

2020-2021

STUDENT HANDBOOK, GRADES 6-12

GOREVILLE COMMUNITY UNIT SCHOOL DISTRICT #1

201 SOUTH FERNE CLYFFE ROAD

GOREVILLE, ILLINOIS 62939



PRINCIPALS' OFFICE PHONE: 618-995-2142

FAX: 618-995-1188

SUPERINTENDENT'S OFFICE PHONE: 618-995-9831

FAX: 618-995-9831

WEB ADDRESS: www.gorevilleschools.com

DR. STEVE WEBB, SUPERINTENDENT

MRS. JERI MILLER, 6-12 PRINCIPAL

MRS. CHRISTINA KING, PK-5 PRINCIPAL

MRS. ANNA CRAIG, GUIDANCE COUNSELOR/DIRECTOR OF STUDENT SERVICES

NAME: _____

GRADE: _____

PURPOSE

This handbook is included in a student agenda, which may be used by the student to record assignments and important events. A student hall pass record sheet is also included in the agenda. The student will be required to carry his agenda with him at all times, when not in the classroom. If the student loses his agenda, or fails to bring it to school, he will not be allowed a hall pass. No pass will be issued until the agenda is present, or another one is purchased at the responsibility of the student. Any student caught in the hall without his/her agenda will be disciplined.

This handbook is designed to give Goreville Community Unit School District #1 students and parents important information regarding the school's regulations, ideals, and traditions. Parents and students should familiarize themselves with the contents of the Student Handbook and keep it for future references throughout the year. Hopefully, this will help promote student progress and provide for the physical and psychological safety of the students through appropriate rules and regulations. Every attempt has been made to include necessary topics. However, if not listed, such subjects will be handled as necessary. This book is to act as a guide and no contractual agreement is implied. In this handbook the word "parent" includes the definition "legal guardian" and the word "he" includes "she". Recent changes in legislation and/or Board of Education Policy will supersede policy, rules, and regulations written in this handbook.

A Student Handbook Compliance Agreement must be signed by each student and witnessed by a faculty member. This agreement states that the student has received a handbook and understands the general information, expectations, rules, and regulations set forth by the handbook. It also states that the student has had the book reviewed for them by a faculty member and has been given the opportunity to request clarification on any topic presented. The signing of the compliance agreement indicates that the student agrees to abide by the rules and regulations set forth by the handbook. The compliance agreement forms will be filed in the principal's office. Students missing the handbook review meetings held the first week of school are responsible for seeking clarification from a teacher on items in the handbook that are unclear to them.

ACCREDITATION

Goreville Community Unit School District #1 is a fully accredited, approved, and recognized school. Goreville High School is recognized by public and private colleges, universities, and technical training schools.

GENERAL INFORMATION **BOARD OF EDUCATION**

Steve Benard, President
Jeff Maze, Vice President
Mike Cloud, Secretary
Judy Billingsley, Member
Teresa Baker, member
Scott Patterson, Member
Brad Trovillion, Member

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TEACHING STAFF

Samantha Sweitzer – Science
Eric Messmer – Social Science

LeeAnne Maze – Jr. High Language Arts
Valerie Collins – Computer Concepts & Software Apps/Family
& Consumer Science

Jennifer Ingram – H.S. English/Yearbook/Graphic Design/Art

Kaela Turley - Resource Room

Kasandra Minton – H.S. English

Melissa Darnell – Jr. High Science

Shanna Green – Resource Room

Mont Bishop – Auto Mechanics, JILG, Tech

Theron Rushing – P.E.

Allison Robison – Media Center/Computers

Teresa Cash - Spanish

Johnie Edwards – Dr. Ed./Health

Jeff Robison – Ag/Construction

Tammy Patterson – Math

Julie Scheffer - Science

Cindy Harner – Jr. High Language Arts

Mike Helton – Social Science/Technology

Missy Darnell – Math

Todd Tripp – P.E.

Bryan Webb – Social Science

Lacy Sheppard – Jr. High Math

Barbara Stanley - Band

SUPPORT STAFF

MAINTENANCE

Danny White
Randy Hudson
Jason Beckman
Jacob Embody

CAFETERIA

Joni Foster
Jeanette Edwards
Jessica Hutman
Cheryl Landis

AIDES

Teresa Cash
Joyce Maze
Karen Christopher

School Nurse

Treca McConnell

CLASS AND ORGANIZATION SPONSORS

Freshman Class –

FFA – Jeff Robison

Sophomore Class – Kaela Turley/Amanda Wolaver

Jr. Beta Club – LeeAnne Maze

Junior Class – Shanna Green/Brenda Bradford

Sr. Beta Club- Barbara Stanley

Senior Class – Barbara Stanley/LeeAnne Maze

Musicals & Marching Band – Barb Stanley

Fellowship of Christian Athletes – Jeff Robison

Sr. Student Council – Tammy Patterson

Youth and Government – Eric Messmer

Jr. Student Council – Missy Darnell

Yearbook – Jennifer Ingram

FCCLA/FBLA – Valerie Collins

Scholar Bowl – Barbara Stanley

Jr. High Scholar Bowl – Lacey Shepard

COACHING STAFF

Athletic Director/High School Boys' Basketball – Todd Tripp

Assistant – Gary Glidewell

Assistant – Brian Taylor

Jr. High Volleyball – Alison Webb/Cayla Oslay

High School Girls' Basketball – Mike Helton

Assistant – Brittany Runge

Jr. High Track – Cindy Harner/Missy Darnell

High School Boys' Baseball – Shawn Tripp

Assistant – Bryan Webb

Jr. High Cheerleaders – Courtney Parker

High School Girls' Softball – Shanna Green

Assistant – Johnie Edwards

High School Cross Country – Theron Rushing

H.S. Volleyball – Abbey Fischer

Assistant -

Golf – J.R. Russell

High School Cheerleaders- Melissa Wachter

High School Track – Theron Rushing

Jr. High Boys' Basketball – Eric Messmer

Assistant – J.R. Russell

Jr. High Girls' Basketball – Teresa Cash

Assistant – Cindy Harner

Jr. High Boys' Baseball – Eric Messmer

Assistant – Matt Blue

Jr. High Girls' Softball – Teresa Cash

Assistant – Shanna Green

GRADING PERIODS

QUARTER

1st

2nd

3rd

4th

DATES

OCTOBER 15, 2020

DECEMBER 18, 2020

MARCH 19, 2021

MAY 24, 2020

REPORT CARDS

OCTOBER 23, 2020

JANUARY 8, 2021

MARCH 26, 2021

MAY 24, 2020

HIGH SCHOOL BELLS

PERIOD

BELL TIMES

TUTORIAL

8:15 – 8:40

1ST

8:44 – 9:29

2ND

9:33 – 10:18

3RD

10:22 – 11:07

4TH

11:11 – 11:56

5th

12:00 – 12:45

LUNCH

12:45 – 1:17

6TH

1:21 – 2:06

7TH

2:10 – 2:56

JR. HIGH BELLS

PERIOD

BELL TIMES

TUTORIAL

8:15 – 8:40

1ST

8:44 – 9:33

2ND

9:27 – 10:22

3RD

10:26 – 11:11

4TH

11:15 – 12:00

LUNCH

12:00 – 12:32

5TH

12:36 – 1:21

6TH

1:25 – 2:10

7TH

2:14 – 3:00

HIGH SCHOOL BELLS – 2:20 DISMISSAL

<u>PERIOD</u>	<u>BELL TIMES</u>
TUTORIAL	8:15 – 8:40
1ST	8:44 – 9:21
2ND	9:25 – 10:02
3RD	10:06 –10:43
4TH	10:47 –11:24
5TH	11:28 – 12:05
LUNCH	12:09 – 12:45
6TH	12:45 – 1:17
7TH	1:21 – 2:00

JR. HIGH BELLS – 2:20 DISMISSAL

<u>PERIOD</u>	<u>BELL TIMES</u>
TUTORIAL	8:15 – 8:40
1ST	8:44 – 9:25
2ND	9:29 – 10:06
3RD	10:10 –10:47
4TH	10:51 – 11:28
LUNCH	11:32 – 12:06
5TH	12:06 – 12:38
6TH	12:42 – 1:21
7TH	1:25 – 2:00

ADMISSION & WITHDRAWAL POLICIES

School Admissions and Student Transfers To and From Non-District Schools

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 705.01, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 705.06, Health Examinations, Immunizations, and Exclusion of Students.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months.

The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual above the age of 19 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Act or accommodation plans under the Americans with Disabilities Act.

RESIDENCY

An Illinois State Law, Public act 89-480 (105ILCS 5/10-20.12b) went into effect on January 1, 1997, that specifically required all non-resident students pay tuition to attend out-of-district schools. As of July 1, 2004, the State Board of Education has informed all school districts that they will be rigorously enforcing the residency laws and assessing serious fines to any district violating the law.

Any non-resident student attending school in the Goreville Community Unit School District must pay non-resident tuition. By State Law (105ILCS 5/10-20.12a) the tuition for non-resident pupils who attend the schools of the district will be an amount not exceeding 110% of the per capita of maintaining the schools of the district for the

preceding school year. **ALL STUDENTS ENROLLING IN SCHOOL MUST PROVIDE THE DISTRICT WITH ACCEPTABLE PROOF OF RESIDENCY BEFORE THEY MAY FINALIZE REGISTRATION.** This is not a matter of local control, but rather State of Illinois legislation and control.

WITHDRAWAL FROM SCHOOL

To withdraw from school for any reason, the following procedure is to be followed by the student:

1. The student must bring a signed statement from the parent or guardian to the Principal's office requesting permission to withdraw and stating the reason.
2. Request an Illinois State Board of Education Student Transfer Form/Withdrawal form.
3. The Withdrawal Form must be signed by the student's teachers, librarian, lunch supervisor, attendance secretary, counselor, and principal.
4. Remove all personal possessions from the locker.
5. Return all materials and books and pay all fees. Within ten days after the student has paid all of his outstanding fines or fees and has returned all textbooks and school-owned materials, the school will forward an official transcript and scholastic records. Records and transcripts will be held until necessary fines, fees, and textbooks have been paid or returned.

ATTENDANCE POLICIES & PROCEDURES

There is a high correlation between good attendance and good grades. Students should be serious about school and avoid problems caused by truancy or unauthorized absence. Attendance may be considered to be a student's punctuality and presence at school or class and his participation in school work and activities. Students who wish to attend Goreville Community Unit School District #1 are expected to be in school when it is in session, and are expected to report to all classes on time.

When a student is absent from school, a parent/guardian should call the school before 9:30 a.m. If no call is received on the day of absence, the student must bring a note from a parent/guardian to the office by 8:30 a.m. on the day he returns to school.

ANY ABSENCE BEYOND NINE (9) DAYS PER SEMESTER WITHOUT AN AUTHORIZED NOTE IS CONSIDERED UNEXCUSED. Unexcused absences carry a penalty. The student will NOT be permitted to make up work unless authorized by the administration. The student MUST present a doctor's signed note, which states that he/she has been seen by a doctor, immediately when he/she returns to school in order for the absence to be excused. Any student having a medical or other authorized appointment must bring a signed note from the appointment site when he returns to school. According to Illinois State law, any student who is absent one class period is counted one-half day absent. Any student who is absent 4 class periods or more is counted as full day absent.

REPORTING ABSENCE

In order for an absence to be considered excused, a parent or guardian of a student who is going to be absent from school must notify the school office. Calls to the school office may be made 24 hours a day and 7 days a week by calling 618-995-2412. As soon as the answering machine begins, press 352 and report your child's absence from school. Calls to report absence must be made to the school office no later than 9:30 A.M. the day of the absence. Failure to give proper notification to the school may result in an absence being considered an unexcused absence. The determination as to whether an absence is classified excused or unexcused is the sole responsibility of the school. The responsibility of the parent is to report the reason for the absence. All requests for excused absences, after the actual absent day(s), MUST be submitted in writing to the building principal.

KINDS OF ABSENCE

1. **EXCUSED ABSENCE** – It is the responsibility of the student to make up all class work missed because of absence for:
 1. Personal illness
 2. Family illness
 3. Death in the family
 4. Home emergency
 5. Medical appointment
 6. Court appearance
 7. Religious holidays
 8. College visitation
 9. Absences pre-arranged through the school office

All make up work is to be completed within the same number of days as the number of absences, not to exceed 14 consecutive school days, unless special exemption has been allowed from this rule by the teacher and the building principal. If a student's absence is excused, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

2. **UNEXCUSED ABSENCE** – Absence from school with insufficient cause:
 1. Skipping school or class

2. Truancy
3. Unauthorized*

*Any absence from school other than truancy or skipping. Included in this classification are absences for reasons other than those previously mentioned acceptable reasons and absences in which the school is not given proper notification. Students who are unexcused from school will not be allowed to make up missed work.

