

ROCK FALLS LOYALTY

We're loyal to you, Rock Falls High
We're Green and Black, Rock Falls High
You've been put to the test
And we know you're the best
Of all schools east and west, rah! rah!
So stand up for right, Rock Falls High
Press onward with might, Rock Falls High
As time surely lengthens,
Our Loyalty strengthens,
We're LOYAL to you, Rock Falls High

School Website: www.rfhs301.org

Cover Designed by Zacary McKinzie

PART I – GENERAL INFORMATION

VISION STATEMENT

“Striving for excellence in our ever-changing world”

MISSION STATEMENT

Rock Falls Township High School provides educational excellence for all students in order to prepare them to be productive members of a global society.

I. PURPOSE

At the beginning of each school year or when a student transfers to Rock Falls Township High School District 301 during a school year, the District shall provide each student/parent/guardian a copy of the Student Handbook. The Handbook is carefully prepared by the District and reviewed annually to provide parents/guardians and students with essential and up-to-date information regarding the District's procedures, practices, and expectations. It also includes information regarding discipline procedures and your rights under federal and state law. The Handbook may be amended during the school year without notice.

The Handbook is only a summary of a portion of the Board of Education's policies governing the District. A complete copy of the Board's policies is available at the District's Central Office and on the District's website at www.rfhs301.org.

On **page 29** of the Handbook, there is an Acknowledgment of Receipt form that must be completed by the parent(s)/guardian(s) and student and returned to the Attendance Office by seventh day of school.

II. STUDENT RESPONSIBILITIES

The Board of Education of Rock Falls Township High School District 301, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society.

The Board of Education believes also that, while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or privilege. That is, pupils who fail to perform those duties required of them upon attendance in a public school may be excluded from the school. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The following general rights and responsibilities are described in more detail throughout this Handbook and in the Board's policies.

A. Citizenship and Moral Responsibilities.

1. Students shall respect constituted authority. This shall include compliance with school rules and regulations and those provisions of law, which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. A student's conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained.
4. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
5. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given the opportunity to do so and will be assisted to achieve academic success to the limit of individual ability.

B. Responsibilities.

1. To become informed of and adhere to reasonable rules and regulations established by the District and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority of school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

III. NON-DISCRIMINATION

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, age, status as homeless, immigration status, gender, gender identity, transgender status, nonconformity to sex stereotypes, order of protection status, unfavorable discharge from military service, or actual or potential marital or parental status, including pregnancy.

The District will not tolerate harassing, intimidating conduct or bullying, whether verbal, physical or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, that creates an intimidating, hostile, or offensive educational environment, or threatens the physical safety or emotional well-being of another student. Examples of such prohibited conduct include name-calling, the use of derogatory slurs, causing psychological harm, threatening or causing physical harm, or the wearing of or possession of items depicting or implying hatred or prejudice based upon one of the characteristics stated above. Hate speech of any kind will not be tolerated.

Students who violate this policy may face disciplinary consequences at the discretion of the assistant principal as outlined in Part VII Section VIII of the Handbook and in District policies. Complaints of harassment, intimidation or bullying shall be handled according to the provisions set forth in Board Policy 7:20. All school personnel will actively discourage such behavior. Parents/guardians of students are identified as being at risk of facing such harassment will be contacted. These students may be referred to the school counselor, social worker, or outside community assistance agency for special assistance, in addition to parent contact.

A. Student Grievance Procedures, Generally

A grievance is a difference of opinion raised by a student or group of students involving: 1. The meaning, interpretation or application of established policies; 2. The difference of treatment; or 3. The application of the legal requirements of civil rights legislation.

Procedures are available for redress of grievances pertaining to alleged violation of rights accorded to students by state or federal constitutional or statutory provisions.

Nothing stated herein should be interpreted as superseding any procedures or requirements set forth in federal or state laws or regulations, or District policies, as set forth in Board Policy 2:260, *Uniform Grievance Procedure*.

This procedure is not intended to limit the option of the District and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons.

A student who has a grievance may discuss the matter with the District's Complaint Managers or the District's Non-Discrimination Coordinator.

Complaint Managers:

Mike Berentes, Principal
Rock Falls Township High School
District 301
101 12th Avenue
Rock Falls, IL 61071-1023
mikeb@rfhs301.org
(815) 625-3886

Vicki Dunphy, Asst. Principal
Rock Falls Township High School
District 301
101 12th Avenue
Rock Falls, IL 61071-1023
dunphyv@rfhs301.org
(815) 625-3886

Nondiscrimination Coordinator:

Rich Montgomery
Rock Falls Township High School
District 301
101 12th Avenue
Rock Falls, IL 61071-1023
montgomer@rfhs301.org
(815) 625-3886

B. Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee, an agent of the district, or a student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct 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 hearing; 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 but are not limited to touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. Students 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.

C. Sexual Harassment Grievance Procedures

Rock Falls Township High School does not discriminate on the basis of sex in admission to or in its educational programs or activities. Any questions, please contact Rich Montgomery, Nondiscrimination Coordinator, 101 12th Avenue, Rock Falls, IL 61071, (815) 625-3886 ext. 234.

A grievance related to Title IX shall be investigated pursuant to Board Policy 2:260, *Uniform Grievance Procedure*. Once a grievance has been filed, the Complaint Manager(s), as listed above, shall investigate the complaint and file a written report to the Superintendent within 30 school days of the filing of the complaint. The Superintendent then has 5 days to write and tender a decision regarding the complaint. The Complainant and/or the Accused has 10 days to appeal the Superintendent's decision to the full Board of Education. The Board then has 30 days to make a decision to either affirm or reverse or amend the Superintendent's decision or direct the Superintendent to gather further information. The Superintendent has 5 days to inform the Complainant and Accused of the Board's action.

D. Section 504 of the Rehabilitation Act – Grievance Procedures

A grievance related to Section 504 of the Rehabilitation Act shall be investigated pursuant to Board Policy 2:260, *Uniform Grievance Procedure*. Once a grievance has been filed, the Complaint Manager(s), as listed above, shall investigate the complaint and file a written report to the Superintendent within 30 school days of the filing of the complaint. The Superintendent then has 5 days to write and tender a decision regarding the complaint. The Complainant and/or the Accused has 10 days to appeal the Superintendent's decision to the full Board of Education. The Board then has 30 days to make a decision to either affirm or reverse or amend the Superintendent's decision or direct the Superintendent to gather further information. The Superintendent has 5 days to inform the Complainant and Accused of the Board's action.

IV. MISCELLANEOUS

A. Crossing Streets

Rock Falls Township High School is bordered by busy streets. Students are cautioned when crossing Second Street or 12th Avenue to **cross at the crosswalk and only on a green light**, making sure to carefully check traffic from all directions before crossing any street. While the District does not have the resources to monitor these streets, if a student is observed failing to use the cross walks, that student may be subject to disciplinary actions from the administration.

B. Visitors

All visitors must register with the Main Office and receive a "Visitor Pass." Any student wishing to bring a companion to school with him must make a prior special request to the Asst. Principal. In most cases, it will not be approved. There must be a very special reason or the most extenuating circumstance before permission will be granted for a person of school age or a recent alumnus to visit school.

C. School Visitation Rights Act

Pursuant to the Illinois *School Visitation Rights Act*, an employer must grant an employee leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given day) to attend necessary educational and behavior conferences regarding the employee's child if those conferences cannot be scheduled during non-work hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave before the employee is allowed leave under this Act. Employees must make prior arrangements with their employers. The school's main office shall provide the parent(s)/guardian(s) with documentation of the school visitation. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

PART II - STUDENT INFORMATION/SERVICES

I. FEES & RENTAL

- A. The annual registration fee for Rock Falls Township High School students is \$100.00. This fee pays for the rental of hall and P.E. lockers, P.E. locks, textbooks, a student handbook, and a student I.D. card. A student will be charged \$5.00 for a replacement of a student I.D. card or a student handbook. (Students whose families register on time will receive a free RFHS t-shirt.)
- B. Yearbooks may be purchased for \$55.00 - \$65.00 (dependent on the date of purchase).
- C. An annual fee of \$250.00 is required for the "behind-the wheel" phase of Driver Education.
- D. An annual fee of \$75.00 for participation in Athletics, Band, Dance Team, Cheerleading, Speech, Contest Play, Group Interpretation and Scholastic Bowl, per participant is required. An annual family fee of \$150.00 is required for participation by two or more children.
- E. Students enrolled in Art, Computer Aided Drafting, Consumer and Family Science, and Industrial Art classes will be required to pay a fee of \$25/semester for the cost of materials used in those classes. Additional fees may be charged for additional student-chosen projects.
- F. An annual fee of \$30.00 for a parking permit. (This fee is optional and nonrefundable.)
- G. A fee of \$20.00 - \$22.00 for a physical education class uniform, purchased at Custom Monogram.
- H. Students get in to all athletic events, except IHSA events, free with their student ID.

Fees are to be paid on a regular schedule as established by Rock Falls Township High School. **A failure to pay fees, fines, NSF charges, and/or late payments of fees may result in a student being denied participation in extra-curricular activities and/or other privileges (for example: on-campus parking and attendance at prom).** Please contact the assistant principal if you believe you may be eligible for a waiver of fees.

II. THE SCHOOL DAY

The school day is divided into seven periods per day, with a thirty (30) minute lunch period being additional. Five (5) minutes will be allowed for passage from one class to another. A "Five Minute" (warning) bell at 7:45 a.m. indicates that the day's activities are about to begin. By the time that the 7:50 a.m. bell rings, students are expected to be in their 1st period classroom seated, quiet, and ready to begin.

The remainder of the day will run as follows:

HOUR

| | | | |
|----------|------------|---|------------|
| 1 | 7:50 a.m. | - | 8:38 a.m. |
| 2 | 8:43 a.m. | - | 9:30 a.m. |
| 3 | 9:35 a.m. | - | 10:23 a.m. |
| 4 | 10:28 a.m. | - | 11:15 a.m. |
| 5A Lunch | 11:15 a.m. | - | 11:45 a.m. |
| 5A Class | 11:50 a.m. | - | 12:45 a.m. |
| 5B Class | 11:20 a.m. | - | 11:45 a.m. |
| 5B Lunch | 11:45 a.m. | - | 12:15 p.m. |
| 5B Class | 12:20 a.m. | - | 12:45 p.m. |
| 5C Class | 11:20 a.m. | - | 12:15 p.m. |
| 5C Lunch | 12:15 p.m. | - | 12:45 p.m. |
| 6 | 12:50 p.m. | - | 1:38 p.m. |
| 7 | 1:43 p.m. | - | 2:30 p.m. |

At the end of each class period the bell will ring indicating that the class time has elapsed; however, the bell does not dismiss you from class. You are not dismissed until the teacher dismisses you.

III. HEALTH SERVICES PROGRAM

The District's health program is under the supervision of the school nurse. The school health program is based on health instruction, maintaining a wholesome environment, and health services. Various health services are given annually to all students. If an accident occurs at school, simple first aid is administered. If the accident is of a severe nature, the family physician and parents are notified. Cots are available for students to use if they feel weak, sick, or dizzy.

A. Administration of Medication

1. No medication of any kind, including aspirin, may be administered by a school employee unless (a) the student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities; and (b) the parent provides the District with a completed and signed School Medication Authorization Form.

2. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form, which includes a waiver of liability. [Note: This form must be completed each school year.]

3. The District shall incur no liability, except for willful and wanton conduct, as a result of any injury or any medication dispensed by school personnel. A student's parent/guardian must indemnify and hold harmless the 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 medication, or the storage of any medication by school personnel.

4. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

B. Excusal from School

Students can be excused to leave school, if sick, ONLY when the school nurse can reach a parent/guardian or emergency contact by phone.

C. Communications with Parents/Guardians

1. Parents/Guardians are notified by phone, letter, email, or personal contact of any necessary referrals found through the health programs.
2. If a parent/guardian wishes to have a conference pertaining to any medical problems, this can be discussed whenever the need arises.

IV. PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Proof of a complete health examination, ~~and~~ required immunizations, and eye exam performed by an Illinois Optometrist/Ophthalmologist is required by law for entry into the 9th grade to be provided by the first day of school. Failure to present the required documentation by October 15th may result in the student's exclusion from school until the required forms are provided. Information for an immunization waiver is located in the nurse's office.

