying,” “sharing,” or “giving” answers, whether you are the one who is doing the cheating or assisting in the cheating. Using Cliffs’ Notes or other kind of notes to replace assigned reading is also considered cheating.

The following procedure will be used to handle both plagiarism and cheating:

1. Zero tolerance – Plagiarism of any kind simply will not be tolerated.
2. If plagiarism is suspected, the student will be approached and asked to explain their actions in addition to a parent contact.
3. Depending on the severity of the act, administration will be notified, and a grade of a “0” will be given for the plagiarized assignment. The same procedure will be taken for cheating on exams, quizzes, or other classroom assignments.

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 and school goals.

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

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

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

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

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

Complaint Managers:

Todd Wilson	Sandy Davis
Name	Name
200 S. Sheldon	200 S. Sheldon
Address	Address
Rantoul, IL 61866	Rantoul, IL 61866
217-892-6000	217-892-6000
Telephone	Telephone

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Scott Amerio

Name

200 S. Sheldon

Address

Rantoul, IL 61866

217-892-6000

Telephone

Complaint Managers:

Todd Wilson

Sandy Davis

Name

Name

200 S. Sheldon

200 S. Sheldon

Address

Address

Rantoul, IL 61866

Rantoul, IL 61866

217-892-6000

217-892-6000

Telephone

Telephone

SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

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

Seizure of Property

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

COMPUTER AND INTERNET ACCEPTABLE USE

Internet access is available to students and teachers in the Rantoul Township High School District 193. We are very pleased to supply this access to Rantoul Township High School and believe the internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. We (Rantoul Township High School District 193) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the learning outcomes of the district.

If a Rantoul Township High School student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will be suspension or termination of access privileges and/or administrative sanctions as appropriate. (***Board Policy #355***)

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

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;

- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

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

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

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

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

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

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

STUDENT USE OF ELECTRONIC DEVICES

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

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated and turned into administration. Parent/Guardian may pick it up after 3:45 in the school office.
2. Second offense – The device will be confiscated and turned into administration. Parent/Guardian may pick it up after 3:45 in the school office. In-School Isolation may be assigned.

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

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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

BUS TRANSPORTATION

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

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Tony Worthington, (217) 892-6133.

BUS CONDUCT

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

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

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

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

STUDENT BEHAVIOR

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

PROHIBITED STUDENT CONDUCT

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

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

- f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

WHEN AND WHERE CONDUCT RULES APPLY

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

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

DISCIPLINARY MEASURES

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

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

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

CORPORAL PUNISHMENT

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

WEAPONS PROHIBITION

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

GANG & GANG ACTIVITY PROHIBITED

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

RE-ENGAGEMENT OF RETURNING STUDENTS

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

SUSPENSION AND EXPULSION

School officials Actions to Removal

Suspension 1-3 Days	Suspension 4 Days	Suspension 5-10	Expulsion
Threat to school safety or disruptive to other students' learning opportunities	Threat to safety of other students, staff, or the school community or Substantially disrupts, impedes, or interferes with the operation of the school.	Threat to safety of other students, staff, or the school community or Substantially disrupts, impedes, or interferes with the operation of the school.	Threat to safety of other students, staff, or the school community or Substantially disrupts, impedes, or interferes with the operation of the school.

DETENTION

Administrative issued detentions are to be served Monday through Friday during the student's lunch hour. Teacher-issued detentions will be served with the instructor. Administrative detentions are 30 minutes in length. Generally speaking, the student will be expected to serve his/her detention the day it is assigned. Absence from school on day of assigned detention does not relieve the student from serving detention. Students who do not serve detentions when assigned will be subject to additional consequences.

Students should bring books, appropriate reading materials, and/or assignments needed for their time spent in the detention room. Students who display inappropriate behavior in detention may be dismissed. Students who are dismissed from detention may be subject to more severe consequences. Students are expected to be punctual in reporting to detention. **(Administrative Policy)**

SOCIAL PROBATION

If a student fails to serve an assigned Administrative detention, they will be placed on Social Probation. This means the student will not be able to attend after-school events, meetings, or practices until their detention(s) is served. Examples of after-school events may include, but are not limited to athletic events, athletic practices, academic and club meetings, school-sponsored dances, plays, musicals, concerts, etc...