3. OFFICIAL ABSENCE – Occurs only when a student is representing the school.

Students that fail a class due to excess absences must re-enroll in the necessary class(es) at a later semester or school year, or alternative educational services may be utilized at the student's expense. If a student loses credit before the semester's end date, the student is expected to remain at school during the class period time(s) and should report to the in-school supervision room for a study hall.

4. ANTICIPATED ABSENCE - A pre-arranged absence that could or could not be school related is considered an anticipated absence. Students must obtain a form from the office and it has to be filled out by teachers and signed by parents. Students must have all homework completed the day he/she returns to school. If a student fails to bring homework back to school, the grade could result in a zero for the anticipated absence day(s).

UPON A STUDENT'S RETURN TO SCHOOL AFTER HAVING MISSED FOR ANY REASON, THE STUDENT MUST FIRST REPORT TO THE OFFICE TO OBTAIN AN ADMISSION SLIP BEFORE BEING ACCEPTED INTO HIS CLASS. STUDENTS MUST ALSO SIGN IN ON THE OFFICE'S "SIGN-IN SHEET" IF ARRIVING TO SCHOOL AFTER CLASSES HAVE BEGUN.

After 3 unexcused absences and/or 10 days of accumulated absences, a referral may be made to the Regional Office of Education. This may result in prosecution through the State's Attorney. This referral would be in effect until the student is in regular attendance for 180 consecutive days with no unexcused or unnecessary absences.

EARLY DISMISSALS

Early dismissals will be allowed only in necessary and reasonable situations where no other arrangements can be made.

1. A parent or guardian requesting an early dismissal for a student must call the school stating the reason and time for dismissal and including a telephone number at which a parent or guardian can be contacted, if necessary to confirm the early dismissal.
2. The student should present a written request by the parent to the office before the first classes begin. **NO EARLY DISMISSALS WILL BE PERMITTED UNLESS CONFIRMATION CAN BE MADE WITH THE PARENT BY PHONE OR IN PERSON.** Upon approval of the early dismissal request, the student will receive an "Early Dismissal Slip". "Early Dismissal Slips" may not be issued after 8:30 A.M. each day.
3. At the time of dismissal, the student must sign out in the office. **A STUDENT WHO FAILS TO SIGN OUT BEFORE LEAVING CAMUS COULD RECEIVE AN UNEXCUSED EVEN THOUGH STEPS 1 AND 2 ABOVE WERE FOLLOWED.** If a student returns to school the same day, he must return to the office to sign-in and receive an admission slip before being accepted back into class.

TARDY TO SCHOOL

If a student is late in arriving to school, he is to report to the SCHOOL OFFICE and sign in and receive an "Admission Slip" before he will be allowed in class. If a student will be late to school, a parent or guardian is expected to notify the school by telephone prior to the student arriving at school. The determination of an excused or unexcused tardy will be made on the same basis as absences. Administration will have the final say as to whether a student is absent or tardy. In most cases transportation to and from school is provided by the district. Any student arriving late to school on a school bus shall not be considered tardy.

DISCIPLINE FOR UNEXCUSED TARDY TO SCHOOL (Offenses accumulate per semester)

- | | |
|--|--|
| 1st & 2nd Offense: | Verbal warning |
| 3rd Offense: | Written Disciplinary Referral concerning incident |
| 4th Offense: | 1 day of after school detention until 4:00 P.M. |
| 5th Offense: | 2 days of after school detention until 4:00 P.M. |
| *Failure to attend after-school detention will result in a 1 day of in-school supervision | |
| 6th Offense: | 1 day of in-school supervision and written disciplinary referral |
| 7th & 8th Offense: | 1 day of in-school supervision for each offense. |

(Student will receive a zero for work missed and temporary suspension from extra-curricular activities) Further offenses could result in report to the truant office for investigation as well as the same discipline indicated for offenses 5-8 above.

TARDY TO CLASS (Offenses accumulate per semester)

- | | |
|---|--|
| 1st & 2nd Offense: | Verbal warning |
| 3rd Offense: | Disciplinary Referral written by teacher |

- 4th Offense: 1 day after-school detention until 4:00 P.M.
5th Offense: Disciplinary Referral written by the teacher
and 1 day of after-school detention
6th and continuing Offenses: 1 day of in-school supervision for each
offense/parent notification

DISCIPLINE FOR SKIPPING (Offenses accumulate per semester)

A student can be considered skipping if he fails to be excused for missing any part of a class or classes, this includes the mandatory RTI period for some students.

- 1st Offense: 2 days after-school detention until 4:00 P.M. and parent notification
2nd Offense: 2 days in-school supervision and parent notification
3rd Offense: 1 day of in-school supervision, parent notification, and temporary loss of extra-curricular activities

Further Offenses: 3 days in school supervision and parent notification

HIGH SCHOOL INCENTIVE FOR GOOD ATTENDANCE, GRADES, AND BEHAVIOR

Anyone with an A or B average and two (2) or fewer absences from all classes during a semester, or with a straight A average and three(3) or fewer absences from all classes during a semester, will not be required to take semester exams, unless otherwise indicated by the teacher. Any student who has more than three tardies to school per semester will NOT be exempt from semester exams. An exemption from the 2 day absence rule will be only in very extreme circumstances and only at the discretion of the principal. This incentive is not given on a class by class basis.

Anyone receiving more than three unexcused tardies in a semester, an after-school detention, suspension, in-school supervision, one or more unexcused absence, or removed from a class and sent to in-school supervision, will be /she required to take the semester examinations in ALL classes. (exceptions can only be made by administration)

If a student has an incomplete assignment in ANY class, he will be required to take ALL semester exams.

School will remain closed campus during semester exams.

JR HIGH INCENTIVES FOR GOOD ATTENDANCE, GRADES, AND BEHAVIOR

An Elementary/Jr. High Honor Night will be held in May. A student and their guests will be invited to attend the Honor Night if he /she meet at least one of the following criteria:

1. Jr. High student has achieved PERFECT ATTENDANCE for the school year.
2. Jr. High student has received straight "A's" at the time of the Honors Reception. (any class indicted by Satisfactory/Unsatisfactory status must NOT have an unsatisfactory on the report card)

JOHNSON COUNTY COURTHOUSE

P.O. Box 1257
VIENNA, ILLINOIS 62995
PHONE: 613/658-9318
FAX: 618/658-9339

TO: Students, Parents, and Administration

FROM: Johnson County State's Attorney, Tandra K. Cain

DATE: 4-19-2013

RE: TRUANCY, CRIMINAL ACTIVITY AND VIOLENCE IN OUR SCHOOLS

I am writing this letter regarding two serious issues that need to be addressed in our schools, truancy and criminal activity and/or violence.

TRUANCY – Truancy is when student who stays away from school without permission. Truancy continues to be a serious problem in our County as well as the rest of the nation. Truancy issues affect not only the future of our schools but the future of our children. The law is clear; a child must attend school every day that school is in session unless the school has approved a valid excuse.

A parent or legal guardian has the legal responsibility to assure that their child complies with all attendance requirements. If a child is found to be a chronic truant, a juvenile court case could be filed against the student and a criminal case against the parent/guardian. If criminal charges are filed against the parent, that parent could be fined up to \$500.00 plus court costs, and could be sentenced to 30 days in the county jail. Although it is my sincere hope that such drastic actions do not become necessary, truancy WILL NOT be tolerated by my office. Regular attendance in school is the first step toward a child's future.

CRIMINAL ACTIVITY AND VIOLENCE IN SCHOOLS – Criminal Activity and Violence especially among juveniles, in and around Johnson County Schools is an ongoing issue. The school administrators and I have agreed to work together to make sure that incidents of criminal activity and violence that effect the education and/or safety of our children be dealt with swiftly and effectively. Our schools should be a safe haven for our children, not a battle zone or a place to be feared.

In the event that you have any concerns about the issues outlined in this memo, please do not hesitate to contact my office or your local principal and/or superintendent.

Tandra K. Cain
Johnson County State's Attorney

STUDENT SERVICES & INFORMATION

TUTORING

A tutorial period is available daily from 8:00-8:30 A.M. Students are encouraged to utilize this time to receive extra help from their teachers.

STUDENT RECORDS

A student's permanent record card remains with the school. What goes on this card is of tremendous importance to the student. All subject grades, attendance, class rank, etc. for all school years are included.

During the senior year, students will be given the opportunity to sign a record release form which will allow the school to send transcripts to legitimate prospective employers, armed services, etc., with a minimum time loss. These records, along with recommendations from the teachers are the chief factors of influence when seeking employment.

Following is a brief summary of the basic provisions of the Family Education Rights and Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Section 9528 of the Elementary and Secondary Education Act, 20 U.S.C. *7908, as amended by the No Child Left Behind, and 10 U.S.C. 503, as amended by 544 of the National Defense Authorization Act for Fiscal year 2002 (Pub. L. No. 107-107), require the LEA (Local Education Agency) to: Give military recruiters the same access to secondary school student as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: FAMILY POLICY COMPLAINTS OFFICE, U.S. DEPARTMENT OF EDUCATION, 400 MARYLAND AVE., SW, WASHINGTON, DC 20202-5920

CONFIDENTIALITY

Confidentiality of student information is protected at all times. The school will not send a present or past student's transcript of grades and test scores to another school, future employer, or public or private agency unless the student or the student's parent/guardian requests it and signs a release of information form.

Goreville Community Unit District #1 may list the following as directory information in publications such as yearbooks, athletic programs, and commencement programs, as well as internet-based publications: weight, height, and performance statistics as members of athletic teams, period of attendance in schools, awards received, and parent/guardians. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations without a parent's prior written consent. This includes photographs of students.

CONFIDENTIAL COMMUNICATION TO SCHOOL PERSONNEL

State Law recognizes, through a concept known as "privileged communications" that lawyers and psychologists receive information from their clients or patients that is very personal, and that these professionals should not release that information except as required in certain circumstances as specified in State Law without the permission of the patient or client. While the information given by the student to a school counselor, nurse, social worker, teacher, psychologist, or administrator may also be very personal, students should be advised that school personnel do not have "privileged communication" rights. School personnel do have the obligation and desire to keep such information confidential, but if the teacher or guidance counselor is required by a governmental agency or court of law to disclose information, then refusal to divulge such information could result in a "contempt of court" citation.

Such personnel have long recognized this as a problem and have attempted unsuccessfully several times in the past to have legislation passed to extend "privileged communications" to guidance counselors and school psychologists. Students may be assured that school personnel will keep personal information as confidential as

possible under existing laws; but if a student is charged with a crime and it becomes known that a teacher or guidance counselor has pertinent information, the court may order that teacher or guidance counselor to testify.

NOTICE AND CONSENT/OPT OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil rights Amendment (PPRA) U.S.C, *1232h, requires Goreville Community Unit #1 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or students' parent;
2. Mental or psychological problems of the student or students' family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyer, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The Goreville Community School District #1 will provide parents, within a reasonable period of time prior to the administration of surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State Law.)

NOTICE OF NONDISCRIMINATION

It is the policy of the Board of Education not to discriminate on the basis of race, color, creed, national origin, religion, age, handicap unrelated to ability, or sex in its educational programs or employment policies or practices.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. A student engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature. Examples of sexual harassment may include: touching, crude jokes or picture, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

Students who believe that they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the building principal or guidance counselor. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

After the investigation, any student of the district who is determined to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to the same disciplinary action.

SUGGESTED GRIEVANCE PROCEDURE

1. A signed letter of concern should be filed with the principal stating the exact policy and/or procedure in question.
2. The Principal and/or Superintendent will review the matter and will respond in a timely matter.
3. An appeal of the decision can be made during a hearing with the Board of Education.

Persons appealing grievances should remember that a belligerent aggressive manner accomplishes very little, and that the Principal or Superintendent may be unaware of the situation. The person bringing the grievance should not just assume that they are "in the right". Local school officials should be contacted for information of specific school district appeal procedures. One should consult the School Code of Illinois of pertinent rules and regulations (available at the local library or through the District Superintendent) to determine the rights and responsibilities of all persons involved.

STUDENT RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a duty to protect the rights of students while maintaining an educational atmosphere conducive to the teacher and learning process. The concept of balancing the right of the individual with the rights of the society is valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen as a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by the local Boards of Education and implemented by school administrators and teachers;

2. To respect the rights and individuality of other students, teachers, and school administrators;
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 reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school supervised activities;
9. A senior, under certain circumstances, may be allowed by the principal to seek gainful employment during school hours;
10. A student may not be denied a diploma or the right to participate in graduation ceremonies due to unpaid school fees. Transcripts may be withheld until unpaid school fees have been paid.

PARENT RIGHTS

Parents should be able to expect that school personnel will:

1. Co-operate in the development of a good education for the child;
2. Be fair and impartial in all dealings with the child;
3. Provide a written copy of the school rules and regulations;
4. Invite them to a conference when the child is having difficulty in school;
5. Provide an avenue of appeal regarding decisions involving the child.