Note: Sports physicals do not count as a 9th grade school physical exam.

V. STUDENT ACCIDENT INSURANCE

Student Accident Insurance will be provided to all students during the school day at no cost to parents/guardians. This plan of insurance is secondary to any other insurance plan the student may have. This plan covers the student only for injury sustained while:

1. Participating in or attending any regularly scheduled activity of the school;
2. Traveling directly (uninterruptedly) to and from a regularly scheduled activity with other members as a group. The travel must be supervised by a person authorized by the school; and
3. Traveling directly (uninterruptedly) to and from the student's residence and/or the meeting place for the purpose of participating in the regularly scheduled activity.

If medical attention is required, report such injury to the school nurse so that a claim can be filed by the student's parent/guardian with the insurance company within 30 days of the injury. Payment of claims is made first through the primary insurance and then the school's accident insurance. Any cost for medical attention above the amount paid by the insurance companies must be borne by the student and/or his parents or guardians.

By law, Rock Falls Township High School also carries catastrophic insurance coverage on each student at no cost to parents/guardians.

VI. STUDENT AND FAMILY ACCESS/REQUEST FOR HOMEWORK

When a student is absent from school 1 to 2 days, he/she can retrieve his/her homework by accessing teacher's/class websites through the Rock Falls High School website www.rfhs301.org. Unfortunately, these homework requests cannot be provided through the Main Office or Student Services. If assignments have not been posted, you can email the teacher directly or contact the teacher on the first day of return. Students missing 3 or more days of school can request homework through the Student Services Office. If you are requesting same-day pick up, your request must be received by 8:00 a.m. Requests received after 8:00 a.m. will be ready for pick-up between 2:30 and 4:00 p.m. the next school day. If requested make-up work is not picked up, additional requests may be denied.

VII. STUDENT DRESS CODE

The Board of Education believes that proper grooming and cleanliness add to the well-being and self-respect of students. The Board of Education takes pride in the appearance of its student body.

All students are expected to dress appropriately for school and in a manner that is not distracting to the purpose of education. Rock Falls Township High School strives to maintain a non-disruptive atmosphere on school grounds. If questionable, an administrator or his/her designee will decide appropriateness. **The following are guidelines, but are not all inclusive:**

- A. Clothing should be clean, neat, and properly fitting and should portray no inappropriate wording or pictures. Clothing (including accessories) that contains lewd, vulgar, profane, obscene, offensive language or symbols, gang symbols, or inappropriate wording or pictures, to include pictures or advertisements of illegal substances, paraphernalia, alcoholic beverages, tobacco products, sexual activity, violent behavior, racial context, or other inappropriate images are not permitted.
- B. All students must be appropriately clothed with non-transparent material. If a see-through shirt is worn, a shirt must be worn underneath that also covers the midriff.
- C. Outside apparel such as coats or hats (including but not be limited to head coverings, sun glasses, or sweatshirt hoods) are not to be worn in the building at any time for any reason, unless otherwise permitted by law, Board policy, or for religious or medical reasons. The above mentioned shall be removed upon entering the building.
- D. Spaghetti straps are prohibited. All straps must be one inch wide or wider from neckline to shoulder, and cover both shoulders. Bra straps, not to include bralettes, should not be visible at any time.
- E. Clothing must cover the student's undergarments, including shorts or pants worn under the outer garment. No bare midriffs or bare backs are allowed. Shirts with cut-off sleeves may not be cut or ripped down the side.
- F. Shorts must extend below the student's longest fingertip when the student places his/her relaxed arms at his/her side and may have pockets that extend past the bottom of the shorts. If the shorts have holes or sheer material, the holes and/or sheer material can only start below the student's longest fingertip.
- G. Skirts, skorts, and dresses must extend below the student's longest fingertip when the student places his/her relaxed arms at his/her side. Tube skirts or tube dresses (i.e. any skirt or dress with form fitting material) may not be worn at any time.
- H. **"Sagging" is not allowed.** Pants must be worn at the student's natural waist or hips. If pants or leggings have holes or sheer material, the holes and/or sheer material can only start below the student's longest fingertip.
- I. Hooded sweatshirts may be worn; however, hoods must be off while in the school building.
- J. Street shoes are required. Bedroom slippers are prohibited at all times.
- K. Exposed undergarments, pajamas (to include pajama pants), or robes are prohibited.
- L. Chains, chains from wallets, metal or plastic spikes, or any other apparel which could be a safety concern are prohibited.

Consequences for violating the dress code may include, but are not limited to, a range of the following: 1) students may be asked to change clothing; 2) students may be asked to wear a shirt or shorts/pants over their clothing; 3) students may be assigned a disciplinary consequence such as a one-hour or three-hour detention; 4) students may be temporarily placed in the Alternative Learning Center (ALC); and/or 5) students may be suspended out of school for continual violations.

Note: Submitted Senior pictures must also adhere to dress code or they will not be approved.

VIII. BOOK BAGS, BACKPACKS, OR OTHER BOOK CARRYING DEVICES

No book bags, backpacks, cinch bags, or other book carrying devices may be used during the school day, from the hours of 7:50 a.m. to 2:30 p.m., except to bring books to and from school and/or when leaving early for school-sponsored events. Students must house the book bags, backpacks, or book carrying devices in their designated locker during the school day while classes are in session (A purse large enough to carry a letter sized file folder will be considered a book carrying device). These items are subject to the District's search and seizure policy set forth in Part VII Section II of the Handbook.

IX. IDENTIFICATION CARDS

Each student is issued an official Rock Falls Township High School I.D. I.D.'s are valid for one year and are issued at the beginning of the school year. The I.D. is required for entry at school events. Lost or damaged I.D. cards may be purchased in the main office at a cost of \$5.00.

X. USE OF THE TELEPHONE

The use of the office phone is limited to school business. In the event of an emergency, students may be permitted to use the telephone in the Main Office. Phone messages from parents/guardians will be delivered on an emergency basis only.

XI. NETWORK/INTERNET USE POLICY

Rock Falls Township High School provides Internet access for students and staff to promote educational excellence in the District by facilitating resource sharing, innovation, and communication. All users are required to follow the terms and intent of the *ACCEPTABLE NETWORK AND INTERNET USE POLICY*.

Acceptable Use of Technology Policy-

Section 1. Purpose of Technology Use

Rock Falls Township High School District 301 provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

Section 2. The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software, as explained in Internet Safety Policy 1250, does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;

The accuracy or suitability of any information that is retrieved through technology;

Breaches of confidentiality;

Defamatory material; or

The consequences that may come from failure to follow District 301 policy and procedures governing the use of technology.

Section 3. Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall:

Use or access District technology only for educational purposes.

Comply with copyright laws and software licensing agreements.

Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.

Respect the privacy rights of others.

Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.

Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.

Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology shall not:

Access, download, create, send or display offensive messages or pictures.

Use harassing, offensive, obscene or defamatory language.

Harass or attack others.

Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;

Knowingly spread computer viruses.

Violate copyright laws or software licensing agreements.

Use others' passwords or accounts.

Misrepresent themselves or others.

Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;

Reveal their personal address or phone number, or those of other users.

Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and use technology for any illegal purpose or activity.

Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

Section 4. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, charged restitution for repair or replacement, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Section 5. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Section 6. Additional Rules/Actions

The Superintendent/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this Policy.

The *Acceptable Network and Internet Use Policy* must be signed by a parent or guardian and returned to the main office before students will have access to any Network/Internet resources. Students who engage in inappropriate use of the Network/Internet may face disciplinary actions as determined by the administration.

XII. LIBRARY MEDIA CENTER (LMC) RULES AND REGULATIONS

- A. The LMC is an extension of the classroom at Rock Falls Township High School. All rules and regulations designated by the Media Specialist and provided in the Handbook must be followed at all times. No food, drink or cell phones are permitted without permission.
- B. HOURS: The LMC is open on school days from 7:30 a.m. to 3:30 p.m. Please check the library website for the daily schedule of teacher and student use. There may be reduced student access depending on teacher reservation(s).
- C. STUDENTS: Students with passes or teacher-signed student planners should go directly to study hall and then to the LMC with their passes and planners. Students from a classroom will be admitted to the LMC with passes in their student planner signed by a teacher. Students need to have all materials required to work in the library media center when they enter.
- D. MATERIALS: Books may be checked out for 3 weeks and may be renewed for an additional 3 weeks. One magazine issue may be checked out for a maximum of 1 week. Newspapers are available for reading in the LMC. All materials are due on the date printed on the date due slip or as presented in an email. Students should record the due date in their student planners. Lost books and books overdue for longer than 2 months will be turned into the office for billing. Payment for lost books should be paid to the library. Overdue materials will prevent any further materials from being borrowed, in print or digital form.
- E. BEHAVIOR: Students will enter the LMC quietly through the double doors, hand their planners or IDs to the Media Specialist or Library Aide, and get to work. No more than 2 students to a table until all tables are filled. There will be opportunities for students to work in small groups, 3-4 students, with permission from the Media Specialist or Library Aide. The expectation is that conversation will remain quiet and not disrupt others. Students will remain seated until the bell rings and are expected to exit quietly through the double doors. Students who do not utilize the LMC in this manner will be asked to leave. Repeated failure to observe LMC rules and control behavior may result in loss of the privilege. Students are reminded to return books and magazines in good condition. Theft and/or mutilation of LMC materials will be considered a matter to be taken to the Assistant Principal.

XIII. STUDY HALL REGULATIONS

- A. Study halls are an extension of the classroom at Rock Falls Township High School. All rules and regulations designated by the instructor and provided in the Handbook must be followed at all times.
- B. Passes from the study hall must be cleared with the study hall teacher BEFORE the student leaves the study hall. A student may not leave study hall without his/her student planner.

XIV. BREAKFAST, LUNCH & CAFETERIA REGULATIONS

A. Free and Reduced Price Lunches

Free and reduced price lunches are available to students who qualify. Application forms and instructions are available on line at www.rfhs301.org and in the main office. Information from the state is published in the local newspaper during the late summer. Type A lunches are available at a reduced rate of \$0.40. Second lunches and/or any additional food will be charged to the student.

*Students have the option of pre-paying for lunches for a specified period of time.

B. Free and Reduced Price Breakfast

Breakfast is served daily from 7:15 – 7:45 a.m. The menu changes on a daily basis.

Prices are: Full — \$2.00; Reduced — \$0.30.

C. Lunch Period & Cafeteria Regulations

1. The "South Line" is for "Type A" meals at a cost of \$2.50 for students, or for qualifying students at a reduced cost of \$0.40. Menus for this line will be posted the afternoon prior to serving.

2. The "North Line" is for a la carte serving and an alternative "Type A" meal.

3. Students must remain in the cafeteria. ALL OTHER AREAS OF THE BUILDING ARE OFF LIMITS. Students are NOT to be in any hallways, door lobby areas, main gym lobby or girls gym lobby, restrooms, public telephones, stairwells, or floors, without a pass from a staff member or consent from a cafeteria supervisor. Classes are held throughout the building during each of the lunch hours and students are distracting classes when they are in unauthorized areas. Students must remain in the designated areas during their assigned lunch periods.

4. Students will line up in an orderly manner at the line of their choice and move through the line as quickly as possible.
5. No "line crashing" is permitted.
6. Students, after eating, will place paper and rough garbage in the containers provided and take their tray, plate, and silverware (if any) to the dirty dish return window in the kitchen.
7. Students will be expected to fully cooperate with the cafeteria staff and supervisor(s).
8. Student I.D. codes will be utilized on a daily basis for both lunch and breakfast lines.
9. No food or drink is allowed in the classrooms.
10. Food Service accounts must stay current/paid. Students with a negative balance may not be permitted to purchase lunch. They will, however, be provided a peanut butter sandwich and milk.
11. No outside food will be delivered to a student during the school day.
12. "Open Campus" – Rock Falls Township High School is considered a closed campus for lunch. However, sophomores and juniors identified through PSAT and seniors identified through SAT scores and who have been enrolled their entire previous year will be allowed to go off campus the first day of the school year if they are in possession of a lanyard, which can be earned by meeting one or both of the following conditions.
 - A. Freshmen – Meet or Exceed on the Math and Reading Portions of the PSAT, scoring 410 or above in Reading and 450 or above in Math.
 - B. Sophomores – Meet or Exceed on the Math and Reading Portions of the PSAT, scoring 430 or above in Reading and 480 or above in Math.
 - C. Seniors - Meet or Exceed on the Math and Reading portions of the SAT, scoring 540 or above in Reading and 540 or above in Math.
 - D. Seniors - Document 27 hours of test prep prior to taking the SAT. (Points/Hours for good attendance and no referrals will be applied to the 27 Hours)

Students will submit the documentation of these test scores and/or hours to the Assistant Principal who will have final approval and responsibility for determining who has earned a lanyard. Hours documented toward the 27 hours of test prep must be provided to the Assistant Principal by the date of the school-wide testing and will be prorated to the earning of the lanyard. Test prep opportunities are located in the Main Office and the Student Services Office.