IN-SCHOOL ISOLATION

In-School Isolation (ISI) is issued to students as a consequence that is more severe than an administrative detention. ISI is served in a designated room during the school day. This consequence provides students with an opportunity to stay in school and complete work under the supervision of a staff member while also being secluded from the rest of the students. In-School Isolation can only be assigned by an Administrator for a specific period of the day or for multiple days.

TEMPORARY REMOVAL FROM CLASS

In the event a teacher feels it is necessary to remove a student from class, the student will be directed to the Main Office to speak with an administrator. A discipline referral form will be completed by the teacher indicating the reason for the dismissal and what attempts have been taken to correct the behavior. The administration views student removal from class as a serious offense indicating that the teacher has utilized all means to improve behavior and is seeking Administrative assistance. A student may be issued a period suspension and placed in a designated area to study for that period on the assigned date(s). Parents will be notified of such incidents and a parent conference may be required prior to reinstatement back to the class. **(Administrative Policy)**

SECTION 7 EXTRA CURRICULAR ACTIVITIES

CLUBS AND ORGANIZATIONS

RTHS students are encouraged to actively participate in one or more of the school-sponsored activities. Activity participation enables the student to achieve experience in social activities, develop leadership qualities, enlarge his/her friendships, learn the art of policy and government and have fun. Some organizations and clubs are:

<i>Chess Club</i>	<i>FCCLA</i>	<i>Art Speak</i>
<i>Help Peers</i>	<i>Gay-Straight Alliance</i>	<i>Eagle Power Club</i>
<i>FBLA</i>	<i>International Club</i>	<i>Interact Club</i>
<i>FFA</i>	<i>National Honor Society</i>	<i>Student Council</i>
<i>Speech Team</i>	<i>Scholastic Bowl</i>	<i>W.Y.S.E.</i>
<i>Drama Club</i>	<i>Anime Club</i>	<i>Robotics Club</i>
<i>FCA(Not School-Sponsored)</i>		

IHSA SANCTIONED EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

Any student participating in any IHSA sanctioned extracurricular activity at RTHS must be passing at least seven (7) classes.

INTERSCHOLASTIC ATHLETICS CODE OF CONDUCT

The objectives of the interscholastic athletic program at RTHS are described as follows: development and maintenance of individual health and vigor; development of good sportsmanship; perfection of individual and group playing skills; enjoyment of competitive play; contribution to school and community spirit and morale.

RTHS provides opportunities for interested students to participate at the varsity level in the following interscholastic athletic areas:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Cheerleading	Baseball
Cross Country	Boys' Basketball	(B) Track & Field
Eagle Dance Team	Girls' Basketball	(G) Track & Field
Football	Eagle Dance Team	Softball
Golf	Wrestling	
Girls' Tennis		
<i>Volleyball</i>		
<i>Soccer</i>		

NATIONAL HONOR SOCIETY

Potential National Honor Society members must meet the following criteria:

1. Juniors with a 4.75 cumulative average after 4 semesters
2. Student at Rantoul Township High School for two semesters
3. A completed application including their service and leadership roles
4. Staff approval

Seniors who have achieved this goal may also be inducted during the winter ceremony. Any member falling below a 4.6 average or failing to maintain the standards by which they were selected will be subject to probation and/or dismissal from N.H.S.

SECTION 8 RANTOUL TOWNSHIP HIGH SCHOOL ATHLETIC CODE

Participation in athletics is a privilege and not an absolute right of Rantoul Township High School (RTHS) students. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code. The following rules are set forth by the Athletic Department for all RTHS students who participate on any RTHS athletic team, cheerleading squad, or dance squad.

These rules are in effect from the beginning of fall practice of the athlete's freshman year until the student-athlete completes eligibility or graduates, whichever is later, and are approved and supported by the RTHS Board of Education. Violations of the Athletic Rules will result in the appropriate consequence being assessed as per the "Penalties" section of this Code. Violations include:

1. Falsification of a signature on the Athletic Code, Athletic Permit, or Athletic Physical; or
2. Theft or vandalism of property, in or out of school or while on suspension from school. It is conclusive evidence of such action that the student has entered a plea of no contest or has been convicted of such an offense by legal authorities; or
3. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
4. Smoking or use of smokeless tobacco; or
5. Use or possession of alcoholic beverages; or
6. Use or possession of illegal drugs or misuse of prescription drugs to include look alike substances; or
7. Choosing to remain at a site where illegal drugs/alcohol is being served; or
8. Gross violations of the tenets of fair play and good sportsmanship; or
9. Any action that is detrimental to RTHS and/or the community.