(34 CFR 200.61 Sec.200.61 Parents' right to know)

Dear Parents,

As a parent or guardian of a student at a school receiving funds under Title 1 of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- ☐ Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- ☐ Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- ☐ The teacher's college major.
- ☐ Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ☐ Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school office.

PARENTS RESPONSIBILITIES

Parents should:

1. Take an active interest in their child's education;
2. Be aware that a child in a classroom might react differently than in his home;
3. Be fair and reasonable in their dealings with the school;
4. Know and understand the rules and regulations of the school and discuss with the child why the parent expects the student to respect these rules;
5. Respond promptly to requests for conferences;
6. Insure that the child maintains regular and punctual attendance and will notify the school of such absences;
7. Notify the school of any special health needs of the student.

PARENT INVOLVEMENT

Parent involvement in children's education is very important to the success of the child and of the educational program. It is our belief that parents are the first and foremost teachers of their children.

GOREVILLE SCHOOL PTA

The Goreville School PTA is affiliated with the national and state PTA. As stated in its by-laws, the purpose of this organization is:

1. To promote the welfare of children and youth in home, school, and community;
2. To raise the standards of home life;

3. To secure between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.
 4. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.
- Membership in the Goreville School PTA is encouraged for all parents and guardians.

PUBLIC RELATIONS

The Board of Education is interested in receiving input from the parents and community in general. Public complaints or suggestions shall be referred to the appropriate level staff member or district administrator. Each complaint or suggestion shall be considered on its merits.

Parents who have questions regarding classroom issues should first contact their child's teacher. If the matter is not resolved at the classroom level, they may appeal to the Principal, Superintendent, and Board of Education, in that order.

LOST AND FOUND

All articles which are found should be turned in to the office. Anything that is lost should be reported to the person in charge of a class activity and to the office. All items that are left in the lost and found at the end of week will be taken to the local Ministerial Alliance. There may be instances where items may need to be taken more than once each quarter to the local Ministerial Alliance.

DISTRIBUTION AND/OR SALE OF LITERATURE

Any unauthorized sale or distribution of literature and/or materials on campus is prohibited. Authorization must be obtained from the building principal.

MEDIA CENTER

The Media Center Specialist is in charge of the Media Center. Students who check out any media items will be given a reasonable length of time to return them or they will be required to pay an overdue book or media item fine. Any media item that is lost or destroyed will have to be replaced. Only the media specialist or assistants may check books or media items in or out.

Computer use during the school day requires a Media Center Computer Research Pass issued by the assigning classroom teacher. Computer time is NOT to be used for e-mail or chat line unless the assigning classroom teacher is in attendance during the scheduled times. Any unsanctioned use of e-mail or chat line at these computers will result in extended loss of the Media Center computers at the discretion of the Media Specialist.

Individual computer use for class assignments may be scheduled from 3:00 – 4:00 P.M. After hour computer use must be scheduled in advance through the Media Center Specialist. Abuse of computer privileges will result in the loss of this privilege and possible additional penalties. If students have books that are overdue and have not been returned within an 8 week time frame, detention will be assigned.

GUIDANCE PROGRAM

All students and parents should make an effort to acquaint themselves with the director of student services/guidance counselor. The counselor can assist the student with the decision making planning a high school schedule, planning for college or vocational school, and/or choosing a career. Students are encouraged to contact the counselor if they wish to discuss a personal concern in a confidential setting. For complete information about our student services/guidance program in our school, students should make themselves familiar with the guidance office.

CLOSED CAMPUS

Students of Goreville Community Unit #1 are not permitted to leave the school grounds at any time, including during lunch periods. Students must remain on campus until the end of school except for:

1. Students with approved early dismissals
2. Co-op and certain vocational students
3. Students who have permission from a school administrator

THIS IS A BOARD OF EDUCATION POLICY AND IT WILL BE ENFORCED BY THE SCHOOL ADMINISTRATION. EXTENUATING CIRCUMSTANCES WILL BE HANDLED BY THE PRINCIPAL ON A CASE-BY-CASE BASIS.
STUDENTS ON CAMPUS BEFORE AND AFTER SCHOOL

High school students arriving on campus before classes begin are:

1. Permitted to be in the high school hallway
2. Permitted to use high school restrooms
3. Permitted to go the office on business
4. Encouraged to participate in tutoring sessions between 8:00 - 8:27A.M.
5. NOT permitted to remain in the parking lot or in vehicles.
6. NOT permitted to wander in the grade school or Jr. High hallways.
7. NOT permitted in classrooms without a teacher present.

8. **NOT** permitted to leave school grounds after arrival to school, unless given permission by administration.

Jr. High students are to remain in the grade school gym unless taking advantage of the tutorial period before classes begins of participating in a school organized activity.

ALL students remaining after the school day is finished are:

1. **Required to be properly supervised by a teacher or sponsor**
2. **Restricted to only the area reserved for the activity or group**
3. **Required to put the areas in reasonable order before leaving.**

RESTRICTED AREA POLICY

A restricted area is any area of the campus where a student's presence is not required as a result of his instructional program. This includes the cafeteria at any time other than breakfast or lunch periods or when classes are held in the cafeteria. The parking lot is also considered a restricted area.

Due to movement of elementary students from the grade school gym to the cafeteria during breakfast time, the lobby area by the high school gym is restricted to high school students between 8:00-8:27 A.M.

Between classes, students are allowed to use the hallways, restrooms, and lockers. Movement at any other time will require a hall pass from a staff member. Such movement must be done promptly and by the most direct means.

DURING LUNCH THE FOLLOWING RULES APPLY:

1. **Students are expected to be out of the Jr. High and High School classrooms and hallways. Students caught in the hallway during restricted times are subject to discipline measures.**
2. **High school students are to be in the cafeteria or high school gym under direct supervision of a teacher. Students may be allowed outside only under the direct supervision of the lunch supervisors.**
3. **Jr. High students are to be in the lunchroom or under direct supervision of a playground supervisor.**
4. **When students break for lunch, they should exit promptly and in a manner that will not disturb on-going classes.**
5. **Students are never permitted to leave campus or go to the parking lot without the express permission of the building principal.**
6. **Restroom use should be limited to the restrooms indicated by the supervising teachers.**
7. **Designated areas for lunch break are the cafeteria and other areas designated by supervisors.**
8. **Keep cafeteria table and floors clean.**
9. **The misuse of food/drink will result in disciplinary action ranging from a verbal warning to suspension.**
10. **Food and drinks are to be kept in the cafeteria.**

TELEPHONE USE

School phones are to be used on an emergency basis only and with written permission from a staff member.

RESTRICTED PERSONAL ITEMS

Students are NOT permitted to have or carry any communication devices that are not approved by administration. In addition, school policy prohibits bringing laser pointers, televisions, electronic devices and games to school. LASER POINTERS, PAGERS, BEEPERS, AND NON APPROVED ELECTRONIC DEVICES WILL BE CONFISCATED. PARENTS WILL HAVE TO RETRIEVE THE ITEMS FROM THE SCHOOL OFFICE. Continued violation could result in suspension for insubordination. Any deviation from this policy is at the discretion of the school principal. MP3 players or portable radios with headphones will be allowed to be in use for students in JH HIGH before the first period bell rings. This is the only time during the school day that these will be allowed. MP3 players or portable radios will be allowed before school and at lunch for HS students. Violation of this rule will result in the electronic device being confiscated and a parent must retrieve it from the school office.

CELL PHONE POLICY

Students are allowed to have cell phones in their possession, with restrictions, during regular school hours. Regular school hours begin when a student arrives at school. School hours end at final bell of the day. If a student has a cell phone in his/her possession, it must be turned off and put away. The cell phone can only be used with teacher permission. Any student who is caught using a cell phone in class, without permission, will be subject to disciplinary measures. Teachers have the right to ban cellphones in their classroom. This will be monitored VERY closely by all faculty, staff, and administration. Any student caught using a "smart watch" inappropriately will have the device confiscated and a parent will have to pick it up from the office. The discipline will be the same as a cell phone violation.

1. **First offense – cell phone taken away and parent MUST pick up the phone from the principal, and student will receive one day of after school detention.**
2. **Second offense – cell phone taken away and parent MUST pick up the phone from the principal, and student will receive two days of after school detention.**
3. **Third offense – cell phone taken away and parent MUST pick up the phone from the principal, and student will receive three days of after school detention.**

4. Every offense, after three, will result in student serving one day of in-school supervision for each offense and all cell phone privileges will be revoked for the remainder of the school year.

DRESS AND GROOMING

The dress and grooming of students attending Goreville Community Unit School District #1 are the responsibilities of the students and their parents. The student(s) rights or personal freedom and to dress and groom themselves according to their personal tastes will be respected at Goreville Schools as long as the dress and grooming meet the reasonable standard of health, cleanliness, safety, modesty, and are not disruptive to the educational process.

Students are to wear clothing that is clean and safe. Shoes must be worn at all times. Clothing that is revealing or that is suggestive may not be worn. The principal will be the judge of what is revealing and/or suggestive.

- ☐ Students should be clothed from shoulder to mid-thigh. Muscle shirts, halter-tops, spaghetti straps, bare midriff, see through apparel, revealing neck-lines, short shorts, skirts, mesh tops, and sagging pant are NOT ACCEPTABLE.
- ☐ Leggings, full-length or Capri yoga pants, or any "tight fitting" pants must be worn with a top of a length that, at the minimum, covers to mid-thigh, all the way around. T-shirts or sweatshirts that do not reach mid-thigh are not acceptable.
- ☐ Headgear may not be worn in the building. Hats, caps, sunglasses, and hair rollers are not permitted. Hats must be removed upon entering the school building and be kept in the locker during school hours.
- ☐ Hair coloring will not be allowed unless it is permanent coloring. Permanent hair coloring of an unnatural nature will not be allowed. If permanent, it must not disrupt the educational environment. Colored sprays added to the hair will not be allowed unless under special circumstances and with previous permission by the administration.
- ☐ Unusual or excessive makeup will not be allowed.
- ☐ Pants/shorts must be worn at the normal waistline at all times. (at or above hipbone) Underwear or undergarments are not to be seen at any time. Students will be required to pull pants/shorts up. No holes, rips, or shreds are allowed above the knee on pants, unless they are covered with patches. No skin should be showing through the holes, rips, or shreds. Repeated violation could result in a suspension.
- ☐ Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products are also inappropriate for school.
- ☐ Large chains, chains from wallets, metal or plastic spikes, or any other apparel, which could be a safety concern are prohibited.
- ☐ Any piercing on a student's body that is deemed to be a distraction to the educational environment is prohibited. This is up to the discretion of the administration.

Caps, clothing, and coloring insignia, or other affiliation with, or combination of symbols indicating membership in, affiliation with, or support of any gang or similar organization associated with intimidation, violence, drugs, or illegal activity will not be allowed on school grounds or at school-related activities. Students will be suspended and/or recommended for expulsion for displaying or engaging in any gang-related activity.

STUDENTS WILL BE REQUIRED TO CHANGE CLOTHING, RECEIVE A REFERRAL, AND/OR BE SUSPENDED FOR THESE DRESS CODE VIOLATIONS. OTHER DRESS AND GROOMING ISSUES THAT MAY ARISE AND NOT ADDRESSED SPECIFICALLY IN THIS SECTION WILL BE HANDLED BY THE ADMINISTRATION IN A MANNER THAT IS CONSISTENT WITH THE ITEMS IN THE PRECEDING PARAGRAPHS. ADMINISTRATION HAS THE RIGHT TO ALTER THE DRESS CODE RULES AT ANY TIME IF THE STUDENTS CONTINUE TO ABUSE THEM. THESE RULES APPLY TO ALL SCHOOL FUNCTIONS.

BACK PACKS, BOOK BAGS, SPORTS BAGS, AND PURSES

All carrying bags are to remain in the lockers or in the vehicles throughout the school day unless special permission has been granted by the administration. Carrying school bags from class to class and during lunch is prohibited.

SCHOOL LOCKERS

A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. Lockers should be kept neat and clean. Defacing or damaging a locker will be considered vandalism. Lockers are subject to a general administrative search at any time. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, including look-alike substances, school officials may then search the locker with or without the student's knowledge or consent. The school assumes no responsibility for lost or stolen objects. **ALL LOCKERS FOR STUDENTS IN GRADES 6-12 MUST BE LOCKED.** The school will provide the lock; the \$5.00 rental fee will be reimbursed to the student once the lock is turned in to the office. Students will not be allowed to change locks or lockers after assignments without permission from the building principal. If a student changes lockers without permission and an illegal substance is found in the student's locker (even though the student no longer uses that locker), the student

may be held responsible. Be sure to secure permission for all locker changes. If a student is found to have changed lockers, a disciplinary referral could be written. Any student who fails to keep a lock on his/her locker will be subject to a disciplinary referral as well. (if two students occupy one locker, they could both be subject to a disciplinary referral)

INSPECTION AND SEARCH

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement officers.