Seniors may also earn hours toward the Lanyard in the following ways:

- A. Do not earn ANY discipline referrals during his/her junior year; he/she will be awarded 10 hours applied to the 27.
- B. Have good attendance for his/her entire junior year, 2 or fewer days absence per quarter (4+ hours count as a day); he/she will be awarded 2 hours per quarter, as applicable, applied to the 27.

Once a lanyard is obtained the following rules apply:

- A. A student must have enough credits to be considered the appropriate grade level.
- B. A student must have the lanyard on his/her person and be visible when leaving the building.
- C. A student must not have any unexcused absences from school (truancies).
- D. A student must not have any referrals for off-campus violations.
- E. A student must have no suspensions.
- F. A student must not be off campus during lunch with any student who does not have a valid lanyard.
- G. A student must not bring in food for another student, with or without a lanyard.
- H. A student must not earn a tardy referral for the class following his/her lunch period.

At any time, the Open Campus privilege will be revoked if the above criterion is not maintained. Students will be required to sign a letter before receiving their lanyard stating they understand the rules and the consequences for failure to follow these rules.

Lanyards do NOT carry over from year to year. They must be earned for each school year. Any student who is attending Rock Falls Township High School beyond four years will not be eligible for Open Campus privileges.

Pro-Rated Scale of Test Prep Hours:

Test Preparation Credit will be prorated on the following basis:

- 27 Hours – Receive lanyard Week 1
- 24 Hours – Receive lanyard Week 4
- 21 Hours – Receive lanyard Week 6
- 18 Hours – Receive lanyard Week 8
- 15 Hours – Receive lanyard Week 10
- 12 Hours – Receive lanyard Week 12
- 9 Hours – Receive lanyard Week 14
- 6 Hours – Receive lanyard Week 16
- 3 Hours – Receive lanyard 1st Week of 2nd Semester

Hours will be rounded down

Students who log less than 3 hours for test prep and who do not meet or exceed the state standards will not be considered for Open Campus privileges for

the entire senior year.

Other Juniors may also have opportunities to earn Open Campus days during their Junior year based on the following:

- Earn no discipline referrals during junior year.
-AND
- Have no unexcused absences during junior year.

These Open Campus days will be established by the school administration and any junior earning this privilege will be notified. To maintain the privilege, a junior must also adhere to the aforementioned rules.

XV. TRANSPORTATION

A. Bus Transportation

Rock Falls Township High School provides bus service for students who live in excess of one and one-half miles from school. Every attempt is made to set up schedules and routes with the convenience of the students in mind.

Parents/guardians whose child attended regularly scheduled day-time classes as a full-time student in the District may seek reimbursement from the State Board of Education for costs incurred in transporting their child to and from school during the school year if the District did not provide free transportation and the child lived 1.5 miles or more from school, or the child lived less than 1.5 miles from school but faced a serious hazard due to vehicular traffic when walking to school. To claim this reimbursement, parents/guardians must submit a claim form that is available by March 1st at the main office. Parents/guardians who receive full transportation reimbursement through some other appropriation or state agency are not eligible for this reimbursement. In the event the parent and the school official disagree as to the parent's eligibility, or if the parent believes the State's reimbursement is inaccurate, the parent may utilize the dispute resolution procedures established by the State Board of Education.

B. District's School Bus Safety Rules

All students must follow the District's School Bus Safety Rules. In cases of gross disobedience or misconduct of a student who rides the school bus, the District may suspend the student's privileges to ride the bus for up to 10 consecutive days. 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. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

C. School Bus Suspensions

Gross misconduct providing just cause for denial of the privilege of riding the school bus, suspension from school, and/or a recommendation for expulsion includes, but is not limited to:

1. Prohibited student conduct as defined in the Board of Education policy 7:190, *Student Behavior*.
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 in the presence of the bus driver or other riders.
5. Possession of a dangerous or potentially dangerous weapon.
6. Repeated willful disobedience of directives from the bus driver or other supervisor.
7. Such other behavior as the administration deems to threaten the safe operation of the bus and/or safety of its occupants.

All rules of discipline that apply at Rock Falls Township High School also apply to students riding a bus to or from school or school-related activities.

D. Student Automobiles – Parking Regulations

Students are permitted to park in the District's student parking lot as a matter of privilege, not of right. The following rules and regulations will apply to all Rock Falls Township High School student drivers:

1. All student drivers must have a valid driver's license.
2. Students are not allowed to park on the 12th Avenue circle drive or in the staff parking lot.
3. Only cars with a valid Rock Falls Township High School parking permit may park in the student lot at the high school. Parking permit must be displayed and visible.
4. Parking permits will be available for the upcoming school year by seniority, with Seniors offered the first opportunity for purchase. The dates of purchase will be announced. Qualified students may purchase parking permits for the current school year at any time.
5. Fee for parking permit is \$30.00 per year. No refunds will be issued to students who transfer or lose their parking privileges due to infractions of law/or school policy. If a student loses his/her privilege to a parking space, he/she may or may not be considered for another opening (depending on availability and school discretion).
6. No student may park in the student lot without a permit displayed from the rear view mirror.
7. Students must provide vehicle information for any car he/she may be parking in the school lot.
8. Violation of the parking rules will result in disciplinary action.
9. Parking privileges are related to student fees, fines, and outstanding equipment.

A student requesting on-campus parking privileges must have **NO** outstanding fees, including but not limited to fees from past years, returned checks/NSF fees, fundraisers, LMC fines, activity fees, and/or athletic fees and must have returned all school issued books and equipment before he/she will be issued a parking space.

10. School administration may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students.

11. Students should understand that they have no reasonable expectation of privacy in their vehicles when they are parked on school property. Each student who parks on school property must consent in writing to school searches (both interior and exterior) of his/her vehicle and personal effects therein if there is a reasonable

suspicion the search will uncover a violation of law and/or school policy.

12. A student's 4th tardy to school will result in loss of parking privileges for 2 weeks (10 school days); 5th tardy to school will result in loss of privilege for the remainder of the school year. No refund will be issued.
13. Violating the drug/alcohol policy will result in loss of parking privileges, for 1 school year from date of violation.
14. Speed should not exceed 10 M.P.H. on school property at any time.
15. Parking privileges may be suspended or revoked indefinitely for any discipline violations if the administration deems it necessary.

Violations of the above, peeling, reckless driving, or removing property of others will result in the loss of parking privileges – no refund.

PART III - ACADEMIC INFORMATION

I. GRADE IDENTIFICATION, GRADUATION REQUIREMENTS, CLASS LOAD AND WACC

A. Grade Identification:

Rock Falls Township High School believes that every student should strive toward educational success. At the end of each school year, students will receive privileges based on credits earned.

1. Students who have not accumulated 11.0 credits at the beginning of their third year of attendance will not be eligible to attend "prom" as the host junior attending the prom, and may only attend prom if invited by a RFHS student who has attained junior/senior status.
2. Students will be required to participate in state-mandated testing.

B. Graduation Requirements:

All students scheduled to graduate must earn 22 units of credit, distributed as follows, in order to graduate from Rock Falls Township High School. The Board of Education delegates to its chief administrative officer the authority to make exceptions to this policy when circumstances justify such exception.

1. English – 4 credits (2 credits must be writing intensive and ½ credit must be in Speech)
2. Mathematics – 3 credits (1 credit must be Algebra 1 and 1 credit must include Geometry)
3. Science – 2 credits (1 credit in Biology and 1 credit in EnviroGeo Science or Chemistry)
4. Social Studies – 2 credits (1 credit in American History, 1/2 credit in American Government and 1/2 credit Civics)
5. Consumer Education – 1/2 credit.
6. Successful completion of 1 credit of study chosen from one of the following: (A) Music, (B) Art, (C) Foreign Language, or (D) Vocational Education.
7. Physical Education – 3 credits (Every student is required to take Physical Education unless excused by a physician or an athletic waiver. A student who is excused from taking Physical Education is required to meet the 22 credit total necessary for graduation).
8. Health – 1/2 credit
9. Electives – 6 credits (may include Driver Education)

In addition, no student shall receive a certificate of graduation without (1) passing a satisfactory examination on patriotism and principles of patriotism and of representative government, proper use of the flag, methods of voting and the Pledge of Allegiance, and (2) taking the state-mandated testing, unless the student is exempt pursuant to law.

C. WACC

Students are eligible to attend WACC (Whiteside Area Career Center) if they are seniors or selected juniors for designated classes, meet the appropriate prerequisites that are listed in the RFHS course description handout, and are absent no more than a total of 14 days the previous 2 semesters before attendance at WACC. The attendance pattern will be checked at the time of course selection and at the end of the school year preceding attendance at WACC. Any student who has exceeded the 14 days will be dropped from the course selected and enrolled in subjects at RFHS. Students with long-term illnesses may appeal the action to the Principal. Students must ride the school bus to WACC unless they have received permission from an administrator or their counselor to provide their own transportation. A failure to ride the bus to WACC will result in progressively greater disciplinary consequences (warning, detention(s), suspension(s) from school, removal from class at WACC). Placement at WACC is not guaranteed.

II. ACADEMIC ACHIEVEMENT

A. Grading and Reporting To Parents/Guardians

The Board of Education believes that it is the District's obligation to give private periodic reports of students' progress and directs the Superintendent to guide and monitor a reporting system. The following criteria will be observed:

1. Parents/Guardians will be informed regularly, at least two (2) times a year. Additionally, parents and students have unlimited access to grades through the Skyward Student and Family Access on the RFHS website. If you have not received or have forgotten your Skyward login or password, you may contact the Main Office for assistance.
2. The use of marks and symbols will be appropriately explained.
3. The District will strive for consistency in grading and reporting.
4. Grading will not be used for disciplinary purposes except those circumstances involving academic dishonesty.
5. Grading will be based on improvement, achievement, student capability, class participation, and the professional judgment of the teacher.
6. Standardized Grading – Percentage grading

| | | | |
|----------|---|----------|---|
| 100 - 90 | A | 69 - 60 | D |
| 89 - 80 | B | Below 60 | F |

B. Class Load

All students must be enrolled in a class for credit five out of seven periods per day to be considered a full time student. No student will be allowed to have more than one study hall during each semester unless a specific educational plan has been developed for that student through the Student Services Office or by the Administration.

C. Weighted Grades

The primary purpose of a weighted grades system is to encourage students to accept the challenge of taking advanced classes offered by the District. Secondly, a weighted grade system rewards students, but does not penalize them, for taking advanced classes by recognizing that advanced classes could result in the student receiving a lower grade than he/she might otherwise receive in a core curriculum course. A student's grade point average (GPA) is accomplished by adjusting the point value upward for the grade received in a weighted class for the purpose of calculating the student's grade point average. A student's class rank would be based on his grade point average factoring in the weighted grade.

An "Accelerated Course of Study" is a class taken beyond the normal course of study or core curriculum for that student's particular grade level. An accelerated course of study would normally begin in either the freshman or sophomore years. Weighted grades would not be given for a class, which is beyond the normal course of study or core curriculum, until the student has progressed to the point where that student is taking the advanced classes. A student, who has entered into the course of accelerated study, would receive the benefit of a weighted grade system when he/she has reached the advanced level of that course of study.