All potential violations will be considered by the athletic director and the athletic committee if necessary. The athletic committee will determine if the infraction is indeed an athletic code violation. The athletic committee will be determined before the start of the school year.

Reporting Athletic Rule Violation

The athletic code record and consequences are cumulative beginning with the student athlete's first admission to the school and the signing of the athletic code by the student and the parent for the first time throughout the student's high school athletic career. The policies are in effect on or off campus throughout the entire calendar year, including weekends and summer. Suspension for violations will start from the point of discovery of the violation. If the athlete is suspended during a season, he/she must complete the season in good standing in the sport in which the suspension is being administered. Athletes who are unable to complete the sanction during the course of the current sports season shall complete the sanction during the next sports season, as long as the sport is completed in good standing.

Self-reporting

An athlete or parent may voluntarily admit an athletic code violation to the Athletic Director, Coach or Administrator provided that:

1. Self-reporting may be used each time a student-athlete may have violated the athletic code and will benefit the student-athlete in determining the appropriate consequence.
2. A student or parent must voluntarily self-report his/her infraction within forty-eight (48) hours of the infraction. No provision is made for weekends or holidays. The report must be within 48 hours with no extension
3. The report must come before the Athletic Director, Coach or Administrator has learned of the event independently of the self-reporting within the first 48 hours of an incident or the first school day whichever comes first.
4. Self-reporting shall serve as substantial evidence for enforcing consequences as outlined in this policy.

First Offense

For a first offense in violation of any part of the Athletic Code, the athlete will be suspended for one-third (1/3) of the total contests in his/her current sport season or the first scheduled sport in which the individual participates. For purposes of this section, regular season contests only will be counted. If a suspension is not completed by the post-season, the suspension will continue throughout the post-season and will still be completed in the next regular season as set forth above.

If a student self-reports as defined above, the suspension for the first offense may be reduced from one third (1/3) to one fifth (1/5) of the contests. In the event of a self-report as defined above, the offense will be expunged from the athlete's record if no further offense is committed within two (2) calendar years from the date of the first offense.

During any suspension, the athlete must attend all practices and contests and follow all requirements for the sport successfully as set out by the coach for the entire season. Failure to successfully complete the season will void any suspension served and the suspension will remain in effect as if no contests have already been served.

Second Offense

A second violation of the athletic code will result in a suspension from one-half (1/2) of the scheduled contests for the current sport season or the first scheduled sport in which the individual participates. For purposes of this section, regular season contests only will be counted. If a suspension is not completed by the post-season, the suspension will continue throughout the post-season and will still be completed in the next regular season as set forth above.

If a student self-reports as defined above, the suspension for the second offense may be reduced from one half (1/2) to one third (1/3) of the contests. In the event of a self-report as defined above, the offense will be expunged from the athlete's record if no further offense is committed within two (2) calendar years from the date of the second offense.

During any suspension, the athlete must attend all practices and contests and follow all requirements for the sport successfully as set out by the coach for the entire season. Failure to successfully complete the season will void any suspension served and the suspension will remain in effect as if no contests have already been served.

Third and Subsequent Offenses

A third violation or subsequent offenses of the Athletic Code will result in the student being suspended from RTHS athletics for 1 calendar year from the date of the suspension. Once a third offense has been determined, then the process for possible reinstatement will follow the guidelines outlined here. A third and subsequent violation will require a meeting with the athletic director, athletic committee to be determined before the start of the school year, the parents of the student-athlete, and student-athlete. The meeting will be the opportunity for all parties involved to discuss how the student-athlete can become successful, not in sports, but in life. The parents and student-athlete will come up with a plan designed to get the student-athlete the support necessary for success in the future. The plan will be approved by the athletic committee along with the athletic director and will be put into place immediately upon approval. The student-athlete must successfully fulfill the plan in order to be considered for reinstatement for RTHS athletics after the suspension for a period of 1 calendar year. Once the plan has been successfully completed, the athletic director and athletic committee will determine if the student-athlete can be reinstated for athletics at RTHS. The athletic committee's decision is final on third and subsequent violations and no appeal can be made to other levels of administration including the Board of Education for District #193.