Damages incurred due to a bona fide search (example: dog scratches on vehicles) will not be the responsibility of the school district.

HALL PASSES

All Jr. High and High school students will be required to carry their own Student Agenda book with them at all times when not in class. The only exception to this rule is during lunch period. A running record hall pass is located at the back of this agenda and should be used every time a student leaves a classroom. All passes must be signed by a staff member and may only be used by the student whose name appears on the agenda. Passes should be issued in an emergency only. Passes to go to the parking lot will not be allowed unless it is an extreme emergency. These passes are to be signed by only the building principal or assistant principal. Any student caught without his agenda/hall pass, will be sent to the office and subject to a disciplinary referral.

VISITORS

For safety reasons, visitors must secure a visitor's permit from the office. Anyone on school grounds between the hours of 8:00 and 3:00 must sign it at the office and receive a visitor's pass. If a visitor fails to do so, he will be considered loitering and could be asked to leave the premises. Students are not permitted to have outsiders visit them while classes are in session.

Parents needing to speak with their student's teacher should arrange a conference time with the teacher. Interrupting a class during instruction time is discouraged. The teachers are available to schedule conferences daily from 8:00-8:25 A.M. and from 3:00-3:15 P.M.

ASSEMBLIES

Assemblies are conducted to complement and enhance the value of the academic program. The expectation for student behavior and conduct at assemblies are the same as in the classroom.

TEXTBOOKS

The textbooks used are the property of the Goreville Community School District #1. The textbooks issued to a student become his responsibility until they are returned to the school.

If a textbook issued to a student is lost or damaged (regardless of the reason) the student has the financial responsibility to pay the appraised price for a replacement of the lost textbook or for the repair of the damaged textbook.

FEES, PURCHASED SERVICES, & WAIVERS

BOOK FEES AND CLASS FEES

The book fee at Goreville Community School district #1 is established by the Board of Education and is published with the school registration information annually. Students will pay for breakage in Science classes and will pay the cost of replacement or repair for textbooks either lost or damaged. There will be a fee for the following classes: Driver's Education, Science labs, Vocational classes, and Art classes.

Used workbooks will not be given to students at year's end.

Students enrolling in school after the beginning of the second semester will pay only half of the book fee.

BREAKFAST AND LUNCH PROGRAMS

The students may bring lunches from home or purchase them in the school cafeteria. Our cafeteria is operated as a nonprofit service to the students. At times, surplus commodities are received through the subsidy program which helps keep the cost of serving at a reduced figure. All money received and spent through the program is audited by the State School Lunch Program, which directly supervises every aspect of our program. A second audit is made by an agency employed by the State Board of Education.

Parents should send money on Monday's with the students' to be deposited into their accounts. The cost of meals, both breakfast and lunch fees, will be posted at the beginning of each school year.

Students will deposit money into an account that will be used for breakfast and lunch.

***Charging a meal is highly discouraged, but under special circumstances, a student may charge a lunch or breakfast. AFTER THREE CHARGES, A STUDENT WILL BE SERVED AN ALTERNATE BREAKFAST OR LUNCH.**

WAIVERS

Book fees may be waived if the student is eligible to receive free or reduced lunches. Parents should contact the school for waiver information.

Lunch fees may be claimed as "free" or "reduced" if approved by the cafeteria supervisor. Parents should contact the cafeteria supervisor for more information.

STUDENT INSURANCE

School accident insurance is available for parents who desire such coverage for their child. During registration, a form will be made available for each student. This form will explain the insurance program. Students who participate in athletics or cheerleading must take this insurance unless there is proof on file of private insurance coverage stating they have personal coverage.

HEALTH REQUIREMENTS, MEDICATION, AND EDUCATION

GOREVILLE SCHOOL HEALTH ROOM POLICY CONCERNING ILLNESS AND INJURY:

Students with a fever greater than 100 must be sent home and be fever free without the aid of medication for 24 hours before returning to school. This policy may be subject to change according to the IDPH current guidelines. Students who are vomiting must be sent home and may return to school after 24 hours of being free from vomiting. If a student complains of a sore throat and has a fever over 100 they are to be sent home. If the throat appears abnormal, parents will be notified through a written note or a phone call with further recommendations. If a student presents with a stomach ache with a fever greater than 100 they must be sent home. If the student is fever free but is displaying persistent symptoms of illness it will be at the nurse's discretion to send home. If a student becomes injured at school the nurse will evaluate the severity and inform parents as necessary. If the injury is concerning, parents will be required to pick up their child and then may decide to take further action as necessary. If a student presents with a headache that does not resolve without medication, medication may be given to them if it has been provided to the school from home. **GOREVILLE SCHOOL DOES NOT PROVIDE MEDICATIONS TO STUDENTS.** Medications are on hand for emergency purposes only. If the student's symptoms are severe enough to need medication while at school and there is none on hand from home, a parent will be called and asked to bring medication to their child or take their child home.

It is at the nurse's discretion whether children need to be sent home or stay at school. If the parents are called and asked to pick up their child because of illness or injury, someone must arrive within the hour of being informed. This is to keep all children healthy at school and free from illness.

If the student presents with symptoms and the nurse cannot find anything medically concerning, the student will return to class. If the student is persistent about his or her illness and causes a disruption of their educational environment, the student will be referred to administration.

ALL STUDENTS MUST HAVE CURRENT EMERGENCY INFORMATION ON FILE IN THE SCHOOL OFFICE. THIS IS EXTREMELY IMPORTANT FOR YOUR CHILD'S SAFETY. WHEN EMERGENCY INFORMATION CHANGES, PLEASE NOTIFY THE SCHOOL IMMEDIATELY.

HEALTH REQUIREMENTS AND IMMUNIZATIONS

The State of Illinois requires that all students be immunized against certain diseases. Proof of immunization must be documented in the student's school file. Proof, as defined by the State, consists of date and months, entered on a special State form (available from the school office or doctor), of all shots and immunizations given for specific diseases. Those diseases are diphtheria, whooping cough, tetanus, polio, measles, rubella, varicella, and mumps. Your doctor or health official can advise you as to the appropriate booster shot for each category. Failure to comply with the above will result in the student being removed from school until all immunizations are received and written verification received by the school health official.

Any child entering Kindergarten, 6th, or 9th grades shall show proof of having received two doses of Varicella vaccine. Any child entering at any grade level shall show proof of having received two doses of live mumps and rubella. Children at prekindergarten level (preschool) must show proof of at least one dose of pneumococcal vaccine. For the 16-17 school year, a meningococcal vaccine will be required at the 6th grade and 12th grade level.

Any child entering sixth grade shall show proof of receiving one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DtaP, DT, or Td dose.

Students entering grades seven through twelve who have not already received Tdap are required to receive 1 Tdap dose regardless of the interval since the last DTaP, DT, or Td dose. "Proof of immunity shall consist of documented evidence of the child having received a vaccine (verified by a health care provider, defined as a physician, child care or school health professional or health official) or proof of disease (as described in subsections © through (f)). It should be recognized that the physician may not always have knowledge of the child's immunization history.

PHYSICAL AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

A Student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

DENTAL EXAMINATION

All children in kindergarten, second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

EXEMPTIONS

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or lack of access to a dentist.

VISION AND HEARING SCREENINGS

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Hearing screenings are required for ALL pre-k, kindergarten, first grade, second grade, and third grade students. Any new student and special education transfer students are required as well. These screenings are provided free of charge by a school nurse.

MEDICATION POLICY

Parents or guardians have the primary responsibility for administering medications to their children. Administering medication during school hours is discouraged unless it is necessary for the critical health and well-being of the student. A certified school nurse or registered nurse will manage the medication administration program following the Recommended Guidelines for Medication Administration in Schools developed by the Illinois Department of Human Services and the Illinois State Board of Education. Teachers and other non-administrative personnel may not be required to administer medication to the student.

Parents or guardians may authorize their child to self-administer a medication according to the district's procedures for self-administration or medication.

Goreville Community Unit District #1 does not provide medication to students. Medications are kept on hand for emergency use only and given at the discretion of the school nurse. Parents must supply over the counter medication from home if they wish for their child to receive any medication during school hours for minor pains and illnesses. A medication authorization form must be signed as well. If a child must take a prescription medication during school hours, a medication authorization form must be signed and the medication must be in the original bottle with prescription label intact.

Nothing in this procedure prohibits any school employee from providing emergency assistance to the students, including administration of medication.

The building principal shall distribute the district policy guidelines and forms on administering medication to students within 15 days of school enrollment.

STUDENT WELFARE CONCERNING COMMUNICABLE AND CHRONIC INFECTIONS DISEASE:

The Illinois State Board, as well as Goreville Community Unit District #1, follows guidelines that are known as universal precautions. Guidelines for universal precautions state that infectious diseases are not always apparent and all individuals must be considered potentially infectious. "Measures must be taken to avoid direct contact with blood and body fluids or items contaminated with blood and body fluids." In the school setting, bodily fluids will be defined as any substance exiting the body: urine feces, saliva, blood, vomit, or drainage from the eye or ear.

URINE

Any student who is found to have soiled themselves either from urine or feces will immediately be required to clean affected areas of the body and change all soiled clothing. A parent or guardian will then be notified of the incident to provide fresh clothing and cleaning materials. Students with diarrhea will be sent home and should remain home until it is resolved. Anything in contact with that student while they were soiled will be cleaned using universal precautions. Soiled clothing will be stored in a bio-hazard bag until it is able to be taken home for cleaning. If a student is found to have an excessive incontinence problem, the individual student's situation will be reviewed by administration and the school health professional. A plan of care may be made with between the school and parent/guardian following Illinois law and school policy.

BLOOD

If an accident occurs where there is blood involved, that person will be sent to the nurse to be evaluated if possible. If unable to go to the nurse's office, the nurse will be contacted and come to the student. First aid will be administered by a health professional. Severity will be determined and treated if minor. If the accident appears to need further medical attention, a parent/guardian will be contacted and advised to seek further medical care. Blood that came in contact with any surfaces will be cleaned using universal precautions by trained staff. Contaminated clothing must be changed to avoid exposure to other students and staff. If a student or staff member has an open

wound that is unable to be covered, they must remain home until the sore is healed or deemed safe to be in school by a family doctor.

SALIVA

Saliva is considered a body fluid and according to Illinois State board and Goreville Community Unit District #1's policy, considered potentially infectious and should not have any contact with another person. If a student has come into contact with saliva from another person in the school setting, they will be sent to the health room for evaluation and first aid. This includes being spit on, bitten, or any other circumstance where a person has come into contact with saliva. A parent/guardian will be notified in this circumstance to determine further evaluation. Administration will be involved in the incidence of spitting or biting to determine if punitive measures are needed.

VOMITING

If a student is vomiting within eight hours of the school day, they are to remain home. If a student should vomit during the school day, they are sent to the school nurse to be evaluated. It is then at the nurse's discretion to contact parents and sent the student home. Trained staff will use universal precautions cleaning any contaminated surfaces.

DRAINAGE FROM EYE OR EAR

Students with purulent drainage from the ear or eye should be kept home unless seen by a doctor and cleared to attend school. Drainage from the eye or ear could be infectious and should be evaluated by a physician. School staff should be informed by parent/guardian on the student's health status before attending class. If the student's condition is found to be non-infectious, but drainage remains, the student may insert a cotton ball in the ear or keep tissue with them for the eye.

Accommodations will be made for any student who must remain home for a medical issue over an extended amount of time.

HEAD LICE POLICY

Goreville Community Unit District #1 holds a no lice, policy. When a student is found to have lice, they will be sent home for treatment. The student is allowed 24 hours to remove head lice and nits before an unexcused absence may be given. If you are having difficulty removing lice, please call the school nurse for suggestions in removal techniques. Students must be cleared by the school nurse before returning to class. Please inform the school if you find your child to have head lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

COMPREHENSIVE HEALTH EDUCATION EXEMPTION

Goreville Community Unit District #1 complies with the comprehensive health education requirements issued by the State of Illinois statutes. However, parents have discretionary decision-making power in the following areas:

1. No student shall be required to take or participate in any class or course on AIDS, Family life instruction, or sexual abuse, if his or her parent or guardian submits a written objection to the principal. The parent/guardian of students in grades kindergarten through eighth shall be given at least 5 days' notice of instruction on avoiding sex abuse. Refusal to take or participate in any such courses or program shall not be reason for disciplinary action.
2. Parent/guardians shall be given the opportunity to preview all printed and non-printed materials used for instructional purposes.