Advanced classes that are the highest level of courses offered by the District are generally recognized as being more academically challenging for the students enrolled, than the traditional core curriculum. These courses may be identified by the advanced nature of the subject matter, the manner in which the course is taught and the increased level of performance expected from the students, as detailed in the District's Comprehensive Gifted Course Document. All listed advanced courses will carry a weighted grade. Its identification as an advanced class with the attendant weighted grade will not change or modify the content of the class, the manner in which it is taught or the method of recording grades.

The following courses have been identified as advanced classes and shall carry a weighted grade:

| | |
|--------------------------------|---------------------|
| Honors English 1 | Advanced EGS |
| Honors Speech | Physics |
| Advanced Composition/ENG 101 | AP Chemistry |
| Advanced Composition 2/ENG 103 | Math III |
| Advanced English 4 | Calculus |
| Advanced Speech/SPE 131 | Statistics/MATH 240 |
| World Studies | |
| American Studies | |
| AP Government | Spanish 3 |
| Economics | Spanish 4 |
| AP Art Studio | |
| AP US History | |

The following 5.0 grading scale has been adopted for all selected course work:

| | | |
|----------|----------|----------|
| A = 5.0 | C+ = 3.4 | D- = 1.6 |
| A- = 4.6 | C = 3.0 | F = 0.0 |
| B+ = 4.4 | C- = 2.6 | |
| B = 4.0 | D+ = 2.4 | |
| B- = 3.6 | D = 2.0 | |

D. Honor Roll

1. There are three Honor Rolls computed by grade point average based on a 4.0 Scale. Weighted grades will be converted to reflect this for Highest Honors.

| | |
|----------|----------|
| A = 4.0 | C = 2.0 |
| A- = 3.6 | C- = 1.6 |
| B+ = 3.4 | D+ = 1.4 |
| B = 3.0 | D = 1.0 |
| B- = 2.6 | D- = 0.6 |
| C+ = 2.4 | F = 0 |

For the graduating classes of 2021+, GPA will reflect the following revised 4.0 Scale.

| | |
|----------|----------|
| A = 4.0 | C = 2.2 |
| A- = 4.0 | C- = 2.0 |
| B+ = 3.4 | D+ = 1.4 |
| B = 3.2 | D = 1.2 |
| B- = 3.0 | D- = 1.0 |
| C+ = 2.4 | F = 0 |

Calculations for the valedictory and salutatory honors shall be based on grades earned as of eight semesters. A student must have attended Rock Falls Township High School District 301 for a minimum of two (2) years to be considered for these honors. Credits that apply toward graduation shall be counted in computing valedictory and salutatory honors. Driver education, and P.E. are excluded in calculations. The grade point average for calculation of valedictory and salutatory honors

shall be rounded to three (3) decimal places.

2. The three Honors are to be named as follows:

| Name | G.P.A. |
|-------------------|-------------|
| A. Honors | 2.85 - 3.39 |
| B. High Honors | 3.40 - 3.79 |
| C. Highest Honors | 3.80 - 5.00 |

Driver education and P.E. are not included in Honor Roll calculations.

3. No student who earns a "D" or lower qualifies for the Honor Roll.

E. Grading and In-Class Participation

One aspect of learning a subject is participation by the student in in-class activities such as discussions, labs, practice problems, projects, etc. This in-class experience cannot be duplicated through out-of-class make-up assignments. Therefore, as part of his/her grading system, a classroom teacher may assign up to 10% of the student's grade to participation in learning activities, which are strictly available in the classroom. Students with excused absences will be provided the "participation" work to be made up in accordance with the policy: one day allotted for every excused absence day or will be exempted from that work.

F. Academic Dishonesty

Cheating, plagiarism, wrongfully giving or receiving help during academic examinations, wrongfully obtaining test copies or scores, and/or academic dishonesty in ANY FORM will not be tolerated at Rock Falls Township High School. Any student who engages in such behavior is subject to equivalent academic consequences and disciplinary consequences under the Student Discipline Policy that may include an earned zero, detention hours, placement in the Alternative Learning Center (ALC), and/or out-of-school suspension.

III. SELECTION OF NATIONAL HONOR SOCIETY MEMBERS

Listed below are the guidelines for selection of a junior or senior student into the National Honor Society:

- A. The student's academic record will be reviewed to determine if he/she meets the 3.2 G.P.A. requirements.
- B. Students who are eligible scholastically will be notified and told that for further consideration for selection to the NHS Chapter they need to complete the Student Activity Information Form.
- C. All faculty members are invited to make comments on the candidates. However, the actual selections must be made by five appointed members of the faculty selection committee.
- D. The faculty selection committee of five is appointed annually by the principal with the NHS advisor being an ex-officio, non-voting, sixth member.
- E. The Student Activity Information Form will be reviewed by the faculty committee along with other verifiable information about each candidate. Faculty comments on students will be presented by the NHS advisor. The faculty council may wish to interview the candidate if the need arises. Candidates receiving a majority vote of the committee will be inducted into the NHS Chapter.
- F. In extremely rare instances, where information on a candidate's qualifications was found to be missing, the candidate may submit an appeal in writing to the advisor within two weeks from the date of notification. If the advisor believes the appeal has merit, the advisor may reconvene the faculty council for reconsideration. The faculty council's decision on all matters brought before it will be final.
- G. Appeals to the Principal may only be made if a technical or procedural error was found.
- H. The following criteria are part of the selection process:
 1. LEADERSHIP: Takes a constructive lead in classroom and school activities; promotes worthy and proper school activities; successfully holds school office or positions of responsibility; shows initiative in areas of study.
 2. SERVICE: Gives time, effort, and talents for the class, school, or community; shows courtesy to teachers, other students, and visitors.
 3. CHARACTER: Meets promptly individual responsibilities to the school, and teachers, demonstrates highest standards of attitude toward honesty, reliability, fairness, and tolerance; cooperates in a willing spirit with school regulations concerning private property, books, attendance, hallways, etc.; upholds principles of morality and ethics.

IV. POLICY ON THE EVALUATION OF HOME SCHOOL CREDITS

All students who present credits earned in a Home School environment will have said credits evaluated by the principal to determine if said credits align with the approved curriculum of Rock Falls Township High School. Alignment will be determined by course description, curriculum of specific coursework, and verification of acquired knowledge through the administration of course-specific finals.

Several courses that are required by the State of Illinois will only be granted credit upon the successful completion of comprehensive examinations created by the departments in which the course is offered. When these criteria are met, course credit will be granted.

V. PHYSICAL EDUCATION

A. Uniforms

Physical education students are required to purchase and wear a RFHS approved gray shirt and black sweat shorts/pants. The shirts and shorts must be the school designated RFHS attire. Note: a student may seek an exemption from this requirement based on a religious belief. Such a request will be considered on a case-by-case basis. The physical education uniform may be purchased at Custom Monogram

B. No Dress Policy

Physical Education is mandated as a requirement for graduation by the State Board of Education and Rock Falls Township High School Board of Education. All students are required to be "dressed out" in regulation Rock Falls Township High School physical education attire. In emergency situations, a loan of a uniform will be allowed. Any student refusing to "dress out" for his/her physical education class will be held responsible for the following penalties:

Students who do not dress for PE will earn "SWEAT."

"SWEAT" is an after school PE class from 2:35-2:55 p.m. assigned on Mondays and Wednesdays. The student can receive a maximum of 70% of his/her daily points. If a student refuses to serve or misses the assigned "SWEAT," he/she will earn a referral, resulting in a one-hour detention.

C. Student Medical Exemption From Physical Education

Students excluded from PE in either of the situations below will be assigned study hall in lieu of PE, except in cases where the exclusion is for a semester or longer in length. In this case, the student's counselor may decide whether it would be more advantageous to affect a transfer from PE/study hall to an academic subject.

1. Students under doctor's care or who have a physical disability which is not compatible with participation in physical education class for an extended period of time, shall submit a written request and a completed form with approved activities and/or accommodations to the school nurse from a physician for the student to be provided recommended accommodations or excluded from PE. (If a student is exempted for an extended period of time, he/she will be required to complete alternative assignments to earn the PE credit.)
2. Requests for students to be excluded from PE for one or two days for a minor injury or illness may be submitted in writing by a parent or guardian to the school nurse. The school nurse will have the authority to accept or reject this request.

D. Waiver of Class

Any student may request through their school counselor/advisor to be excused from physical education courses for the following reasons:

1. Participation in IHSA athletics (Fall Sport -1st semester waiver, Winter Sport – year waiver, Spring Sport – 2nd semester waiver);
2. Enrollment in a marching band program for credit (1st semester waiver only);
3. Enrollment in academic classes that is required for admission to an institution of higher learning.
4. If a student is eligible for special education, that student may be excused from physical education courses if:
 - a. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services; or
 - b. The student's IEP team determines that the student must utilize the time set aside for physical education to receive special education support and services.

Such an agreement or determination must be made a part of the IEP. A student requiring adapted physical education must receive that service in accordance with the student's IEP.

PART IV - STUDENT SERVICES

I. STUDENT SERVICES

The Student Services Office provides various support services to students, parents/guardians, and teachers. The following areas are included, but not limited to: individual counseling, career counseling, assistance with course selection, financial aid information, contacting teachers and setting conferences, providing outside resources and support, post high school educational plans, modifications and interventions for all students, obtaining homework during absences of more than three days, and suggestions for problem solving strategies.

To contact the Student Service's Office and your student's counselor/advisor or the office secretary call (815)625-3886 and use the following extensions:

Ext. 240 – Mrs. Kim Heald – Student Service's Secretary

Ext. 225 – Mrs. Jamie Leech – School Counselor

Ext. 228 – Mr. Jason Sands – School Counselor

Ext. 224 – Mrs. Cheryl Schreiner – Special Education Coordinator

II. TESTING

Achievement and state-mandated tests may be given periodically throughout the year. Interest inventories often accompany these tests and are especially useful to students in self-evaluation and career planning.

III. SCHEDULE CHANGES

Once courses are selected by students for the upcoming year, the master schedule is made and teachers and rooms are assigned accordingly. Problems that develop with students' schedules will be reviewed on a case-by-case basis. In general, a schedule will not be changed unless it relates to graduation requirements, substantial changes in career plans, or illness or other personal emergencies. After the first week of each semester, classes will only be changed with teacher, counselor, and administrative approval. All changes require administrative approval. Classes will not be dropped for study hall during the last ten weeks of school without administrative directive to do so. Classes dropped for any reason after the sixth week of the semester are recorded as an "F" for purposes of calculating GPA.

IV. STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program provides services for all students in attempting to deal with the pressure of day-to-day living. Students are encouraged to contact teachers, counselors, or SAP team members regarding information and appointments for this program.

A. Student Assistance Program

1. The Student Assistance Program will provide a structured, organized approach to offer assistance to students troubled by physical, emotional, social, legal, educational, sexual, medical, family or chemical use problems. It will also provide a structured liaison between the school and outside agencies.
2. It is the intent of the SAP to work cooperatively with teachers, parents/guardians, and students to resolve the concerns. Referrals can be made upon the request of any staff member, parent/guardian, or student.
3. All records and discussions of personal problems will be handled in a confidential manner. These records will be kept, but will not become a part of the student's cumulative file.
4. The program provides for preliminary assessment of student problems and referral, if appropriate. Costs for diagnostic and treatment services outside the school are the responsibility of parents/guardians.

PART V – SPECIAL EDUCATION SERVICES

Children with disabilities are entitled to a free appropriate public education. Please direct any inquiries regarding the identification, assessment, and placement of children with disabilities to Mrs. Cheryl Schreiner, Special Education Coordinator, Rock Falls Township High School, 101 12th Avenue, Rock Falls, Illinois 61071, at (815) 625-3886 ext. 224 or schreiner@c@rfhs301.org.

All determinations made respecting placement or other actions affecting special education students, and challenges thereto by parents/guardians or students, shall be governed by the requirements of the Individuals with Disabilities Education Act, the Education for All Handicapped Children Act of 1975, the American Disabilities Act,

and Article 14 of the Illinois School Code and such regulations as may be promulgated there under as well as judicial decisions interpreting said laws and regulations.