In the unfortunate event that a student incurs two violations in the same season, the consequences will run consecutively rather than concurrently.

Judicial or Law Enforcement records

If a violation is discovered by receipt of information from judicial or law enforcement records and the student has not admitted or reported the offense to the athletic director, coach or administrator, the athlete can be suspended from participation for one calendar year from the discovery of the violation by the school. This is true of a first or second violation.

Appeal Process – For 1st and 2nd Offenses Only

In the event that a student feels that they have not received a fair and impartial hearing or judgment or has received a penalty that is excessive or is not within the guidelines of the Athletic Code, they may use the following appeal process:

Level I

A written description of the basis for appeal and remedy sought shall be presented to the principal. This description must be presented within one week of the assessment of penalties for the violation at issue. The principal shall investigate the details of the issue and respond in writing to the request for appeal within two weeks.

Level II

If the student-athlete filing the appeal is not satisfied with the disposition of the issue at hand, they may present a written description of the basis for a Level II appeal to the Superintendent. After investigating the facts surrounding the incident the Superintendent shall respond in writing within two weeks from the date of the Level II appeal.

Level III

If the student-athlete is not satisfied with the response from the Superintendent, a written appeal may be filed with the District #193 Board of Education. Such appeal will be placed on the agenda of the next regularly scheduled Board meeting. The student-athlete may be invited to address the board in a closed session. Decisions of the Board shall be considered final.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the athletic director. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

Eligibility

To retain athletic eligibility, an athlete must have passed 7 classes of academic course work in the semester preceding his or her athletic eligibility and must have passed 7 classes of academic course work in the week preceding his or her athletic eligibility.

Definition of a Contest

A contest is defined as the date the event takes place not the number of games. For example, if a team competes in a Saturday tournament with three matches, that will count as one contest. A double header will count as one contest. A holiday tournament in which a team plays multiple games in a day will count as one contest.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

SECTION 9 EAGLE ACADEMY POLICIES AND PROCEDURES

EAGLE ACADEMY

Eagle Academy is a credit recovery program that provides students an opportunity to become credit-current by completing additional coursework. Students in the program have access to flexible scheduling, one-on-one tutoring, computer based learning, and independently paced courses. The teacher taught classes are all a semester in a quarter. To be considered for the program a student must submit an application and complete an interview.

EAGLE ACADEMY ACADEMIC REQUIREMENTS:

- All students must complete the same number of credits and the same course work as any RTHS student. When they complete this course work they will graduate with an RTHS diploma. This program cannot be used to graduate ahead of a student's class.
- A student can return to RTHS at any time, this program is a CHOICE.
- Students earn credits through on-line courses, vocational work, independent P.E., independent study courses, and on-site teacher taught classes.

EAGLE ACADEMY ATTENDANCE REQUIREMENTS:

- ALL students are required to sign in and sign out; you will be counted absent if you do not.
- You need to call Eagle Academy, 892-6002, if you are going to be absent.
- **Students will not be admitted after 9:00 AM.**
- Students are required to attend 5 hours a day (25 hours per week); if they are earning credits through vocational work they must attend 3 hours a day (15 per week).

EAGLE ACADEMY THREE STRIKE RULE:

- Students will receive a strike and be sent home for the day if they violate a rule. If a student receives three strikes, they will be dropped from Eagle Academy and can choose to reenroll at RTHS.

EAGLE ACADEMY RULES:

- Students are not to be on RTHS grounds from 8:00 a.m. – 3:00 p.m. unless they have permission from administration.
- No foul language towards students or staff.
- Always respect the staff, students and property of Eagle Academy.
- Please dress appropriately for school.
- **Smoking is prohibited on school grounds.**
- Appropriate use of computers at all times.
- Food and drink prohibited while on computers.
- Leaving Eagle Academy campus without permission (Eagle Academy is a closed campus for lunch)
- All RTHS rules apply to any student when attending functions and activities at the high school.