DISCIPLINARY POLICIES AND PROCEDURES:

POLICY: PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
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, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement,

or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
- 5. Using or possessing an electronic paging device, cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) authorized and approved by the Building Principal; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, 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 another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 12. 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.
- 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school supervision for more than one day. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Discipline for Plagiarism

Plagiarism is NOT tolerated. Plagiarism is defined as using published ideas, or three or more exact words of an author without proper citation. If a student is caught plagiarizing work, the following disciplinary actions will be taken.

- ☐ 1st offense: The student will receive a zero on the assignment, and a referral notifying a parent will be sent home.
- ☐ 2nd offense: The student will receive a zero on the assignment. He/she will have a conference with teacher and principal, and a referral notifying parent will be sent home. The student will serve two days of after school detention until 4:00 p.m.
- ☐ 3rd offense: The student will receive a zero on the assignment. He/she will have a conference with the teacher and principal, and a referral notifying the parent will be sent home. The student will serve one day of in school supervision and may be temporarily suspended from participating in extracurricular activities.
- ☐ Any further offenses will result in an additional day of in-school supervision for each offense.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, may be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a

case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

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

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

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

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

The Board of Education may expel a student for a definite period of time not to exceed two (2) calendar school years, as determined on a case-by-case basis. A student who is determined to have brought a weapon, as defined by Section 921 of Title 18, United States Code, to school, and any school-sponsored activity or event or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case-by-case basis. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code.

The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Physical restraint may be used when necessary to protect the students or other individuals and/or property from harm.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

Pro-Children Act of 1994, 20 U.S.C. §6081.105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications and Written or Electronic Material), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: October 19, 2009

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by 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 non-school-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. The District uses the definition of bullying as provided in this policy.
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 or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Mrs. Anna Craig, Guidance Counselor

Name

201 S. Ferne Clyffe Rd., Goreville, IL 62939

Address

acraig@gorevilleschools.com

Email

618-995-2142

Telephone

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 Superintendent or designee shall fully implement the Board policies, including without limitation, the following:**
 - a. **2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.**
 - b. **6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.**
 - c. **6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.**
 - d. **6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.**
 - e. **7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).**
 - f. **7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.**
 - g. **7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.**
 - h. **7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.**

LEGAL REF.:	405 ILCS 49/, Children's Mental Health Act. 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7. 23 Ill.Admin.Code §§1.240 and §1.280.
CROSS REF.:	2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)
ADOPTED:	October 20, 2014

DETENTION & DISCIPLINARY REFERRALS

DETENTIONS

The building principal or designee will monitor students' assigned after-school detentions. Detentions will be served from 3:00-4:00P.M. Each student will be given at least 24 hours' notice in order to arrange for transportation. If the student fails to serve the assignment detention, an additional detention or in-school supervision may be assigned.

DISCIPLINARY REFERRALS

Each teacher is to establish a Classroom Management Plan to be put into use prior to writing a Disciplinary Referral, unless the behavior is of such serious nature that an immediate referral is warranted.

Disciplinary referrals are written documentation of a student's unacceptable behavior. Each referral is written in triplicate with one copy being mailed to the parents/guardians, one copy filed in the principal's office, and one copy filed by the person writing the referral.

Referrals will accumulate per semester. The accumulation of referrals and the consequences thereof are as follows:

1st & 2nd Referral – Written notification to parent/guardian of incident for which referral was given. Information will be given stating the number of referrals the student has received for the semester and the consequence thereof.

3rd Referral – One day of "after-school detention" with parent notification prior to student serving the detention. (24 hour notice in order to arrange transportation)

4th Referral – Two days of "after-school detention" with parent notification prior to student serving the detention. (24 hour notice in order to arrange transportation)

5th Referral – Three days of "after-school detention" with parent notification prior to student serving the detention. (24 hour notice in order to arrange transportation)

6th Referral – One day of "in-school supervision" with parent notification prior to student serving the supervision.

7th Referral – Two days of "in-school supervision" with parent notification prior to student serving the supervision.

8th Referral – One day of "in-school supervision" with parent notification prior to student serving the supervision.

9th Referral – Two days of "in-school supervision" with parent notification prior to student serving the supervision.

10th Referral – Three days of "in-school supervision" with parent notification to student serving supervision.

*For each additional referral, the odd numbered referrals will receive an additional in-school supervision day and the even referrals will receive two days of in-school supervision

**Chronic behavior problems could result in a principal recommendation to the Board of Education for student out of school suspension.

Depending on the nature and severity of the offense, deviation from the above procedure may occur at the discretion of the school principal.

POSSIBLE REASONS FOR A DETENTION OR REFERRAL

Below are listed some possible reasons a student would receive a detention or referral. This list is not all inclusive.

1. Carrying a drink into the school in a covered cup.
2. Food and drink in undesignated areas.
3. Parking and driving rules violations.
4. Student in hallway or undesignated areas without hall pass/agenda, misuse of pass.
5. Student presence in restricted areas.
6. Disruptive classroom behavior.

7. Defiance/disrespectful behavior towards any faculty or staff member.
8. Wearing or possessing (during school hours) caps/hats inside the building.
9. Display of affection.
10. Running in the school building when not under the direct supervision of a Physical Education teacher.
11. Profanity.
12. Coming to class unprepared. (no textbook, paper, pen, etc.)
13. Not completing homework.
14. Possessing or using cell phone during school hour.
15. Students letting another person in the building through any of the entrances/exits.

SUSPENSION AND EXPULSION

IN-SCHOOL SUPERVISION

1. Students assigned to in-school supervision will be required to take all semester examinations. No exemptions from these exams will apply.
2. Any student who refused to report to in-school supervision could be subject to out-of-school suspension.
3. Students who misbehave in in-school supervision will be subject to the following depending upon severity of misbehavior:
 - a. Student will be sent home for the remainder of the day, but must repeat the In-school supervision upon their return.
4. Students are responsible for taking work materials to in-school supervision and materials should be collected during tutorial period.
5. Students are responsible for obtaining homework assignments.
6. Homework assignments completed during in-school supervision can be turned in for credit when the student returns to regular classes.
7. Students who are absent on a day assignment to be in in-school supervision will have to make up the day upon their return to school. An excused absence will carry no penalty. An unexcused absence could result in an additional in-school supervision days being added.
8. Quizzes and tests may be taken while in in-school supervision. If not taken in in-school supervision, they may be made up and full credit given in the regular class.

OUT OF SCHOOL SUSPENSION

For gross infraction of rules (gross disobedience and misconduct), students may be suspended for one or more days. Out-of-school suspensions are temporary removal from school that is limited to 10 consecutive school days. Such action is to discipline students for breaking school rules and can only be assigned by the principal and/or superintendent.

Any student that is suspended out-of-school three times in the same school year may be brought before the Board of Education for possible expulsion.

During the out-of-school suspensions, the student will not be allowed to attend school functions at the Goreville Community Unit School District or activities involving Goreville Schools at other locations.

Students that acquire two or more out-of-school suspensions, 3 in-school suspensions, and/or a suspension lasting longer than 6 days will not be allowed to attend homecoming, prom, nor will approval be given by the principal to attend prom in neighboring schools.

The Constitution of the State of Illinois states that a "fundamental goal of the people of the state is educational development of all persons to the limit of their capacities." However, when citizens act irresponsibly, violate the right of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their privileges.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct, the right to an education may be temporarily forfeited. No governmental agency, such as a school, may deprive a citizen (student) of rights without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged, and improper actions, or to attempt to prove innocence.

A recent Supreme Court opinion has held that prior to the imposition of a suspension, the following procedure shall be observed:

The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges. If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the school official. The school official shall then inform the student whether or not the suspension is to be imposed.

The court also stated that students whose presence poses a present and continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as possible.

Suspending officials as designated by the Board of Education shall be the principal and/or the superintendent.

EXPULSION

A student disciplinary expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from in excess of 10 days to a definite period off time not to exceed two school years, except for violations of the Gun Free School and Communities Act, where an expulsion is mandated to extend through a period of no less than two calendar school years. The principal and/or superintendent may suspend a student, only the Board of Education can expel a student.

In expulsion cases, the following is required:

1. The student and student's parents shall be notified of the reasons for the expulsion including a copy of the rules and regulations allegedly violated, the length of the expulsion and the date, time, and place of the School Board meeting.
2. At the hearing by the School Board, the student has the right to counsel at the student's expense, the right to question the person who had the recommendation to expel, to present and question witnesses, and to make a statement in the student's own behalf.

The procedural due process for student at expulsion hearings are as follows:

1. The student must have sufficient notice of the hearing in order to prepare a defense.
2. The student may represent self, designate a spokesperson, or commission an attorney.
3. The student is to be notified of the charges by registered mail prior to the hearing.
4. The hearing must be conducted in a fair and reasonable manner.
5. The student may present evidence, challenge allegations, and make reasonable requests of school officials.
6. A formal record of the hearing may be requested.
7. The student is entitled to be notified of the School Board's decision on the expulsion within a reasonable time after the hearing.

MISCONDUCT BY STUDENTS WITH DISABILITIES

BEHAVIOR INTERVENTIONS

Behavior interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will establish and maintain a committee to develop implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption and/or presentation to the board at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures.

SUSPENSION AND EXPULSION

The following procedure shall be used when a student with disabilities is alleged to have engaged in disobedience or misconduct:

The district's regular suspension procedures shall be used to suspend a student with disabilities followed by a Multi-Disciplinary conference. For suspension beyond 10 days or expulsion, the district shall promptly notify the student's parent/guardian of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent/guardian shall be advised as follows:

1. That the Multi-Disciplinary Conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10 day notice is waived by the parent/guardian to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent/guardian is requested to attend the MDC team meeting. It is the responsibility of the school to notify parents of the date, time, and location.

MDC DETERMINATION

The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the district's discipline policy for regular education students by measures up to and including expulsion. If the Board imposed expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is casually related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parents/guardians may object to a proposed change in their child's educational placement. If so, if the superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the superintendent is authorized to issue a 45 days emergency change in placement.

STUDENT TRANSPORTATION VEHICLE AND BUS

STUDENT DRIVING AND PARKING

The school prefers that all students use the busses for transportation to and from school; however, students who drive a motor vehicle or motorcycle must abide by the following rules:

1. Student vehicles parked on campus must be registered with the principal.
2. Park in designated areas only.
3. No careless, reckless, or hazardous driving on school grounds or adjacent to any school grounds.
4. Unnecessary disruptive revving of engines, the dangerous rapid acceleration and braking of vehicles and other hazardous conduct is prohibited.
5. No one is to operate, sit in or on a motorcycle or motor vehicle during school hours, this includes noon break, except with permission from the school administration.
6. Always lock your parked vehicle and leave it immediately.
7. The school administration may prohibit any student from driving to school should said student exhibit any careless driving habits which might endanger the safety of the student, others, property, etc. Law authorities will be called if deemed necessary by the superintendent or the principal.
8. Students must sign a form stating that their vehicles may be searched while parked on school property. (This includes evenings and weekends if cars are on school property.)
9. The school is not responsible for property left in cars while parked on school premises.
10. The school does not assume any responsibility or liability for damages to vehicles using the school's parking facilities.
11. Students driving should exit the student parking lot to the South.
12. Students are responsible for the vehicles registered in their names and drive **ONLY** the vehicle for which he or she is authorized and registered.
13. All vehicles must be operated with the Illinois Rules of the Road, including proof of state mandated insurance coverage. (Insurance card)
14. Suspension of loss of parking privileges could result for each student driving or riding in a car that has been reported to the principal for reckless action.

Violation of proper use of a vehicle or any of the above rules will result in a parental conference, disciplinary referral, suspension, and/or removal of driving and parking privileges on school property.

BUS TRANSPORTATION

Since the school district furnishes transportation to most of the students, it will also attempt to see that the safest and most convenient methods are used. Not only are bus drivers expected to adhere to all safety measures, but students are expected to cooperate.

To help assure safety and monitor bus rules and regulations and to administer the bus discipline policy fairly, each bus is equipped to visually monitor the student activity within the bus utilizing VCR equipment on a random basis.

Students who live 1 ½ miles or more from school may ride the bus. The busses will not stop or turn around in a dangerous spot. This will be at the discretion of the superintendent.

BUS PASSES

Any student who rides the bus to school and who desires to be dropped at a stop other than their usual location, must secure a bus pass from the office. The bus pass will only be issued with written notification or verbal communication of a parent/guardian of the child requesting the permit. Bus passes are not allowed for students to ride bus routes other than their assigned routes. Bus passes are not allowed for students that are not regular bus riders. Special exceptions may be made only at the discretion of the school principal.

ATHLETIC AND EXTRA-CURRICULAR EVENT TRANSPORTATION

Students are expected to ride the bus to and from ballgames, field trips, and other events as a team or group. Exceptions to the above rule must be made in advance by the parent/guardian, documented in writing, and approved by the team coach or group sponsor. Student spectators will not be allowed to ride the team bus.