ANNUAL NOTIFICATION OF PARENT/GUARDIAN RIGHTS AND PROTECTIONS

Rock Falls Township High School currently provides necessary school-based IEP services to your child at no cost to you, the parent/guardian. Rock Falls Township High School is participating in the Illinois Department of Healthcare and Family Services program through which Federal Medicaid funds are made available to school districts in the State to help cover the costs of providing necessary school-based IEP services to students. By participating in this program, Rock Falls Township High School is allowed to seek Federal Medicaid funds to help cover some costs of the school-based IEP services Rock Falls Township High School provided to your child. In order to seek the Federal funds, Rock Falls Township High School must disclose information from your child's education records which may include your child's name, birth date, and Medicaid number to the Illinois Department of Healthcare and Family Services (HFS) regarding the IEP services Rock Falls Township High School provided to your child.

As required by Federal law, Rock Falls Township High School:

- Must obtain your written consent prior to disclosing your child's health information to the Illinois Department of Healthcare and Family Services (HFS)
- May not require you to sign up for or enroll in any public benefits or insurance programs
- May not require you to pay any out-of-pocket expenses such as a deductible or co-payment for the costs of the health services Rock Falls Township High School provides to your child
- May not use your child's Medicaid or other public benefits if that use would:
 - Decrease available lifetime coverage or any other insured benefit
 - Result in you or your family paying for services that would otherwise be covered by Medicaid or other public insurance program and that are required for your child outside of the time that your child is in school
 - Increase your insurance premiums or lead to the discontinuation of any public benefits or insurance
 - Risk the loss of your eligibility for home and community-based waivers, based on aggregate health-related costs

Rock Falls Township High School must receive your consent to disclose information from your child's education records to the Illinois Department of Healthcare and Family Services (HFS) as necessary for Rock Falls Township High School to seek Medicaid funds to help cover the costs of the school-based IEP services Rock Falls Township High School provided to your child. You may withdraw your consent at any time. Whether or not you give your consent or if you withdraw your consent, Rock Falls Township High School will continue to provide necessary health services to your child at no cost to you, the parent/guardian.

PART VI- ATTENDANCE POLICIES

I. ATTENDANCE

One of the outstanding features in the social and political development of the United States has been the universality of educational opportunity. The State of Illinois has recognized the importance of the public school system by enacting certain school attendance laws.

Regular attendance in school is the responsibility of each individual student and his parents or guardians. The parent/guardian must ensure that children from the age of 7 through 17 (unless already graduated) attend school. In addition, the parent/guardian of a child over the age of 17 and who is enrolled in school must ensure the child attends school, unless otherwise excused under law.

There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. The teacher is responsible for keeping accurate attendance and tardy records in each class and study hall. The teacher will not be required to make a judgment about the validity of excuses. Teachers at Rock Falls Township High School will refer students who exhibit poor attendance patterns to the Assistant Principal and the counselors. If a personal or emotional problem appears to be the cause of poor attendance habits, the Assistant Principal or the counselors will make referrals to the appropriate agencies. Every effort will be made to persuade students to attend school regularly. Efforts may include several conferences, adult and student influences, altering of student schedules, outside agency influences, and/or referrals to special services including counselors, mental health professionals, and the school psychologist.

II. GENERAL ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE PHONE NUMBER 625-3886, EXT. 230 (You can leave a message 24 hours a day.)

- A. Students are responsible for attending their classes in a regular and punctual manner and completing make-up work by the required date. PARENTS/GUARDIANS are responsible for informing the school of any absence and its cause by phoning the school **within 24 hours** of the absence, no later than 2:30 p.m. the day following the absence. ROCK FALLS TOWNSHIP HIGH SCHOOL shall be responsible for monitoring the student's attendance and informing the parent or guardian of any attendance problems.
- B. Students excused for an appointment must prove attendance and provide documentation **within 24 hours** of the absence, no later than 2:30 p.m. the day following the absence. Without the documentation, the student will be considered "unexcused" and the student will be assigned an appropriate disciplinary consequence.
- C. Excessive Absence Policy: A student will be allowed only 5 call-offs, parent-excused absences, per semester. A student will be required to furnish professional documentation for those **absences after the 5 call-offs**. A failure to provide the attendance secretary or the assistant principal with an excuse: permitted call off (up to 5 times per semester) and/or professional documentation for appointment or absence, **within 24 hours**, no later than 2:30 p.m. the day following the absence, will result in the absence being documented as "unexcused" and the student assigned an appropriate disciplinary consequence. In the event of an extended absence that exceeds the allowed 5 call-offs, after 3 consecutive days, professional documentation must be received by 2:30 p.m. of the 4th day.
- D. Students who are suspended out of school are ineligible to attend any extra-curricular and/or school-related activities occurring that same day.
- E. No finals will be given early, except for school- or athletic-related absences.

Note: A call-off, any parent-excused absence, may range from part of a class period to an entire school day.

III. ATTENDANCE POLICIES

A. Excused Absences:

A student is permitted to make up his/her missed work. It is the **RESPONSIBILITY OF THE STUDENT** to contact the teacher about making arrangements for make-up work during the **first day** he/she returns to school. As a general guideline, students will be allowed one day of make-up time for each day of an excused absence. If an assignment was known to the student prior to his/her absence from school, the opportunity for make-up work will not apply. Lastly, the opportunity for make-up time begins immediately upon the student's return to school. A failure to contact the teacher on the first day of return may result in the teacher denying the opportunity for make-up work.

B. Reasons for Excused Absences:

1. Illness – personal or immediate family (confirmed **within 24 hours**, no later than 2:30 p.m. the day following the absence by professional documentation after 5 call-offs).
2. Professional appointments that cannot be scheduled outside the regular school day (verified by professional documentation **within 24 hours**, no later than 2:30 p.m. the day following the absence).
 - a. Students having a medical/dental or other professional appointment shall present a note from a parent/guardian to the attendance office before school stating the date and time of the appointment. In the case of a last-minute emergency appointment, the parent may notify the school by phone about the appointment.
 - b. When returning to school from an appointment, the student must report to the attendance office with verification signed by the doctor, dentist, or professional involved. Students are expected to attend school prior to appointments and return promptly from appointments. If professional documentation is not returned within 24 hours, no later than 2:30 p.m. the day following the absence, the absence will be recorded as unexcused.
3. Death in the immediate family, as defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.
4. College visitations as approved by the Student Services Department. (Upon appropriate documentation, any student will be allowed 2 excused college visits per year that will be marked as school-related and not count against his/her attendance record.)
5. Business trip or vacation **ONLY** with parents/legal guardians and within the 5 allotted absences; such trips are discouraged. The student's parent/guardian must give written notification to the assistant principal at least 5 calendar days before the student's anticipated absence(s) and the student must get preapproval for the absence to be excused.
6. Release time for religious instruction or observance. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).
7. Family emergency within the allotted 5 days.
8. Other situations beyond the control of the student as determined by the board of education.
9. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.
10. Other reasons as approved by the Superintendent or designee.

Note: One to three missed class periods will be counted as a half-day absence and four or more missed class periods will be counted as a full day absence. After 5 call offs, parent-excused absences, per semester, a call off will no longer excuse an absence, even for the reasons listed above.

C. Unexcused Absences

1. Students who are unexcused from class due to out-of-school suspension are allowed to make up any missed work. It is the RESPONSIBILITY OF THE STUDENT to contact the teacher about making arrangements for make-up work during the first day he/she returns to school. Students will have one day to make up work for each day missed. If the student was aware of an assignment prior to the suspension the opportunity for make-up work will not apply. The opportunity to make up work begins immediately upon the student's return to school. Failure to contact the teacher on the first day of return may result in the teacher denying the opportunity to make up missed work.
2. If a student is unexcused due to a truancy, the following rules will apply: 1) the first truancy will result in a conference with the teacher and a warning that the student will not receive full credit for work missed due to future truancy; 2) the second time a student is truant, he/she may receive half credit for any work missed; 3) at and beyond the third truancy, the student will not receive credit for work missed for a third truancy or any successive truantries.
3. Some Examples of Unexcused Absences:
 - a. Over-sleeping.
 - b. Missing a bus.
 - c. Car trouble on the way to school or at lunchtime.
 - d. Students who leave the school for lunch do so at their own risk. If a student leaves for lunch and cannot for any reason return to school, the absence will be unexcused. The only exception to this rule is if a parent calls the attendance office before the end of 6th pd. to notify the school that the student is ill.
 - e. Babysitting.
 - f. Shopping.
 - g. Hunting or fishing.
 - h. Leaving school without complying with the procedures set forth in Sections II and III, above.
 - i. Leaving school because of an illness, but without checking out through the school nurse and attendance secretary. If a student becomes ill during school hours and needs to go home, the nurse or attendance secretary will contact an adult before sending the student home. **Students who leave campus without following proper procedures will not be excused after the fact.**
 - j. Skipping or cutting a class (also referred to as truancy). Seven accumulated unexcused classes or five unexcused classes in the same class period or four periods in one school day will be counted as one full day of truancy. One to three unexcused classes in one school day will be counted as a half-day of truancy.

4. Consequences for Unexcused Absences and Truancy:

In response to issues of student truancy and unexcused absence, the professional staff at Rock Falls Township High School will implement the appropriate support services including, but not limited to, counseling through the Student Services Department and the Student Assistance Program, parent/guardian/teacher/counselor meetings, and referrals to Whiteside County Truants Alternative Program. In addition to the provision of supportive services and other school resources, disciplinary actions may be assigned in a progressive manner. These disciplinary actions include, but are not limited to, the following: detention(s), community service, placement in the Alternative Learning Center, and/or truancy tickets. The administration will assign consequences that result in additional loss of class time only as a last resort.

5. Any person having custody or control of a child to whom notice has been given of the child's truancy and who willfully permits such child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class "C" misdemeanor.

***Note: In addition to unexcused non-attendance on any one day, 7 accumulated unexcused periods or 5 unexcused periods in the same class or 4 class periods in one school day will also count as a full truant day.**

IV. TARDY POLICY

The tardy policy is based on the premise that all students should be in class, in their assigned seat, and prepared to work when the bell rings at the beginning of each

class period. Tardies are accumulated on a period-by-period basis and per semester. If a student arrives to school after 8:05 a.m. yet before the 2nd period class or 10+ minutes late to any class period without a valid excuse, it will be recorded as an excessive tardy and earn disciplinary consequences. The following policy has been adopted:

A. Tardies 1 – 3:

1. The teacher/study hall supervisor may assign appropriate discipline in a progressive manner;
2. The teacher/study hall supervisor shall document each tardy in his/her grade book;
3. Referral documentation after the accumulation of 4 tardies to the Assistant Principal;

B. Tardies 4 +:

For the fourth and each subsequent time a student is tardy to class, the teacher will send a written referral to the Assistant Principal. Once a student has been referred to the Assistant Principal, the Assistant Principal will attempt to contact the parent/guardian to discuss the tardies and will document those attempts and any results.

The following disciplinary consequences will be imposed for students with 4 or more tardies in one class:

- | | |
|----------|---|
| 1. 4 – 6 | One 1-hour detention for each tardy (A referral for a 4 th tardy will not count against the final exam exemption incentive.) |
| 2. 7 – 9 | One 2-hour detention for each tardy |
| 3. 10+ | One 3-hour detention for each tardy |

The Assistant Principal reserves the right to substitute community service for the consequences outlined above. In addition, the administration reserves the right to alter the above format to serve in the best interests of individual students.

PART VII- DISCIPLINE POLICIES

I. ROCK FALLS TOWNSHIP HIGH SCHOOL DISCIPLINE POLICY

Discipline and order must exist in each classroom and throughout the entire school to properly ensure the highest quality educational experience for all students. Whenever violations of school rules occur, it will be the responsibility of the involved teachers and administrators to work with the student, his/her parents/guardians, and other support personnel to correct the violation. Both the welfare of the individual student and the school as a whole will be considered when making a disciplinary decision. Disciplinary decisions are aimed at behavioral change. In severe cases, a student may be excluded from school.