EAGLE ACADEMY IMMEDIATE TERMINATION:

- Use of violence, force, coercion or threats toward other students or school personnel.
- Use of, being in the possession of, or under the influence of unauthorized medication, drugs or alcohol.
- Knowingly possessing or handling a weapon on Eagle Academy/RTHS school grounds or at a school-sponsored activity.
- Once a student is terminated at Eagle Academy, they are not eligible to reapply for the program.

SECTION 10 GRAMMAR GUIDE

PARTS OF SPEECH

Noun: A person, place, thing, or idea. The following is a list of types of nouns and examples of each.

- Abstract: *Happiness* is key to a healthy life. (ideas, emotions, etc.)
- Concrete: The young *girl* played with her *dolls* on the *floor*. (tangible things)
- Common: The *teacher* put the *test* on his *desk*. (general naming words)
- Proper: *Mr. Washington* traveled from *Hawaii* to *Colorado*. (specific naming words)
- Collective: The *class* was as loud as *fans* at a football playoff game. (groups)
- Compound: The *cocker spaniel* got lost on *Main Street*. (2+ word noun)

Pronoun: Replaces a noun without specifying a name. Pronouns usually have an **antecedent**, which is the word to which the pronoun refers. The following are types of pronouns and examples of each.

- Indefinite: someone, everybody, few, both, most, many
- Personal: me, you, I, she, he, her, him, we, they, mine, themselves, itself
- Demonstrative: this, that, these, those
- Relative: that, which, who, whom, whose, whoever, whomever
- Interrogative: Who? Whom? Whose? What? Which? (ex: What did you do?)

Verb: Shows action or links the subject to the predicate. The following is a list of verb forms and some examples of each.

- Helping Verbs: used with the main verb to indicate tense
 - o *am, is, are, was, were, be, being, been, have, had, has, do, did, does, may, might, must, could, would, should, can, may, will, shall*
- Action Verbs: show physical or mental action (ex: sit, stand, run, sleep, eat, read, love, think, worry)
- Linking Verbs: link the subject of the sentence to the information about the subject in the predicate (ex: am, is, are, was, were, be, being, been, seem)
- Helping or Linking: The following verbs may be used as either action or linking verbs – smell, taste, feel, appear, remain, stay, grow, become, look, sound, turn

Adjective: Describes (modifies) a noun or pronoun. Adjectives are usually found near the noun or pronoun being described OR following a linking verb, describing the subject. Adjectives tell...

- Which one? (*that* book; *which* one; *his* homework)
- What kind? (*shiny* penny; *French* fries; The restaurant was *expensive*.)
- How many?/How much? (*two* years; *both* jackets; *some* money)
- The articles *a, an,* and *the* are also adjectives.

Adverb: Describes (modifies) a verb, an adjective, or another adverb. Adverbs frequently end in *-ly*. Adverbs tell...

- How? (quietly, fast, well)
- When? (yesterday, soon, later)
- Where? (here, there, forward)
- How often?/How long? (frequently, sometimes, never)
- How much?/To what extent? (very, too, extremely)
- Under what conditions? (normally, typically)

Preposition: Introduces a prepositional phrase that adds details about another word in the sentence. The prepositional phrase begins with the preposition, ends with a noun or pronoun, and includes the modifying words in between. Prepositional phrases often indicate location or position. (ex: Some people run *from* bugs. The boy ran *to* the park.)

- *about, above, across, after, against, around, at, before, behind, below, beneath, beside(s), between, beyond, by, down, during, except, from, in, inside, into, like, near, of, off, on, out, outside, over, since, through, throughout, till, to, toward, under, until, up, upon, with, without, instead of, in spite of, according to*

Conjunction: Joins together words, phrases, or clauses. The following are three types of conjunctions with examples of each.

- Coordinating: join words, phrases, or clauses of equal importance (and, but, or, nor, for, so, yet)
 - o Example: Physics *and* calculus are difficult subjects.
- Correlative: used in pairs (both ... and, not only ... but (also), whether ... or, either ... or, neither ... nor)
 - o Example: You need to *either* wash the car *or* clean your room.
- Subordinating: relate dependent clauses to independent clauses (after, although, as, as if, as long as, as though, because, before, if, in order that, provided that, since, so that, that, though, till, unless, until, when, where, whereas, while)
 - o Example: *Since* you have been gone, we've covered three more chapters.