BUS RULES AND REGULATIONS

A list of bus rules and regulations follows:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane or inappropriate language.
3. Do not eat or drink on the bus, unless special permission is given.
4. Keep the bus clean.

5. Co-operate with the bus driver.
6. Do not use tobacco products, alcohol, or illegal substances.
7. Do not be destructive.
8. Stay in your seat.
9. Keep your head, hands and feet inside the bus.
10. The bus driver is authorized to assign seats.

BUS DISCIPLINE POLICY

1st Bus Discipline Offense: The student will be warned of inappropriate behavior and an incident report will be filled out by the bus driver. A copy will be mailed to the parent/guardian, and a copy filed in the principal's office.

2nd Bus Discipline Offense: The student will meet with the principal concerning the inappropriate behavior and the student will be assigned a seat by the bus driver for a one week period. A parent/guardian will be notified by phone or letter of student's behavior problems and the history thereof, and an incident report will be completed and filed in the principal's office.

3rd Bus Discipline Offense: Written or telephone notification to the parent/guardians will be made by the school principal stating that the student will lose one week of bus riding privileges. An incident report will be filed in the principal's office.

4th Bus Discipline Offense: Written or telephone notification to the parent/guardians will be made by the school principal stating that the student will lose ten days of bus riding privileges. An incident report will be filed in the principal's office.

5th Bus discipline Offense: Written or telephone notification to the parent/guardians will be made by the school principal stating that a recommendation will be made to the Board of Education to remove the student's bus riding privileges for the remainder of the school year. All actions taken will be documented.

Each bus suspension will be consecutive days that school is in session and the busses make routine runs, and will include any extra-curricular activities that involve bus transportation during or after school hours. Depending on the nature and severity of the offense, deviation from the above procedure may occur at the discretion of the school principal. Bus riding to and from school and school-related activities is a privilege, not a right.

SCHOOL EMERGENCIES

THE STUDENT'S SAFETY AND WELFARE ARE MAJOR CONCERNS. THEREFORE, THE FOLLOWING EMERGENCY SITUATION PROCEDURES WILL BE FOLLOWED:

INDIVIDUAL EMERGENCY

Serious illness or injury must be reported immediately to the principal's office. If a person is too ill or seriously injured and cannot report to the office on his own, the teacher should contact the principal's office. The teacher or supervisor on duty should fill out an accident report to be filed in the principal's office if the injury was caused by an accident.

Emergency medical assistance will be requested if deemed necessary by staff evaluating the situation.

FIRE

Fire drill information and evacuation routes are posted in each room. Students should read them carefully and become thoroughly familiar with them. Students will have this information reviewed with them by the teacher. The student will be held responsible for knowing what to do and for obeying the rules. In the event of an actual fire drill, the teacher in each classroom will give the students specific instructions to follow.

TORNADOS

In the event school authorities receive information from the Civil Defense or Weather Bureaus that extremely severe weather is imminent, notification will be made from the office (by use of the alarm system) for the teachers to move their classes to a predetermined "Safe Room" area. Students are to follow the specific instructions given by the teacher. Pertinent emergency information is posted in each room and is reviewed for the students by the teacher.

EARTHQUAKE

Because earthquakes strike without warning, life protecting actions must be taken immediately at the first indication of the ground shaking. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects.

General safety precautions are as follows:

1. Stay inside; move away from windows, shelves, and heavy objects that may fall.
2. In halls or stairways, move to an interior wall. Turn away from any windows.
3. In laboratories or kitchens, all burners should be extinguished before taking cover.
4. If outdoors, move to an open space away from building and overhead power lines. Lie down on the ground.
5. Do not leave school grounds without permission. The school has on file a complete earthquake emergency plan. Safety information is posted in each room and is reviewed for the students by the teacher.

SEVERE WEATHER

In the event of seriously inclement weather or a mechanical breakdown in the school's physical plant, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal and will be announced over area radio and television stations. Reports in the morning will be between 6:00 and 8:00 A.M.; if no report is heard, it can be assured that school will be in session.

POWER FAILURE

In the event the electrical power goes out, students are to remain in the class they are attending until notice is given by the office to resume the usual schedule or to follow a revised emergency schedule.

SCHOOL LOCKDOWN

A "school lockdown" will be called when school must be brought to an immediate halt for reasons other than a natural disaster or fire. There should be "no" class changes during the time of lockdown and the bells should be shut off or ignored. During Lockdown, no one is allowed to go home. Parents cannot pick up their children until the "school lockdown" is over.

SCHOOL LOCKDOWN PROCEDURES

1. Teachers and supervisors secure classroom, gym, cafeteria, etc. doors.
2. Supervisors count students – Take Roll.
4. Make list of missing students.
5. Students locked out of classes or cafeteria should be taken or told to report to the nearest location.
6. Remain locked down and wait further instructions or "All Clear". All clear means that the crisis is over.

ASBESTOS

In accordance with EPA regulations, the Goreville Community Unit School District #1 school buildings have been inspected for asbestos containing materials and have been found to be in compliance with state and federal health standards. Records of the inspections, the management plans, and relevant regulations are on file in the Superintendent's office.

INTEGRATED PEST MANAGEMENT

Structural and landscape pests can pose significant hazards to people, property, and the environment. Pesticides can also pose hazards to people, property, and the environment. It is therefore, the policy of Goreville community Unit School District #1 to incorporate "Integrated Pest Management" (IPM) procedures for control of pests and to give notification of any pesticide application deemed necessary. This policy has been developed to ensure the health and safety of children, teachers, staff, administration, and all others using the districts' buildings and grounds.

EXTRA-CURRICULAR ACTIVITIES

The Goreville Community Unit School District's student activity program is a very important dimension to the total educational program. The program is highly diverse in nature and it is conducted outside the regular classroom curriculum and time. It consists of all the extra-curricular activities in which the students and the faculty are engaged.

The activities are organized officially under arrangements established by the school administration and approved by the board of Education. They are operated under the supervision of the board approved sponsors and coaches.

The experiences, knowledge, and skills gained by the students from their participation in the activities can result in increased educational, personal, and social development. Some of the major activities are: student organizations, productions, publications, and sports.

Students placed at an alternative site due to behavioral issues may not be allowed to participate in extra-curricular activities.

FIELD TRIPS

Field trips are defined as any trip outside of the school that is educational, for a specific reward, providing community service, or a competition. All students must have a signed permission form before attending a field trip. In addition to parent permission, each teacher must have a list of students attending the trip a week in advance. Possible exemptions from attending field trips could include, but are not limited to: behavior problems, incomplete homework, poor classroom performance, or excessive absences. A student who is failing a class at the time the field trip is presented to the administration, or who is absent from school the day before a trip WILL NOT be allowed to attend. If a student is absent on the day he/she was denied permission to attend a field trip, that student could receive an unexcused absence without an official doctor's note. If a student is denied permission to attend a field trip and is seen at the destination of the trip, he/she will be disciplined for skipping school.

STUDENT COUNCIL – HIGH SCHOOL

Each high school class elects three (3) members to the Student Council, with the exception of seniors having four (4) members. A president is elected by the entire student body. The Student council has a set of by-laws to follow which sets up the requirements and duties of its members. The function of this group is to make recommendations and give consideration to certain problems of students that may be brought before them.

STUDENT COUNCIL – JR. HIGH

The 6th, 7th, and 8th grade student body will elect three representatives from each of the three grades for a total of nine members. The president is elected by the council members and must be an 8th grade student. The Student Council has a set of by-laws to follow which sets up the requirements and duties of its members. The function of this group is to make recommendations that may be brought before them.

ATHLETICS

All athletes, cheerleaders, and their parents/guardians are expected to sign an Athletic Handbook. By signing the Handbook, they agree to abide by all rules, regulations, and expectations set forth by Goreville School's Athletic Department and Administration. Participation will not be allowed until this document is submitted to the coach or supervisor of the team.

Junior High has organized sports programs in softball/baseball (fall season), basketball, and track (spring season). Softball, baseball, and basketball teams will play as many as 16 games, excluding tournaments. The varsity basketball team usually plays in two tournaments and the Class "M" Regional Tournament. Volleyball will be held in the spring semester immediately following the basketball season. Track teams participate in several meets during the spring. Students, who participate in sporting events that will take them out of school for the school day, must be passing ALL classes. Any student who is not passing, will NOT be allowed to participate. Grades will be checked on a weekly basis and administration has the final say as to whether or not a student can participate. Students are expected to ride the bus to and from ballgames/track meets as a team. Exceptions to the above rule must be made in advance by the parent/guardian, documented in writing, and approved by the team coach.

Student spectators will not be allowed to ride the team bus. When special tournaments have several fans desiring to attend, a fan bus may be sent.

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall fully incorporate the Youth Sports Concussion Safety Act, P.A. 99-486

HIGH SCHOOL CLASS OFFICERS

Each class will elect its class officers. The election will be sponsored by the High School Student Council during the month of September.

JUNIOR/SENIOR PROM

The Prom, a spring event, is a formal dance presented by the junior class for the seniors. The guest must be approved by the building principal if they are not a student of Goreville High School. Jr. High students are not allowed to attend Prom as a guest of a junior or senior student. All students who attend the Prom are expected to provide parental permission regarding arrival and departure times. **STUDENTS THAT HAVE RECEIVED TWO (2) OUT-OF-SCHOOL SUSPENSIONS, THREE IN-SCHOOL SUPERVISIONS, AND/OR AN OUT OF SCHOOL SUSPENSION LASTING MORE THAN 6 DAYS DURING THE SCHOOL YEAR WILL NOT BE ALLOWED TO ATTEND PROM.** The classification of a junior and senior is defined later in the handbook.

ACADEMIC ELIGIBILITY – HIGH SCHOOL

ATHLETICS, CHEERLEADERS, STUDENT COUNCIL CLASS OFFICERS

To be eligible to participate in athletics, cheerleading student council, and/or be a class officer, a student must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) "full credit" courses. The athletic director and/or sponsor will be responsible for academic eligibility checks on a weekly basis. A student found not meeting this requirement will be given the opportunity to raise the failing grade during a one week grace period. Any student who is failing a class and is to compete in a sporting event that is scheduled during the day, will not be allowed to leave school. The same rules as a field trip will apply for these sports.

PROM AND HOMECOMING ELIGIBILITY

To be eligible for nomination to the Homecoming and Prom Court and to attend after prom, activities, and/or committees, students must be passing all classes. If a student is elected to court, and grade(s) drop to failing in any class, he/she will be replaced on court by an alternate student. If a student is failing a class at the time of prom, he/she will not be allowed to attend after-prom. Administration has the right to make the final decision as to who participates on the Homecoming and Prom Court.

ACADEMIC ELIGIBILITY – JUNIOR HIGH

To be eligible to participate in athletic, cheerleading, student council, and/or hold any class office, a student must pass five (5) core courses per week. The athletic director and/or sponsor of an activity will be responsible for academic eligibility checks on a weekly basis. A student found not meeting this requirement will be given the opportunity to raise the failing grade during a one week grace period. Any student who is failing a class and is to compete in a sporting event that is scheduled during the day, will not be allowed to leave school. The same rules as a field trip will apply for these sports.

HEALTH EXAMINATION REQUIRED

For Junior High and High School, all participants must have an annual physical exam before participation in athletics and cheerleading.

BASKETBALL GAME SPECTATOR RULES

To make the games more enjoyable for everyone, please be aware of the following rules. It is important that everyone abide by these rules since they will help create a safer, less distracting atmosphere.

1. The use of smokeless tobacco, and any other tobacco products will not be allowed on school facilities. Discipline may be per student handbook, with final say by administration.
2. Always show good sportsmanship – no profanity, booing, or no display of any type of behavior that would not make us proud of our fans.
3. Drinks will be allowed in the gyms, however, bottles should be thrown in the trash receptacles after use.
4. Unless it is an emergency, do not leave the gym while the game is in progress.
5. No loitering will be allowed in the lobbies or halls while the game is in progress. Wandering into restricted areas is forbidden.
6. Deposit all trash in conveniently located receptacles.
7. If a student is absent from school, he/she will not be allowed to attend any extra- curricular event unless permission is granted for special circumstances by administration.
8. The administration will ask any spectator to leave the building who is not showing good sportsmanship or following the rules.

GENERAL EDUCATION INFORMATION

Grades are reported to the parents at the end of every quarter by means of a report card. The cards are given to the students to take home to the parents. Subject achievements are reported as letter grades and grade point averages are reported as numerical points. Numerical averages for subject areas are available upon request. Deficiency Reports are mailed each mid-quarter period. The purpose is to notify students and parents of their progress, or lack thereof.