II. STUDENT SEARCHES AND SEIZURES

In general, public school teachers and other school officials may conduct warrantless searches of students, their cars parked on District property, and their belongings if the school official has a reasonable suspicion that the search will uncover evidence that the student has or will violate a District policy/rule or the law. 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 the investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

A. Search and Seizure of Locker Contents

All lockers assigned to students are the property of Rock Falls Township High School. At no time does the District relinquish its exclusive control of its lockers. The Principal or his/her designee shall have the custody of all combinations to all lockers or locks. Students are prohibited from placing personal locks on any locker without the advanced approval of the Principal or his/her designee.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board of Education authorizes the school administration to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. When conducting locker searches, the administration may seize any illegal or unauthorized items, items in violation of Board policy or rules or any other items reasonably determined by the administration to be a potential threat to the safety and security of others. Any item seized by the school administration shall be removed from the locker and held by the administration for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

III. TYPES OF INFRACTIONS

A. Minor Infractions: These misbehaviors impede the orderly operation of an individual classroom. Examples of minor infractions include, but are not limited to creating minor classroom disturbances and tardies. It is the goal of the District that infractions of a minor nature will be resolved at the teacher-student level. However, should a resolution not be reached, a referral to the administration will occur. Corrective action that may occur includes, but is not limited to warnings, conferences with students, conferences with student and parent/guardian, or teacher detention. In certain circumstances, however, the District may treat a minor infraction as a major infraction based on the facts of the situation and the student's disciplinary history.

B. Major Infractions: Examples of major infractions include, but are not limited to substantial disruptions to the learning process and repeated minor infractions. Corrective action that may occur includes, but is not limited to warnings, conferences with student, conferences with student and parent/guardian, referrals to outside agencies, administrative detentions, temporary placement in the Alternative Learning Center (ALC), suspension from school, and expulsion.

C. Gross Disobedience or Misconduct: Gross disobedience or misconduct is any behavior that is of such egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also is any conduct, behavior, or activity, as defined by the Board in its policies, that cause or may reasonably cause school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of the same. Gross disobedience or misconduct may occur in a situation other than on school grounds or at a school-related activity, provided, however, that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes or student environment. Gross misconduct or disobedience may result in Administrative detentions, temporary placement in the ALC, suspension, expulsion and/or referral to local law enforcement agencies. Examples of gross misconduct or disobedience include, but are not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug or controlled substance or cannabis (including medical cannabis, marijuana, and hashish);
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription;
- c. Any performance-enhancing substance on the current IHSA's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription;
- d. Any prescription drug that is 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 the 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 student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications;
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form;
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy; and
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances in to the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy. ("Weapons" shall include the following: firearm, knife, brass knuckles, or other knuckle weapon regardless of its composition, billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm.)
- 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or telecommunication device, unless authorized and approved by the Building Principal.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search. (Note: Profanity or vulgar language directed at school personnel may result in the temporary placement into ALC or a suspension from school, even on the first offense.)
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, fear, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 13. Entering school property or a school facility without proper authorization.
- 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 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.
- 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
- 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
- 18. Violating any criminal law, including but not limited to, assault, ~~and~~ battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that is accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) a threat or attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For the purpose of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as the student's clothing, backpack, purse, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

IV. PENALTIES AND CORRECTIVE ACTIONS

A student who violates District behavior and conduct rules, including, but not limited to those outlined in the Student Discipline Policy and this Handbook may face one or more of the following corrective actions:

- A. Warning
- B. Notifying Parent(s)/Guardian(s)
- C. Disciplinary conference
- D. Withholding of privileges
- E. Seizure of contraband
- F. Administrative Detentions

Detentions will be held after school on Tuesdays and Thursdays in the Study Hall (Room 214) starting at 2:35 p.m. One-hour detentions are served from 2:35 – 3:35 p.m., two-hour detentions are served from 2:35 – 4:35 p.m. and three-hour detentions are served from 2:35 – 5:35 p.m. Detentions are scheduled with 24 hours advance notification (unless a shorter time period has been agreed upon with the student) in order to accommodate transportation concerns. Personal commitments (for example, but not limited to job, baby-sitting, etc.) do not excuse a student from an earned detention or postpone the detention. If a student is absent from a detention, (for example, an illness) that detention is automatically moved to the next detention day. Failure to attend any assigned after school detention will result in further disciplinary action such as more detention time, temporary placement in the ALC, or exclusion from privileges, including but not limited to athletic events, dances, and/or participation in the graduation ceremony. **Students with un-served detention hours will NOT be permitted to attend extracurricular events including but not limited to sporting events, dances, and participation in the graduation ceremony.** For discipline purposes, Rock Falls Township High School may also offer students an opportunity to work in place of the traditional detention, if work is available. Unserved detention hours will accompany students into the next school year.

Expectations for Detention

- Sit upright...may not lay head down
- Must be checked in by 2:35 p.m...If it is later, additional time may be added or early release possibilities revoked
- No food or beverages
- No electronic devices...This includes cell phone, I-Phones, I-Pods, tablets, I-Watches, etc.
- May not go to your locker....Work should be brought with you
- No talking
- Raise hand if you need something
- Students are allowed a 5-minute break at 4:00 p.m. **IF** they are serving a 3-hour detention

Rewards

Early release (Depending on the detention length, student may earn 10-20 minutes early release).

- No break (Applies only to 3-hour detentions) = 10 minutes deducted from 5:35 p.m. ending time.
- Follows rules/good behavior=10 minutes deducted from any ending time **IF** they have arrived on time.
 - *1 Hour Detention released at 3:25 p.m.
 - *2 Hour Detention released at 4:25 p.m.
 - *3 Hour Detention released at 5:25 p.m. **OR** 5:15 p.m. if they do not take the 4:00 p.m. break.

Consequences

Inappropriate behavior: One or more of the following (up to teacher discretion):

- Early release revoked
- Removed from detention
 - *Served time does not count
 - *Additional time may be added
 - *ALC or Out-of-school suspensions may be assigned

F. Teacher Detention

A student may be assigned a detention from his/her teacher for a violation of classroom rules. This detention(s) may be assigned before school (7:30-7:45 a.m.) or after school (2:30-2:55 p.m.) at the convenience of the teacher. An advance notification of 24 hours is required prior to the assigning of a detention by the teacher. A failure on the part of the student to serve a detention with the teacher will result in the student being assigned a progressively greater disciplinary action by the administration. In addition, the student must still reserve the original detention(s) as assigned by the teacher.

G. Supervised Lunch

Students who abuse open campus privileges may be assigned supervised lunch for 1 to 10 school days. Students who have supervised lunch will be required to get their lunch, bought or brought, and report directly to the assigned room. They may not talk or leave the room. Students who do not follow these guidelines may receive additional disciplinary consequences.

H. Community Service

Students may be assigned community service. Community service will be pre-arranged with parental permission.

I. Removal of Extracurricular Privileges

Students who consistently demonstrate an inability to follow the expectations outlined in the Handbook may have their privilege to participate in and/or attend extracurricular activities (sports, activities, dances, assemblies, field trips, etc.) revoked. This consequence will be determined by the administration on a student-by-student basis.

J. Temporary Placement into the Alternative Learning Center (ALC)

Students who consistently demonstrate the inability to follow the expectations outlined in the Handbook and/or cause a threat to safety, disrupt the learning of others, or

cause a substantial disruption to the learning environment may be placed temporarily into the Alternative Learning Center. It is the intention of RFHS to provide an alternative educational setting as not to punish but correct behavior and/or minimize disruptions for both the student and his/her peers. Refusal to comply with ALC policies and procedures, refusal to complete assigned work, and/or disruption to the learning of others may warrant additional consequences, to include out-of-school suspension.

K. Suspension/Expulsion from School, School Activities & School Bus

1. Suspension is defined to mean an exclusion of a student from school, school activities, or riding the bus for a period of time not to exceed ten (10) school days.
2. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period of time, not longer than 2 calendar years, by the Board of Education. An expulsion may be preceded by a suspension.
3. Major violations of the discipline code may result in suspension or expulsion from school, from school activities, and/or from the school bus. The policy is generally progressive.

Note: The Administration reserves the right to depart from the progressive disciplinary format and impose different levels of discipline on a case-by-case basis. This does not include removal of earned consequences.

4. The following conditions apply to a student who is suspended from school:

- a. While on suspension from school, the student shall be prohibited from being on school grounds.
- b. Students shall also be prohibited from attending extra-curricular activities while serving a suspension from school.
- c. An administrative decision to suspend/expel a student from school may be appealed by the student and his/her parent(s)/guardian(s). This appeal must occur within five days following the administrative decision. All appeals will occur through a formal hearing process and be decided upon by a hearing officer who has been designated by the district superintendent.
- d. Upon returning from a suspension, a student will be asked to follow the designated reengagement plan, as specified from the duration of the suspension.

1-3 Day Suspension

1. Student must meet with his/her counselor immediately upon the return to school, before returning to classes.
2. Student is responsible for collecting missed work. Student will be given time to make up missed work, one day per each day of suspension.
3. Student will be provided the opportunity to attend HEAT and/or Guided Study Hall to obtain additional academic assistance.

4-10 Day Suspension

1. Student Services will collect missed work. Parent will be given the date for pick up at the time of the suspension.
 2. Student, Parent, Counselor, and Administrator will be required to meet before the date of the student's return.
 3. Student will be given time to make up missed work, one day per each day of suspension.
 4. Student will be provided the opportunity to attend HEAT and/or Guided Study Hall to obtain additional academic assistance.
 5. Student will be requested to attend a weekly meeting with his/her counselor, to continue as long as needed.
- e. A suspension from school IS NOT a vacation. Upon a student's return to school following a suspension, the student will be required to complete and submit all make-up work for grading. Students will be given one day per every day of suspension to make up missed work, as allowed with any excused absence. No additional time will be afforded for make-up work. A failure to submit make-up work will result in those particular assignments receiving a grade of zero or assigned attendance at HEAT.

5. For any suspension or expulsion, the procedures approved by the Board of Education shall be followed. For suspension, these procedures include a conference to explain the charges and provide the student and opportunity to respond to the charges; an attempted phone call to the student's parent(s)/guardian(s); and a written notice of the suspension which shall provide notice to the parent(s)/guardian(s) of the child's rights to a review of the suspension, include information about the opportunity to make up missed work, detail the specific act of gross disobedience or misconduct, and provide a rationale for the suspension. Before a student may be expelled, the student and his/her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. Students are not permitted to attend or participate in extra-curricular activities while on suspension. Suspended students are not permitted on school property while on suspension.

L. Referral to Juvenile Authorities or Local Law Enforcement

Students may be referred to Juvenile Authorities and/or Local Law Enforcement for conduct involving illegal drugs (controlled substances), "look-alikes", alcohol, weapons, disorderly conduct, or fighting.

M. Reciprocal Reporting with Law Enforcement

The District has entered into a reciprocal reporting agreement with local law enforcement agencies to share information regarding certain student conduct, including but not limited to, illegal or controlled substances, weapons, gang activity, serious crime or felony, or any other information that might be beneficial with local law enforcement agencies, pursuant to state law.

V. POSSESSION AND USE OF CELLULAR PHONES/ ELECTRONIC DEVICES

In an effort to minimize disruptions to the educational program, all electronic devices, including cell phones and I-Watches, and earbuds, earphones, etc. are **NOT** to be seen or heard in class, LMC, Office, Study Hall, the Alternative Learning Center, or in **the hallway during class time** unless: (a) use of the device is provided in a student's IEP; (b) prior approval from the classroom teacher, Media Specialist, and/or administration; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are permitted to use electronic devices/cellular phones before school, after school, during passing time, and in the cafeteria during their scheduled lunch time. Removal of smart watches is left to teacher discretion. Failure to adhere to the classroom and/or school policy will result in the following consequences:

- | | |
|--------------------------------|--|
| 1 st offense: | Device will be confiscated and returned to the student at the end of the school day. |
| 2 nd offense: | Device will be confiscated and returned to a parent/guardian at the end of the school day. |
| 3 rd offense: | Device will be confiscated and returned to a parent/guardian at the end of the school day. Student will be assigned a one-hour detention. |
| 4 th /plus offense: | Device will be confiscated and returned to a parent/guardian at the end of the school day. Student will be assigned one or more three-hour detentions. |

If a violation of this policy occurs, teachers/staff are required to confiscate the electronic device and turn it in to the main office. Students who refuse to turn over the device will be sent to the office and assigned a minimum of one three-hour detention. Continual refusal may result in temporary placement in ALC and/or suspension.