Interjection: Shows strong emotion or surprise. Punctuation (often a comma or exclamation point) is used to set off an interjection from the rest of the sentence.

- Examples: *Oh, no!* The TV broke. *Quick!* Get a new one!

LEVEL 1

- 1. Italics/Underlining:** Use italics for titles of books, plays, magazines, films, television series, works of art, names of ships, planes, trains, long musical works, epic poems, and words used as words. Example: William Shakespeare wrote the famous tragedy *Romeo and Juliet*.
- 2. Quotation Marks:** Use quotation marks (“ ”) to enclose the titles of short works such as short stories, poems, newspaper, or magazine articles, songs, episodes of a television series, and chapters and other parts of books. Example: Edgar Allan Poe wrote the short story “The Cask of Amontillado.”
- 3. Capitalization:** Capitalize all proper nouns and proper adjectives derived from proper nouns. Examples: Hi, Uncle Jack. My aunt has a new Harley. Rantoul Township High School offers the class Introduction to Business. We visited an Australian zoo.
- 4. Numbers:** Spell out numbers that can be expressed in one or two words or that begin a sentence. Examples: Kevin ate *twenty-two* hot dogs. *Seven* people watched. Kay bought *1,539* ducks with *two thousand* dollars.

NOTE: Measurements, scores, dates, addresses, times (unless using *o'clock*), and identification numbers are always in numerical form.

- 5. The Apostrophe:** Use to form possessive case or in place of words or letters when forming a contraction
 - To form the possessive case of a singular or plural noun not ending in –s, add an apostrophe and an –s. (Examples: student’s notebook; children’s books)
 - To form the possessive case of a plural noun ending in –s, add only the apostrophe. (Examples: princesses’ gowns; boxes’ lids; swimmers’ laps)
 - To show joint ownership, make the final noun possessive. To show individual ownership, make each noun possessive. (Examples: Sarah and Bob’s books. [They share the same books.] Sarah’s and Bob’s books. [Each person has different books.]
 - Use an apostrophe to show where letters, numerals, or words have been left out in a contraction. (Examples: I am = I’m; 1999 = ‘99; they are = they’re)

6. Sentence Patterns

- A simple sentence has at least one subject and one verb and expresses a complete thought. (Examples: *Jake loves school.* [one subject/one verb] *Julie and Tiffany both sing and dance.* [two subjects/two verbs])
- A compound sentence consists of two or more complete thoughts (independent clauses) joined by a coordinating conjunction (*and, but, nor, for, or, so, yet*) – NOTE: Place a comma in front of the coordinating conjunction.
 - Compound: *Brad likes sweets, yet he seldom eats them.* (with comma)
 - Not Compound: *Brad likes sweets yet seldom eats them.* (no comma)
- A run-on sentence is two or more sentences run together with no appropriate punctuation between them or with only a comma between them (comma splice).
 - Incorrect: Garret loves English literature, he plans to be a teacher someday.
 - Correct: Garret loves English literature. He plans to be a teacher someday.
 - Correct: Garret loves English literature; consequently, he plans to be a teacher someday
- A sentence fragment is a group of words that is punctuated as if it was a complete sentence but does not express a complete thought.
 - Incorrect: Because she is a great teacher.
 - Correct: Because she is a great teacher, the class baked her brownies.

7. Consistent Verb Tense: Do not change needlessly from one tense to another.

- Inconsistent: The cat *jumped* onto the counter and *steals* the sandwich. (past tense – jumped; present tense – steals)
- Consistent: The cat *jumped* onto the counter and *stole* the sandwich. (past tense – jumped, stole)

PARTS OF A SENTENCE

Sentence: group of words expressing a complete thought. All sentences have a subject (a simple subject and its modifiers) and a predicate (a verb and its modifiers)

Example: The old *dog is climbing* up the stairs.

S V

Subject: tells who or what the sentence is about

Verb/Verb Phrase: shows action or says something about the subject

Examples:

- Action Verb Sentences

- o Direct Object: receives the action of the verb and answers the questions *whom* or *what*.
- o Kids sometimes eat *hot dogs*.

DO

- o Indirect Object: receives the action of the verb and answers the questions *to whom (what)* or *for whom (what)*. The indirect object comes before the direct object.
 - My mom gave *me* lunch *money*.