LETTER GRADING

- A – Superior 4.0 (5.0 for Honors Classes) – 90% - 100%
- B – Good: Above Average 3.0 (4.0 for Honors Classes) – 80% - 89%
- C – Average 2.0 (3.0 for Honors Classes) – 70% - 79%
- D – Below Ave., yet passing 1.0 (2.0 for Honors Classes) - 60% - 69%
- F – Failing 0.0 (0.0 for Honors Classes) – below 60%

PROMOTION POLICY

The promotion policy of the Goreville Community Unit #1 School District is based on the premise that all students differ in experiences, abilities, interests, attitudes, and in their pattern of growth and development.

The school district follows a policy of placing a pupil in the grade or group that is considered best for that particular pupil. The criterion for promotion or non-promotion in grades 6-8 is based on the questions:

1. Where can the student be placed so as to make the best achievement?
2. Where can the student's needs best be met?
3. If a student is failing 2 or more core curricular classes, he/she is at risk for retention.

All aspects of growth are to be considered: mental, physical, emotional, and social. Social promotion is not the sole criterion for grade placement. Parents/guardians will have an opportunity to discuss the placement with the teacher, but the final decision will be the responsibility of the school.

HONORS CLASSES

Honors classes weigh more heavily in favor of the student when grades are averaged. Honors classes will be figured in to determine class rank. Honors classes are available at the high school level only.

Honors Classes Include: Calculus, A.P. Calculus, Advanced Math I & II (combined in the same year), Advanced Math II, Physics, Chemistry II, Human Anatomy, Human Biology, English IV (dual credit only), CNA, and Accounting II.

HONOR ROLL

Honor Roll students are recognized at the end of each quarter. The students receive Honor Roll Certificates and their names are published in the local newspaper. To be listed for Honor Roll status in grades 6-12, the following grade point averages must be held: 4.0 – Or Above = High Honors and 3.5 – 3.9 = Honors

Near the end of the school year, High School students maintaining a 4.0 or above (with honors classes) cumulative grade point average will be recognized at the Annual High School Honors Banquet.

CLASSIFICATION OF HIGH SCHOOL STUDENTS:

FRESHMEN: During the freshman year, students with a normal class load may earn 7.0 credits. Students with fewer than 6.0 credits by the end of the second semester will continue to be classified as freshmen.

SOPHOMORES: Students must have at least 6.0 credits at the beginning of the school year to be classified as sophomores. Students with fewer than 12.0 credits by the end of the second semester will continue to be classified as sophomores.

JUNIORS: Students must have at least 12.0 credits at the beginning of the school year to be classified as juniors. Students with fewer than 17.0 credits by the end of the second semester will continue to be classified as juniors.

SENIORS: To be classified as seniors, students must have at least 17.0 credits at the beginning of the school year. Students who have not earned credits in all of the required course work, passed exams on the U.S. constitution and Illinois Constitution, and accumulated a total of at least 24.0 credits will not be graduated or allowed to participate in the graduation ceremonies until all deficiencies are removed.

REQUIREMENTS FOR GRADUATION:

Students must have gained a minimum of 24.0 credits.

Required credits are:

English – 4 years, 4 credits

Mathematics – 3 years, 3 credits

Science – 3 years, 3 credits (Biology I required)

Consumer Education – ½ year, ½ credits

Driver's Education Health – 1 year, 1 credit

Music, Art, Foreign Language or Vocational Education – 1 year, 1 credit

Social Studies – 2½ years, 2½ credits (American History, Civics, & Government required)

Computer Concepts & Software Applications – 1 semester, 1/2 credit

Physical Education – 1 credit per year (unless waived)

Electives – 4 years – 7 credits

CPR training mandatory for graduation

State law requires high school graduates to pass a United States and Illinois Constitution Test. This requirement will be met in the Social Sciences classes. If a student took Social Science classes at another school and did not take the above tests, these tests must be completed prior to graduation

To graduate, a student must have gained at least 24.0 credit hours; however, Band, Physical Education, Driver's Education and Health are fully credited courses. All students are required by State law to take Physical Education, Health Education, Safety Education, and United States History. The local Board of Education may require other courses or subject matter as deemed necessary and appropriate.

RECOMMENDATIONS FOR GRADUATION

The Illinois Board of Higher Education and most universities have recommended the following courses to be taught in the public schools for students entering colleges/universities in the fall of 1998.

English (4 years) emphasizing written and oral communication and Literature

Social Studies (3 years) emphasizing History and Government

Mathematics (3 years) introductory through advanced Algebra, Geometry, Trigonometry, or fundamentals of Computer Programming.

Science (3 years) Laboratory sciences

Foreign Language, Vocational Education, Music, or Art (2 years)

GRADUATION EXERCISES

Goreville High School holds graduation exercise at the end of the regular school year. Students who have completed all of the graduation requirements during the regular school year are eligible for graduation. Students are not allowed to participate in graduation ceremonies until all requirements are complete and any deficiencies are removed.

Graduation credits are granted only at the end of each semester. A total of 24 approved credits are required for graduation from Goreville High School.

Participation in high school graduation exercises may be denied by the building principal in extreme discipline cases.

GRADUATION PROTOCOL

All potential graduates should dress and groom appropriately including, but not limited to, attire appropriate as deemed in district policy or by administration. Any deviation from district dress code which may be deemed by the Board as inappropriate shall be considered gross misconduct and subject to penalty.

All potential graduates should behave in a manner commensurate with school misconduct district policy. Any deviation from district conduct policies which may be deemed by the Board as inappropriate shall be considered gross misconduct and subject to penalty.

All speeches and/or musical representations shall be approved by the principal or his/her designee prior to the graduation ceremony. Any major deviation from the proposed speech and/or musical performance which may be deemed by the Board as inappropriate shall be considered gross misconduct.

All potential graduates who have received scholarships will be recognized by the Principal or his designee and/or college or university representative, and/or military representative during the ceremony. It is the responsibility of the potential graduate to inform the Principal or his designee prior to the graduation ceremony in order to be recognized.

GENERAL COURSE OFFERING GUIDE

The following courses are only a guideline for offerings at these grades levels, with approval, advanced courses may be taken by the students in grades 9, 10, and 11. Courses are offered based upon student request numbers, therefore, all courses are not offered every year.

FRESHMAN COURSE OFFERING

- ☐ **INTRODUCTION TO AGRICULTURE**
- ☐ **INDUSTRIAL TECHNOLOGY ORIENTATION**
- ☐ **ART I**
- ☐ **GRAPHIC DESIGN/PHOTOGRAPHY/YEARBOOK**
- ☐ **BUSINESS**
 - Computer Concepts & software Applications
- ☐ **ENGLISH I**
- ☐ **FOREIGN LANGUAGE**
 - Spanish I
- ☐ **FAMILY AND CONSUMER SCIENCE**
- ☐ **MATHEMATICS**
 - Algebra I Skills
 - Algebra I Applications
 - Geometry
- ☐ **MUSIC**
 - Band
 - Chorus
- ☐ **PHYSICAL EDUCATION**
- ☐ **SCIENCE**
 - Earth Science
 - Physical Science
- ☐ **SOCIAL SCIENCE**
 - Civics
 - Geography
 - Illinois History/Current Events (alternate)
 - World History

SOPHOMORE COURSE OFFERINGS

AGRICULTURE

- Intro to Agriculture Occupations
- Agriculture Business Management*
- Agriculture Science*

☐ **ART**

- Art I
- Art II

☐ **BUSINESS**

- Computer Concepts & Software Applications

☐ **ENGLISH II**

- ☐ **FOREIGN LANGUAGE**
 - Spanish I
 - Spanish II
- ☐ **FAMILY AND CONSUMER SCIENCES**
 - Family and Consumer Science/Parenting
- ☐ **INDUSTRIAL TECHNOLOGY ORIENTATION**
- ☐ **MATHEMATICS**
 - Algebra I Skills or Algebra I Applications
 - Algebra II
 - Geometry
 - Advanced Math
 - Advanced Math I/II
- ☐ **MUSIC**
 - Band
 - Chorus
- ☐ **SCIENCE**
 - Biology
 - Earth Science
 - Physical Science
 - Chemistry I
- ☐ **PHYSICAL EDUCATION**
- ☐ **SOCIAL SCIENCE**
 - Civics
 - Geography
 - Illinois History/Current Events
 - World History
- ☐ **DRIVER'S EDUCATION/HEALTH: Driver's Education courses will be closed at the inception of the course. (First day of attendance) Exception: Transfer students currently enrolled in another school. Each student shall have a valid Instruction Permit when engaged in practice driving instruction. Driver Education instructors shall certify to the Secretary of State that a student is enrolled in a Driver Education course to obtain the required permit.**

JUNIOR COURSE OFFERINGS

- ☐ **AGRICULTURE**
 - Introduction to Agriculture Occupations
 - Agriculture Science*
 - Agriculture Business Greenhouse Management
 - Agriculture Mechanics*
- ☐ **ART**
 - Art I
 - Art II
 - Art III
- ☐ **BUSINESS**
 - Accounting I
 - Computer Concepts & Software Applications
 - Information Processing I
- ☐ **ENGLISH**
 - English III
 - Yearbook
- ☐ **FOREIGN LANGUAGE**
 - Spanish I
 - Spanish II
 - Spanish III
 - Latin (Illinois Virtual High School)
 - French (Illinois Virtual High School)
 - German (Illinois Virtual High School)
- ☐ **FAMILY AND CONSUMER SCIENCES**
 - Consumer Science/Parenting
- ☐ **MATHEMATICS**
 - Advanced Math II (Honors Class)
 - Algebra II
 - Geometry
 - Calculus (Honors Class)

- ☐ **MUSIC**
 - **Band**
 - **Chorus**
- ☐ **PHYSICAL EDUCATION**
- ☐ **SCIENCE**
 - **Biology I**
 - **Biology II**
 - **Chemistry I**
 - **Chemistry II (Honors Class)**
 - **Human Anatomy & Physiology**
- ☐ **SOCIAL SCIENCE**
 - **Civics**
 - **Geography**
 - **Illinois History/Current Events**
 - **American History**
 - **World History**
- ☐ **TECHNOLOGY**
 - **Technology Applications**
 - **Information Processing – Yearbook**
- ☐ **VOCATIONAL**
 - **Auto Mechanics I**

SENIOR COURSE OFFERINGS

- ☐ **AGRICULTURE**
 - **Intro to Agriculture Industries**
 - **Agriculture Business Management**
 - **Agriculture Mechanics**
 - **Agriculture Science**
- ☐ **ART**
 - **Art I**
 - **Art II**
 - **Art III**
 - **Art IV**
- ☐ **BUSINESS**
 - **Accounting I**
 - **Accounting II *(Honors Class)**
 - **Information Processing I**
 - **Information Processing II**
 - **Computer Concepts and Software Applications**
- ☐ **CONSUMER EDUCATION**
- ☐ **ENGLISH**
 - **English IV**
- ☐ **FAMILY AND CONSUMER SCIENCE**
- ☐ **FOREIGN LANGUAGE**
 - **Spanish I**
 - **Spanish II**
 - **Spanish III**
- ☐ **MATH**
 - **Advanced Math II (Honors Class)**
 - **Calculus (Honors Class)**
 - **A.P. Calculus (Honors Class)**
 - **Geometry**
- ☐ **MUSIC**
 - **Band**
 - **Chorus**
- ☐ **PHYSICAL EDUCATION**
- ☐ **SCIENCES**
 - **Biology II**
 - **Chemistry I**
 - **Chemistry II(Honor Class)**
 - **Physics (Honors Class)**

- **Human Anatomy & Physiology (Honors Class)**

□ **SOCIAL SCIENCE**

- **Government**
- **World History**
- **Illinois History/Current Events**

□ **TECHNOLOGY**

- **Technology Prep**
- **Information Processing**

□ **VOCATIONAL**

- **Auto Mechanics II*(Honors Class if Certified,)**
- **Agricultural Construction**
- **Nursing/CNA**

SPECIAL INFORMATION ON COURSES AND CLASS CHANGES

ADVANCED STUDY

A student at Goreville High School may attend college their senior year on or off campus, as long as Goreville High School requirements are being met (college courses will not be substituted for Goreville High School courses), and no scheduling problems are encountered at GHS. Classes must be scheduled during release time. Verification of enrollment in college classes during the school day will be made by the counselor and/or principal.

The student must have attained 17 $\frac{3}{4}$ credits by the end of the junior year to be considered for college study. The purpose of this program is to allow conscientious students to utilize their time to the fullest extent.

Further, it is the policy of Goreville High School that a student has at least a 3.25 grade point average before considering enrollment in college classes.

Note: A student who has fallen behind the rest of the class chronologically due to illness or other special circumstances may request of the superintendent of principal to be allowed to arrange the schedule to graduate with the normal chronological class. Of course, such a student must make satisfactory progress in all courses and must complete the same graduation requirements as all other students.

PHYSICAL EDUCATION

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade). A student who is eligible for special education may be excused from physical education courses in either of the following situations:
 5. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
 6. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

The superintendent or designee will ensure that the school building complies with the School Wellness policy. The policy is available upon request, and on the school website.