Using any electronic device, including a cellular telephone, in any manner that causes substantial disruption to school operations or interferes with the rights of other students or staff members, including using the device to cheat, signal others, take photographs, invade the privacy of others, or otherwise violate student conduct rules is prohibited. Misuse of electronic devices includes, but is not limited to:

- **Sexting:** To send, forward, display, retain, store, or post nude, semi-nude, sexually suggestive, sexually explicit, lewd, indecent or pornographic photographs, images, or messages on a cell phone, computer, or other electronic means.
- **Cyberbullying:** Use of electronic information and communication devices, including but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, to deliberately threaten, harass, or intimidate an individual or group of individuals, place an individual in reasonable fear of harm, or have the effect of substantially disrupting the orderly operation of a school.

VI. SUBSTANCE ABUSE POLICY

In incidents of gross misconduct involving possession and/ or use of illegal substances and/or misuse of prescribed medication (eg. Marijuana, anabolic steroids, narcotics, hallucinogens, alcohol, barbiturates, amphetamines, any type of inhalants) or possession of drug paraphernalia, or look-a-like drugs the following conditions apply.

1. Students with a substance abuse problem may voluntarily participate in the substance abuse program without any disciplinary action being taken. Inquiries about participation should be made through the school nurse, SAP team member, counselor, or administrator.
2. Selling, soliciting, transferring, or distributing any controlled substance, alcohol, prescription or non-prescription drugs, "look-alike" drugs, drug paraphernalia, or other controlled substance (regardless of quantity) in or on school property or at any school related activity will not be tolerated.
3. The use, possession, or being under the influence of drugs, narcotics, "look-alike" drugs, or alcohol, and/or possession of drug paraphernalia in or on school property at any time or at any school-related activities is strictly prohibited.

Any violation may result in:

- A. Suspension from school; and/or
- B. Recommendation to the Board of Education for expulsion; and/or
- C. Turned over to police for criminal prosecution; and/or
- D. Complete assessment through the SAP or another agency and follow through with the evaluator's recommendation. Cost for the follow-through is the responsibility of parent or guardian.

VII. BEHAVIORAL INTERVENTIONS

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

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/her disability.

VIII. BULLYING, CYBERBULLYING, INTIMIDATION, & SEXUAL HARRASMENT

Bullying, cyberbullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, cyberbullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

Prevention of and Response to Bullying, Intimidation, and Harassment Board Policy 7:180

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

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

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

Bullying includes *cyber-bullying* 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.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of

another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. 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(s) or any staff member. Anonymous reports are also accepted at (815) 625-3886.

Complaint Managers:

| | | |
|---------------|---|---|
| Name | <u>Mr. Mike Berentes, Principal</u> | <u>Mrs. Vicki Dunphy, Asst. Principal</u> |
| Address | Rock Falls Township High School District 301 101 12th Avenue Rock Falls, IL 61071-1023 | Rock Falls Township High School District 301 101 12th Avenue Rock Falls, IL 61071-1023 |
| Email | mikeb@rfs301.org | dunphy@rfs301.org |
| Telephone No. | (815) 625-3886 | (815) 625-3886 |

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
 5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
 6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
 7. 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.
 8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
 9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
 10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
 11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.
- The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The District's bullying prevention plan must be consistent with other Board policies.
 13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents/Guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

IX. VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

X. DANCE ETIQUETTE

RFHS-sponsored activities are for actively enrolled RFHS students and are not open to non-students. To attend Prom, other than as an approved guest, a student must still be actively enrolled. Each RFHS student wishing to bring a guest to a dance must complete a guest request form in the main office. The request is limited to one guest per RFHS student. This form must be approved by RFHS administration before a student may purchase tickets. No person over 20 years of age and no middle school student will be approved as a guest at a RFHS dance or concert.

Lewd or sexually suggestive conduct at dances, including acts on the dance floor, will not be tolerated. Students will be warned once for this behavior. If the behavior persists, the student will be asked to leave the dance. Students will not be refunded for the cost to enter the dance if they are asked to leave.

Additionally, students must dress appropriately for dances. Dresses, dance attire, must be of appropriate length and coverage, with no exposed midriffs of more than 2 inches. Students who are viewed to be inappropriately dressed may be prohibited from attending a given dance and/or earn disciplinary consequences. An administrator or his/her designee will enforce the dress code at the dances. If a student brings a guest, it is the student's responsibility to be sure that the guest is aware of and follows the policy or the student will be held responsible as mentioned.

XI. HEAT (Help Eliminate Academic Tardiness)

"HEAT" is the required after school academic support for students to complete assigned work from 2:35-3:00 p.m. assigned on the same day of the incomplete or missing assignment. The student can receive a maximum of 70% of the earned grade. If a student refuses to serve or misses the assigned "HEAT," he/she will earn a referral, resulting in a one-hour detention.

HEAT Rules

1. Students will not be allowed into the HEAT room after 2:35 p.m. and will be marked absent.
2. Students will work independently, unless a teacher assigns someone to you, at all times.
3. There will be no talking.
4. If students come to HEAT unprepared, they will be removed and marked absent.
5. If students are asked to leave HEAT, for any reason, they will be marked absent.

HEAT Consequences

1. Choosing not to attend HEAT will result in a warning. Students will be required to make up HEAT the following day.
2nd semester, no warnings will be given. Choosing not to attend HEAT will result in a minimum of a 1-hour detention.
2. Once a warning has been issued, if students choose to not attend the following day will be issued a minimum of a 1-hour detention.
3. Students removed from HEAT, for any reason, or show up later than 2:35 p.m. will be marked absent and given the same consequences as choosing not to attend.

XII. Field Trips

Unless incorporated as part of a student's grade, a field trip is a privilege. Administration deserves the right to deny permission based on failing grade(s), attendance, student behavior, and/or unserved detention hours.

PART VIII - ACTIVITIES AND ATHLETICS

ATHLETIC/EXTRA-CURRICULAR CONDUCT

When a member of a team that is representing Rock Falls Township High School is at an athletic/extra-curricular activity and is found in violation of a school rule or a local or state law, that student will be subject to the disciplinary policies of Rock Falls Township High School as stated in the Handbook and the District's Student Discipline Policy.

STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Student participation in a performance or activity under the sponsorship of Rock Falls Township High School District 301 shall be in accord with the general rules governing proper school conduct as outlined in the Rock Falls Activity/ Athletic Handbook. If any rule outlined in the Activity/Athletic Handbook conflicts with the Student Handbook, the Student Handbook shall take precedence.

PART IX - SCHOOL BOARD POLICIES

I. FREEDOM OF INFORMATION

It shall be the policy of the District to comply with the provisions of the Illinois Freedom of Information Act (FOIA). To that end, the District believes the people have a right to know the decisions, procedures, rules, standards and other aspects of government activity affecting the conduct of government and the lives of the District's citizens. Consistent with exceptions contained in the Act, the District shall not knowingly violate individual privacy, disrupt its duly undertaken work, nor maintain or prepare any public record which was not previously maintained or prepared before the Act became effective in complying with the Act. Please contact the superintendent regarding any FOIA questions.

II. STUDENT RECORDS

Many high school pupils do not realize the importance of their high school record. Students, good grades are important, but this is not the only important thing about your school record. Many employers are as concerned about the other parts of your record as they are about your grades. All colleges and universities require a transcript of your high school record before admission, and most employers want a transcript of your high school record before you are employed.

Remember, YOU make your school record, we keep it, and colleges, universities, and employers use it.

A. Student Records Procedure

1. Student educational records are necessary as a service to students and parents/legal guardians and an aid to professional staff in their efforts to avail the student of the best possible environment in which educational growth can take place. Student educational records are considered confidential and shall be classified into three separate categories as follows:

a. Permanent Record

The student's permanent record shall be made up of the following information: (1) basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/legal guardians; (2) academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations; (3) attendance record; (4) accident reports and health record; (5) record of release of permanent record information in accordance with the Illinois School Student Records Act; and (6) scores received on all state assessment tests administered at the high school level.

b. Directory Information

The student's directory record shall contain the following: (1) identifying information such as name, address, gender, grade level, birth date and place, and parents/legal guardians' names and addresses; (2) academic awards, degrees, and honors; (3) information in relation to school-sponsored activities, organizations, and athletics; (4) period of attendance in school, and (5) major field of study.

c. Temporary Record

The student's temporary record means all information not required to be in the student permanent record and shall be made up of the following information: (1) a record of release of temporary record information in accordance with the Illinois School Student Records Act; (2) scores received on state assessment tests administered in the elementary levels; (3) information regarding serious infractions (i.e., those involving drugs, weapons, or bodily harm to another) that result in expulsion, suspension or the imposition of punishment or sanction; (4) information provided under Section 8.6 of the Abused and Neglected Child Reporting Act.

In addition, the student's temporary records may also consist of the following: family background information; intelligence test scores, group and individual aptitude test scores; reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; elementary and secondary achievement level test results; participation in extracurricular activities; honors and awards received; teacher anecdotal records; other disciplinary information; special education files, including the report of multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; any verified reports or information from non-educational persons, agencies or organizations; and other verified information of clear relevance to the education of the student.

2. Parental and Student Review of Records

Parents/Legal Guardians of students attending Rock Falls Township High School, or any person designated as a representative by a parent, may inspect and copy the permanent and temporary records of their child, except as limited by Board Policy or the law. A parent/guardian against whom an order of protection has been issued pursuant to the Illinois Domestic Violence Act of 1986 does not have the right to access or inspect his/her child's student records. A student under the age of 18 has the right to inspect and copy his/her permanent record. A student who is 18 years old or older has the right to inspect and copy his/her permanent and temporary records. The parent or student must make an appointment with the Rock Falls Township High School Registrar who will in turn arrange an appointment with the appropriate counselor. The review of the student's records shall be in the presence of a counselor to provide the reviewer with interpretive information. Such an appointment for review shall be scheduled within at least 15 days from the time the request is made. The charge for duplication of records shall not exceed .35 per page. This fee will be waived if the parent is unable to pay.

3. Dissemination of Information Contained in Student Records

a. Without Parental Consent

The school shall grant access to or release information from student records without parental consent in the following instances:

(1) to an employee or official of Rock Falls Township High School or the State Board of Education, provided such employee or official of the State Board has a current demonstrable educational or administrative interest in the student, and in cases of emergency, the record shall be reviewed in the presence of the student's counselor to make available any interpretive expertise which the counselor might be able to provide. An employee of the District or of the State Board of Education has a current demonstrable educational or administrative interest if the employee or official needs to review the student records to perform his/her job;

(2) to any person for the purpose of research, statistical reporting or planning provided that such person has the permission of the State Superintendent of Education, no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules;

(3) in an emergency situation, if necessary to protect people's health and safety;

(4) in connection with a student's application for or receipt of financial aid;

(5) during an audit or evaluation of federally-supported education programs;

- (6) as allowed under the Serious Habitual Offender's Compensation Act Program;
- (7) to a governmental agency or social service agency contracted by a governmental agency for the investigation of a student's school attendance;
- (8) to the department of Healthcare and Family Services for purposes of school breakfast and lunch programs;
- (9) to the State Board of Education or other state government agencies to evaluate or audit federal or state program or perform research and planning, so long as such disclosure is consistent with the federal *Family Educational Rights and Privacy Act*;
- (10) to juvenile authorities when necessary to complete their official duties, who request information prior to adjudication of the student, and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court; or
- (11) if the information is directory information and the parent has not opted out of the release of this information as set forth below.

The school shall grant access to or release information from student records without parental consent as long as the parents/guardians are first notified of their right to inspect, copy, or challenge the contents of the records to be released, in the following instances:

- (1) to persons authorized or required by state or federal law to gain such access;
- (2) pursuant to a court order (including subpoena);
- (3) to the records custodian of another school in which the student has enrolled or intends to enroll, upon the request of that records custodian or student; or
- (4) pursuant to a reciprocal reporting agreement.

b. Directory Information — Without Parental Consent

All directory information listed above may be released to military recruiters and institutions of higher education upon their request and to the general public from time to time, including by way of a student yearbook to be issued annually in the fall. Directory information released to military recruiters and institutions of higher education shall only consist of the student's name, address, and telephone listing. However, any parent may make a request in writing to the registrar that this information not be published and that request shall be honored.

c. Transfer of Records

Records will be released to requesting school in which the student has enrolled or intends to enroll within 10 school days of request from the registrar of the requesting school. Parents/Legal Guardians have the right to inspect and challenge the information contained in the school student record prior to transfer of the record to another school district.

d. Parent's and Student's Rights

No person may condition the granting or withholding of any right, privilege or benefits or make 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 the Illinois School Student Records Act of 1985, as amended, or these regulations.