IO DO

- Linking Verb Sentences

- o Predicate nominative: noun or pronoun that follows the linking verb and renames the subject.
 - The *caller* was my *girlfriend*.
 - I don't believe we know for sure the *burglar* was *he*.
- o Predicate adjective: adjective phrase that follows a linking verb and describes the subject.
 - I am *tired* and *cranky* from studying for finals.
 - She is a smart *girl*. (*Smart* is NOT a predicate adjective because it describes the word *girl*, not *she*. *Girl* is a predicate nominative.)

- Phrase: a group of related words without a subject and/or verb that acts as a single part of speech

- o Prepositional: Jordan ran the race *in record time*.
- o Gerund (acts as a noun): *Eating ice cream quickly* causes a headache.
- o Participial (acts as an adjective): *Screaming loudly in the stands*, the spectators cheered the RTHS football team.
- o Infinitive: "*To boldly go where no man has gone before*" is his creed.

- Clause: a group of related words that has at least one subject and verb

- o Independent: A clause that presents a complete thought and can stand alone as its own sentence
 - Students decorate their lockers to add personality.
- o Dependent: A clause that does NOT present a complete thought and CANNOT stand alone as its own sentence. Using a dependent clause by itself results in a fragment.
 - Incorrect: Because students want to add personality. (sentence fragment)
 - Correct: Because students want to add personality, they decorate their lockers.

LEVEL 2

8. **Pronoun/Antecedent Agreement:** A pronoun should agree in number and gender with its antecedent (the word to which the pronoun refers). (Examples: *Marcus* laughs when *he* arrives late to class, but *his* teacher scowls. *Students* annoyed *their* math teachers by not turning in *their* homework.)

- NOTE: These indefinite pronouns and are always singular: *anybody, anyone, anything, each, either, everybody, everyone, neither, nobody, no one, nothing, one, somebody, someone, or something*. (Example: *Someone* left *his* or *her* textbook in the cafeteria.)
- NOTE: These indefinite pronouns may be singular or plural, depending on their meaning in a sentence: *some, any, all, most, more, and none*. (Example: *Some* of the grammar *terms* are difficult to understand; perhaps the teacher can clarify *their* meanings. *Some* of the grammar *terminology* is difficult to understand; perhaps the teacher can clarify *its* meaning.)

9. **Pronoun Reference:** A pronoun should have a clear antecedent. Be especially careful with *they*, *this*, *that*, *it*, and *you*.
- Unclear reference: Elizabeth text-messaged Callie while *she* was in class. (Which girl was in class?)
 - Clear reference: While *Elizabeth* was in class, *she* text-messaged Callie.
 - Unclear reference: At RTHS, *they* have signs in the hall that tell students to be respectful. (Who are *they*?)
 - Clear reference: At RTHS, *the administrators* have signs in the hall that tell students to be respectful.
10. **Introductory Elements and Commas:** Use a comma after certain introductory elements.
- Transitions: *On the other hand*, some students like grammar.
 - Prepositional Phrases – if they are long or if two or more are strung together: *In the first lunch line of the cafeteria*, the lunch ladies were serving chicken nuggets.
 - Participial Phrases (a verb form – along with any objects and modifiers – that functions as an adjective): *Following the clear directions*, I began to write the Advanced Biology lab report.
 - Introductory Adverb Clauses (Generally, this type of clause is a dependent clause beginning with a subordinating conjunction.): *Because Tony started a food fight*, the assistant principal suspended him for ten days.
 - o NOTE: When the adverb clause is in the middle or end of the sentence, no comma is needed. (Example: The assistant principal suspended Tony *because he started a food fight*.)
11. **Interrupters and Commas:** Sentence interrupters should be set off by commas.
- Appositives (nouns or noun phrases that rename/identify the preceding nouns): John Steinbeck, *the author of several short stories*, also wrote a Pulitzer Prize-winning novel.
 - Parenthetical Expressions (side remarks): Students must, *in fact*, pass four years of English in order to graduate.
12. **Conjunctive Adverbs and Commas:** When a conjunctive adverb (a word like *therefore*, *instead*, *meanwhile*, *also*, *still*, *nevertheless*, *however*, or *otherwise* that indicates the relationship of the independent clause it joins) is used to join two independent clauses, it must be preceded by a semi-colon or period and followed by a comma.
- Example: RTHS is an older building; *therefore*, most rooms do not have more than one computer
 - Example: RTHS is an older building. *Therefore*, most rooms do not have more than one computer
 - Example: The Eagles and Bulldogs are rivals; both teams, *however*, are in the same school district.

LEVEL 3

13. Active/Passive Voice

- Active: The subject of a verb performs the action.
 - o Example: Carol adopted the two puppies.
- Passive: The subject of the verb receives the action.
 - o Example: The two puppies were adopted by Carol.

14. Subject/Verb Agreement

- Singular – Examples: My *grandfather* trains seals. The *senator* is in favor of the bill.
- Plural – Examples: My *grandparents* train seals. Many *senators* are in favor of the bill.
- SPECIAL PROBLEMS:
 - o Nonessential phrases and clauses should be set off by commas and, therefore, do not affect agreement.
 - Example: The *Great Barrier Reef*, which supports many marine animals, *lies* in Northeastern Australia.
 - o Collective nouns name a group and can be either singular or plural.
 - Singular: A *gaggle* of geese *is* flying over.
 - Plural: A *gaggle* of geese [joining together] *are* in a v-shaped formation.

15. Essential/Nonessential Modifier

- Essential: Necessary to the meaning of a sentence and, therefore, not set off by commas.
 - o Example: Any pilot *who have already logged more than two hundred hours* will be excused from training.

- Nonessential: Adds information not necessary to the main idea in the sentence and is set off by commas.
 - Example: The tourists on the pier, *who had all agreed to wear hula skirts*, became restless.

16. Participles/Participial Phrase Punctuation

- Introductory Participial Phrase
 - Example: *Needing a steady wind for flight*, the albatross rarely crosses the equator.
- Embedded Participial Phrase:
 - Example: I would love to see the hibiscus *bursting into bloom* in the spring.

17. Adjective Clauses Punctuation

- An **adjective clause** is a subordinate clause that modifies a noun or pronoun and tells *what kind* or *which one*.
 - Essential Example: Students *who are going to the track meet* can take the bus at 7:45 a.m.
 - Nonessential Example: Nancy Smith, *whose father is a pediatrician*, plans to study law.

18. Relative Pronoun Usage: *Who, whom, which, that, what, and whose* are used to introduce subordinate clauses; they are called **relative pronouns**.

- *Who (Whoever)* is used as a *subject* or as a *predicate nominative*.
 - Example: He is the boy *who* gave you that beautiful bracelet.
- *Whom (Whomever)* is used as a *direct object*, an *indirect object*, or an *object of a preposition*.
 - Example: I wish I knew *of whom* you were thinking when you smiled.
- *That/Which/Who*
 - *That*: May refer to *either persons or things*
 - *Which*: Refers to *things* only
 - Nora is the runner *who* (or *that*) won the gold medal.
 - *Who*: Refers to *persons* only
 - The movie *Citizen Kane*, *which* received popular and critical acclaim, is still shown today.
- Nominative/Subjective Case: *who/whoever, she, he, I, they*
- Objective Case: *whom/whomever, her, him, me, them*
- Possessive Case: *whose, her, his, mine, theirs*

19. Appositives

- An **appositive** is a noun or pronoun placed beside another noun or pronoun to identify or describe it.
- An **appositive phrase** consists of an appositive and any modifiers the appositive has.
 - Example: Joe Saramago, *a Portuguese novelist*, won the 1998 prize in literature.

20. Misplaced and Dangling Modifiers

- Single-word Modifiers
 - Misplaced: *Undaunted*, the storm did not prevent the crew from setting sail as planned. (What was *undaunted*?)
 - Correct: The storm did not prevent the *undaunted crew* from setting sail as planned.
- Two-way Modifiers
 - Misplaced: The prime minister said yesterday her opponent spoke honestly. (The opponent or the prime minister spoke *yesterday*?)
 - Correct: The prime minister said her opponent spoke honestly *yesterday*.
- Dangling Modifiers
 - Dangling: *While wrapping the gifts*, Murphy, my pet terrier, kept trying to untie the bows. (The dog was wrapping the gifts and untying the bows?)
 - Correct: *While I was unwrapping the gifts*, I noticed that Murphy, my pet terrier, kept trying to untie the bows.