4. Challenges and Appeal of Information Contained in the Student's Personal File

In keeping with the philosophy of student records at Rock Falls Township High School, only that information which is pertinent to the present or future academic or vocational pursuits of the student shall be retained. The parent or student 14 years of age or older shall have the right to challenge any entry, exclusive of grades and references to expulsions or out-of-school suspensions (if the challenge to expulsions or suspensions is made at the time of a student transfer), in the student's record. The challenge must be on the basis of (1) accuracy; (2) relevance; (3) propriety; (4) misleading content; or (5) content vocative of the student's privacy rights. The challenge procedure outlined in the Illinois School Student Records Act shall be followed.

If a parent believes the District has violated or is violating this policy, the parent has the right to file a complaint with the United States Department of Education concerning the alleged violation.

5. Destruction Schedule

a. Permanent Records

All permanent records shall be kept for a period of 60 years after graduation, transfer or permanent withdrawal of a student from school.

b. Temporary Records

All temporary records shall be kept for a period of 5 years after graduation date and for a period of five years after withdrawal date. All temporary records will be destroyed.

c. Parent's Right to Copy Record

Any parent or child who has succeeded to the rights of the parents/legal guardians may copy any of the above records prior to destruction.

B. Maintenance of Records

- 1. Student records shall be reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.
- 2. Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify parents/legal guardians and the student of the destruction schedule for the student permanent record and the student temporary record and of the right to request a copy of such records at any time prior to their destruction. **Notification must consist of the following: Date of notification, parent name, name of records custodian, name of student and scheduled destruction date of temporary and permanent records.**
- 3. Upon graduation or permanent withdrawal of a handicapped student, as defined in Article 14 of the School Code and 23 ILL. Adm. Code 226: Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after 5 years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.
- 4. If a certified copy of an order of protection has been filed with the District, then the District shall notify its school employees that the student records or information in those records of a protected child identified in the order shall not be released to the person against whom the order was issued.
- 5. Any report required by Section 8.6 of the Abused and Neglected Child Reporting Act that has been filed in a student's temporary record shall be removed from the student's record and returned to the Department of Children and Family Services upon written request made by the Department pursuant to Section 8.6. If the District receives such request from DCFS and has already transferred the report to another school as part of the transfer of the student's records, the sending school

shall forward a copy of DCFS's request to the receiving school, which shall comply with this law.

C. Directory Information Opt-Out Form

It is also the policy of Rock Falls Township High School that any parent may choose to notify Rock Falls Township High School to not release their child's name, address, or phone number to a public third party which includes military recruiters. If a parent wishes to do this, a parent must fill out the appropriate form located in the school office. **Please direct any inquiries regarding student records to Mrs. Carol Vandermoon, Registrar, 101 12th Avenue, Rock Falls, IL 61071, (815)625-3886.**

III. BIRTH CERTIFICATE MUST BE PROVIDED

Illinois law requires the person enrolling a student in the Rock Falls School District for the first time, to place on file in the building of attendance a certified copy of the student's birth certificate issued by the county clerk in the county of birth. This must be done within 30 days from date of enrollment. Follow-up procedures, which may include contacting law enforcement, are required of the School District if the birth certificate is not produced within the time limits.

IV. ASBESTOS MANAGEMENT PLAN

The District conducts surveillance inspections for asbestos containing materials every three years. The District's Asbestos Management Plan and Inspection Reports may be examined at Main Office. Please direct any inquiries regarding asbestos to **Mr. Bryan Berogan, Head of Maintenance, 101 12th Avenue, Rock Falls, IL 61071, (815)625-3886.**

V. PESTICIDE NOTIFICATION

The District maintains a registry of parents/guardians and employee who have registered to receive written or telephonic notification before applying pesticides or having pesticides applied to school grounds. The notification shall be given at least 4 days prior to having pesticides applied to school grounds, unless it was an emergency application. The notification shall identify the intended date of the application of the pesticide and the name and telephone contact number for the District personnel responsible for the pesticide application program. Please contact **Mr. Bryan Berogan, Facilities Director, 101 12th Avenue, Rock Falls, IL 61071, (815)625-3886 for placement on the registry.**

Regular Bell Schedule

| | |
|----------|---------------|
| 1st | 7:50 – 8:38 |
| 2nd | 8:43 – 9:30 |
| 3rd | 9:35 – 10:23 |
| 4th | 10:28 – 11:15 |
| 5A Lunch | 11:15 – 11:45 |
| 5A Class | 11:50 – 12:45 |
| 5B Class | 11:20 – 11:45 |
| 5B Lunch | 11:45 – 12:15 |
| 5B Class | 12:20 – 12:45 |
| 5C Class | 11:20 – 12:15 |
| 5C Lunch | 12:15 – 12:45 |
| 6th | 12:50 - 1:38 |
| 7th | 1:43 - 2:30 |

**WACC students will leave at 9:45
 **WACC students will return at 11:55
 **WACC students will eat during 5C Lunch

11:30 Dismissal

| | |
|-----|---------------|
| 1st | 7:50 - 8:17 |
| 2nd | 8:22 - 8:49 |
| 6th | 8:54 - 9:21 |
| 7th | 9:26 - 9:53 |
| 3rd | 9:58 - 10:25 |
| 4th | 10:30 - 10:57 |
| 5th | 11:02 - 11:30 |

Late Start - 1 Hour

| | |
|----------|---------------|
| 1st | 8:50 - 9:25 |
| 2nd | 9:30 - 10:05 |
| 3rd | 10:10 - 10:45 |
| 4th | 10:50 - 11:25 |
| 5A Lunch | 11:25 - 11:55 |
| 5A Class | 12:00 - 12:55 |
| 5B Class | 11:30 - 11:55 |
| 5B Lunch | 11:55 - 12:25 |
| 5B Class | 12:30 - 12:55 |
| 5C Class | 11:30 - 12:25 |
| 5C Lunch | 12:25 - 12:55 |
| 6th | 1:00 - 1:38 |
| 7th | 1:43 - 2:30 |

**WACC students will leave at 9:41 and return at 11:55.
 **WACC students will eat during 5C Lunch.

1:50 Dismissal

| | |
|----------|---------------|
| 1st | 7:50 - 8:31 |
| 2nd | 8:36 - 9:17 |
| 3rd | 9:22 - 10:03 |
| 4th | 10:08 - 10:48 |
| 5A Lunch | 10:48 - 11:18 |
| 5A Class | 11:23 - 12:18 |
| 5B Class | 10:53 - 11:18 |
| 5B Lunch | 11:18 - 11:48 |
| 5B Class | 11:53 - 12:18 |
| 5C Class | 10:53 - 11:48 |
| 5C Lunch | 11:48 - 12:18 |
| 6th | 12:23 - 1:04 |
| 7th | 1:09 - 1:50 |

**WACC students will leave at 9:41 and return at 11:45.
 **WACC students will eat during 5C Lunch.

Late Start - 2 Hour

| | |
|----------|---------------|
| 1st | 9:50 - 10:18 |
| 3rd | 10:23 - 10:51 |
| 4th | 10:56 - 11:24 |
| 5A Lunch | 11:24 - 11:54 |
| 5A Class | 11:59 - 12:54 |
| 5B Class | 11:29 - 11:54 |
| 5B Lunch | 11:54 - 12:24 |
| 5B Class | 12:29 - 12:54 |
| 5C Class | 11:29 - 12:24 |
| 5C Lunch | 12:24 - 12:54 |
| 2nd | 12:59 - 1:26 |
| 6th | 1:31 - 1:58 |
| 7th | 2:03 - 2:30 |

**WACC students will leave at 9:50 and return at 11:55.
 **WACC students will eat during 5C Lunch.

2-Day Semester Final Schedule

Day 1

| | |
|-----------|---------------|
| 1st Final | 7:50 - 9:10 |
| 3rd Final | 9:15 - 10:35 |
| 4th Final | 10:40 - 12:00 |
| Lunch | 12:00 - 12:45 |
| 5th Final | 12:50 - 2:10 |

Day 2

| | |
|-------------------|---------------|
| 2nd Final | 7:50 - 9:10 |
| 6th Final | 9:15 - 10:35 |
| 7th Final | 10:40 - 12:00 |
| No Lunch Provided | |
| Make Up | 12:45 - 1:50 |

**WACC students will not attend WACC

3-Day Semester Final Schedule

Day 1

| | |
|------------------------|---------------|
| 1 st Final | 7:50 – 9:10 |
| 2 nd Final | 9:15 – 10:35 |
| 3 rd Period | 10:40 – 11:28 |
| 5A Lunch | 11:28 – 11:58 |
| 5A Class | 12:03 – 12:58 |
| 5B Class | 11:33 – 11:58 |
| 5B Lunch | 11:58 – 12:28 |
| 5B Class | 12:33 – 12:58 |
| 5C Class | 11:33 – 12:28 |
| 5C Lunch | 12:28 – 12:58 |
| 4 th Period | 1:03 – 1:50 |

Day 2

| | |
|------------------------|---------------|
| 6 th Period | 7:50 – 8:37 |
| 7 th Period | 8:42 – 9:30 |
| 3 rd Final | 9:35 – 10:55 |
| 4 th Final | 11:00 – 12:20 |
| Lunch | 12:20 – 1:05 |
| 5 th Final | 1:10 – 2:30 |

Day 3

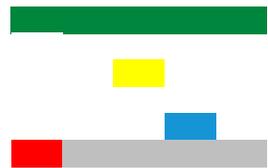
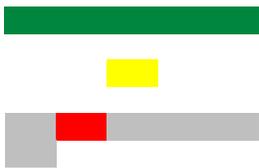
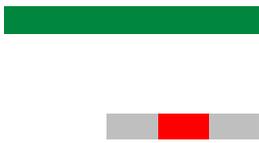
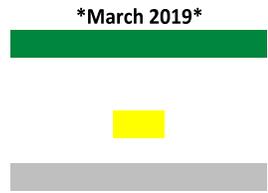
| | |
|-----------------------|---------------|
| 6 th Final | 7:50 – 9:10 |
| 7 th Final | 9:15 – 10:35 |
| Make Up | 10:40 – 12:00 |
| No Lunch Provided | |
| Make Up | 12:45 – 2:30 |



M T W Th F

August

M T W Th F



*

March 2019

STUDENT HANDBOOK

ACKNOWLEDGMENT OF RECEIPT

At the beginning of each school year or when a student transfers to Rock Falls Township High School District No. 301 during a school year, the District shall provide each student/parent/guardian a copy of the Student Handbook. The Handbook is carefully prepared by the District and reviewed annually to provide parents and students with essential and up-to-date information regarding the District's procedures and practices. It also includes information regarding discipline procedures and your rights under federal and state law. The Handbook may be amended during the school year without notice.

The Handbook is only a summary of a portion of the Board of Education's policies governing the District. A complete copy of the Board's policies is available at the District's Central Office and on the District's website at www.rfhs301.org.

It is extremely important for the parent(s)/guardian(s) and the student to review the Handbook and understand its contents. If you have any questions concerning its contents, please contact the assistant principal at 815-625-3886 ext. 223.

This form constitutes acknowledgment of your receipt and understanding of the Handbook and its contents and of your agreement to abide by District policies and rules.

Please remove this page from the Handbook, complete the information below and have the student return this page to *the Assistant Principal or Attendance Office by the end of the student's first week of school*. We must receive a signed copy of this acknowledgment.

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School Board policies may be amended during the school year and that such changes are available on the School District website or in the school office.

I understand that my failure to sign and/or return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

Print Name of Student: _____

Student Signature: _____

Date: _____

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School Board policies may be amended during the school year and that such changes are available on the School District website or in the school office.

I understand that my failure to sign and/or return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____

Date: _____