CHANGING COURSES

Class changes may only be made with the permission of the principal/and or guidance counselor 5 school days prior to and 5 school days after the first day of the semester. Before class changes will be granted, parental consent must be given. After said date, changes will be made only under extreme or unusual conditions as evaluated by teacher, counselor, and principal. Any student dropping a class after having received a 9 week grade will receive an "F" for that semester.

COURSE DESCRIPTIONS

AGRICULTURE DEPARTMENT

Intro to Agriculture Industries

Grade Level: 9-12

Credits: 1

Length: 1 year

This introductory course provides the opportunity for students to learn how the agricultural industry is organized as well as its major components. The economic influence of agriculture at county, state, national, and international levels and the scope and type of job opportunities in the agriculture field will be included.

Both Agricultural-business and production applications will be presented. Basic concepts in animal science, plant science, soil science, agricultural business, agricultural mechanics, leadership skills, employability skills, and micro-computer skills will be introduced.

Agricultural Science

Grade Level: 10-12

Credits: 1

Length: 1 year

The second year course builds upon the basic skills and knowledge gained from Introduction to Agriculture Industries. Major units of instruction will include plant and soil science, animal science, agricultural-business management, agricultural mechanics skills, leadership skills, employability skills, and micro-computer skills.

Agriculture Business Management

Grade Level: 11-12

Credits: 1

Length: 1 year

This course is designed to develop student knowledge in agricultural business operations as well as build on skill and knowledge gained from introductory courses. Major units of instruction will include organization and function of agricultural business math, agricultural business procedures, soil and water conservation management, record keeping, the operations, maintenance, tune-up and repair of gasoline engines, application of electrical motors and controls, as well as using the micro-computer in solving agricultural problems. Leadership skills and employability skills will also be included.

Supervised Agriculture Experience Program I

Grade Level: 9-10

Credits: 1

Length: 1 Calendar Year

This experience program is for students in the 9th and 10th grades. Junior or senior students who are taking orientation level courses are also eligible. Students receiving credits in this program must be enrolled in an approved agriculture program. Individual students will have a minimum of one approved project. This experience program will give credit to those students having outstanding SAEP's. To receive credit, the student must keep a record book appropriate for their project. Credit determination will be based upon project visitation and supervision. As well as a completed record book in which size of supplementary practices, and improvement projects will be considered by the instructor.

Agricultural Mechanics (Advanced Welding)

Grade Level: 11-12

Credits: 1

Length: 1 Year

The continuation of Agricultural Mechanics Science course is designed to build on the skills and knowledge gained from the Agricultural Science course. Major units of instruction include: oxy-acetylene welding and cutting vertical MIG welding, vertical arc welding, pipe fitting, TIG welding in all positions, blueprint reading and application practices.

Supervised Agriculture Experience Program II

Grade Level: 11-12

Credits: 1

Length: 1 Calendar year

Pre-Requisite: Enrollment in Agricultural Education Program

This experience program is for 11th and 12th grade agriculture students. Students receiving credit in this program must be enrolled in an approved agricultural program. Individual students will have a minimum of two approved projects. This experience program will give credit to those students have SAEP's. To receive credit the student must keep record books appropriate for their project. Project credit determination will be based upon project

visitation and supervision as well as a completed record book in which size of project, percent of student ownership and income, approved supplementary practices, and improvement projects will be considered by the instructor.

Agricultural Construction

Grade Level: 11-12

Credits: 2

Length: 1 year, 2 periods

Pre-Requisite: Introduction to Agricultural Industry or approval by teacher.

Major units include hand and power tools, building materials, surveying planning specifications, footing and foundation, framing construction, plumbing and electricity. On-site construction is performed by student to incorporate all the above skills.

ART DEPARTMENT

Art I

Credits: 1

Length: 1 year

This course will introduce the Elements and Principles of Art and Design. The student will be exposed to many artists and art forms. The student will be able to explore many art mediums and techniques. This course will provide an art appreciation experience. It will be a diverse class allowing for a multitude of projects. This class is for everyone and a great opportunity to find out if art is an area to be pursued.

Art II

Credits: 1

Length: 1 year

The students will continue to explore the fundamentals of art and design. Drawing will continue to be a weekly focal point. Students will advance in color theory. This class will be a continuation of Art I and a good opportunity to continue to explore the field of art.

Art III

Credits: 1

Length: 1 year

This class offers interested and gifted students advanced instruction in the Principles of Design, color theory, art appreciation, and art history. Students must be self-motivated and able to work to their potential. Students taking this class must have maintained at least a B average in Art II. Teacher approval is required for admission into ART IV.

Art IV

Credits: 1

Length: 1 year

This class will offer the serious art student time to develop their portfolio. They will continue to work in all areas of art. The student **MUST** be self-motivated and able to work to their potential. The student must have maintained at least a B average in Art III and completed ART III before taking this class, (unless waived by the teacher.) Teacher approval is required for admission into ART IV.

Photography, Graphic Design, and Yearbook

Credits: 1

Length: 1 year

The art elective course is offered to sophomores, juniors, and seniors. In the fall, students will have the opportunity to learn about the basics of DSLR photography, as well as working on yearbook pages. The spring will focus on finishing the yearbook for publishing. Students will learn how to use manual settings on a DSLR camera, will take pictures of events and daily life for the yearbook, will participate and organize fundraising and ad sales, will help on school picture days, and will design yearbook pages, all of which counts towards their grade.

BUSINESS DEPARTMENT

Business and Technology Concepts

Credits: 1

Length: 1 year

This elective course is offered to all students. The course is a general look at the way we affect and are affected by the business world in our daily process of living. This course covers such areas as: Our Economic Environment, Business and Government in Our Global Economy, Careers, Being a Good Consumer, Financial Institutions and Banking Services, and Insurance.

Computer Concepts and Software Applications

Credits: 1/2

Length: 1 semester

This course is offered to freshmen and sophomores but is open to all students. The course is designed to develop basic skills in keyboarding techniques for all styles of keyboards. Major emphasis in this class is placed on technique, proofreading, and correcting errors. Emphasis is also placed on formatting to meet business standards such documents as: letters, memos, tables, and reports

Information Processing I

Credits: 1

Length: 1 year

This course provides the student with an in-depth computer study of computer concepts and terminology. The use of the computer in actual business applications will also be discussed. The software packages used are word processing, spreadsheets, presentation, and databases. This course is a dual-credit course with Shawnee Community College.

Information Processing II

Credits: 1

Length: 1 year

This course introduces concepts, vocabulary, hardware, software, and career information which directly relates to information processing. Students will progress through packets or exercises dealing with word processing and desktop publishing and moving toward integrating word processing documents into computerized presentations. Exercises will be completed as a simulation, which will parallel an office work environment in dealing with the expectations of a business manager. This course is a dual-credit course with Shawnee Community College.

Accounting I

Credits: 1

Length: 1 year

This elective course is offered to juniors and seniors. Its purpose is to teach students the basic double-entry bookkeeping system and how this system may be used to interpret and evaluate business. This course is a dual-credit course with Shawnee Community College.

Accounting II

Credit: 1

Length: 1 year

This elective course is offered to seniors. Its purpose is to build upon the foundation established in Accounting I. The course provides a technical background for college-bound students who plan a business curriculum, as well as those who wish vocational preparation.

FAMILY AND CONSUMER SCIENCE/PARENTING DEPARTMENT

Family and Consumer Science/Parenting

Credits: ½ credit for Consumer Science and ½ credit for Parenting

Length: 1 semester each

Consumer Science – Introductory occupational information and experiences in personal relationships, grooming, clothing, child-care, housing and home furnishings, home and institutional management, and foods and nutrition are all a part of this course. This course deals mainly with realizing the knowledge and skills needed in home economics related occupations and identifying student interest and potential.

Parenting – Learning experiences will center on human growth and development of understanding the needs of children and parents. Responsibilities of parenting and community resources available to help family members will be emphasized. Adolescent pregnancies, Planned Parenthood, and prevention of birth defects are essential topics.

Consumer Education

Credits: ½

Length: 1 semester

This course offers instruction in how to get the most satisfaction from your time and money. It also educates the young consumer to prepare for multiple roles in our society. The clarification of wants, needs, values, and goals (individual and family) and their influence on decision-making is stressed. Management of personal funds in using banking practices, buying goods and services, such as housing, transportation, insurance, food, home furnishings, credit, health services, recreation, social security, and savings are some of the areas covered.

VOCATIONAL PROGRAMS

Health Occupations:

Credits: 1

Length: 1 semester

This course is an orientation to medical careers. The main purpose of this course is to assist students in further development of their self-concept and in matching personal abilities to a tentative career choice. Course content will include in-depth information into health career opportunities and the educational and attitudinal

requirements. This includes CPR training medical terminology, anatomy and physiology, communication skills, professional standards, and cultural diversity. Educational opportunities will be provided through classroom instruction field trips, community resources, guest speakers, and use of technology.

Certified Nurse Assistant Program

Credits: 2

Length: 1 semester

The primary objective of the Basic Nursing Assistant Program is to provide students with the hands-on training necessary to offer high-quality care to patients while working alongside other qualified health care professionals course offerings include training in a nursing home, as well as courses of study and practice in skills related to patient care. Students divide their time between classroom and laboratory instruction to best equip them to sit for the Illinois Certified Nursing Exam or secure entry level employment in the health care or nursing industry.

Medical Terminology

Credits: 1

Length: 1 semester

This course will develop medical vocabulary through the study of word construction, spelling and pronunciation, medical abbreviations and symbols, and use of terminology in correspondence and reports used in the medical profession.

Transportation I (Auto Mechanics)

Credits: 2

Length: 1 year, 2 periods

This course is an introductory course to auto mechanics. Students learn use of basic automotive tools, and basic automotive repair. Brake systems are emphasized in this class. Students can earn 3 credits at Shawnee College for Brake Systems.

Transportation II (Auto Mechanics)

Credits: 2

Length: 1 year, 2 periods

This course is a more in-depth study of auto mechanics. Students are exposed to more live repair on vehicles. They also learn how to use more advance test equipment. Students can earn 3 credits from Shawnee College for Tune Up.

ENGLISH DEPARTMENT

English I

Credits: 1

Length: 1 year

English I is a required course for all freshmen. It focuses on the elements of short story, modern drama, Shakespearean drama, poetry, nonfiction, and the novel. Students will also learn the narrative, expository, and persuasive writing styles. They will write at least three papers per semester. This course will consist of learning what a thesis statement is and where it belongs in an introduction. Students will learn how to write using in-text documentation and the works cited page. Vocabulary words will be studied throughout the course. Students will earn one English credit upon completion of this course.

English II

Credits: 1

Length: 1 year

English II is a sophomore English course. Over the course of this class, the English II student will read a variety of literature including, but not limited to short stories, novels, poetry, essays, and a Shakespearean play. In addition to reading literature, the English II student will also be responsible for completing longer writing assignments over various topics. Students will be responsible for completing assignments (reading, writing, or otherwise) both in class and at home.

English III, American Literature

Credits: 1

Length: 1 year

English III focuses on American literature from the Puritan period to the Contemporaries. Students will study the short story, poetry, drama, and nonfiction. Students will also study grammar and vocabulary words throughout the course of the school year. Students will prepare for the PSAT/ACT testing. This is a writing intensive course that will focus on persuasive and expository writing. All students will be required to write a research paper using the MLA guidelines.

English IV, British Literature

Credits: 1

Length: 1 year

This is an English and Literature class that places an emphasis on research writing skills and critical thinking. The English IV students will read a variety of short stories, dramatic plays poems, and a novel. In addition, students will create logical arguments, which are supported with adequate research. Students will also learn proper documentation and citation of resources and references and explore various types of argumentative organization.

Literature (Lit 210)

Credits: 1

Length: 1 semester

This course is a survey course in which the student will read and discuss various forms of literature from the short stories to dramatic plays. Student will explore these texts as a class through writing, discussion, and critical reading.

Poetry Lit (211)

Credits: 1

Length: 1 semester

In this course, the student will study a wide variety of poems from many different poets. Students will be introduced to form, style, meter, and critical analysis to enhance understanding and appreciation of poetry.

Jobs For Illinois Grads (JILG)

Credits: 1

Length: 1 year

Jobs for Illinois Graduates is a program in which students learn the skills they need to be successful in the workplace and in post-secondary education. JILG students participate in a comprehensive study of thirty-seven competencies which include career development, job attainment, job survival, basic skills attainment, leadership, and self-development, all of which meet the needs of today's employers. Students are required to obtain 120 hours of instruction in order to receive credit. Additionally, they must participate in the student-led Illinois Career Association, accumulate a minimum of ten hours of community service learning, and participate in various reading and writing activities that enhance their oral and written communication, comprehension, and critical thinking skills. Upon graduation, twelve months of support and follow-up are provided to help the students as they begin work and/or post-secondary education.

FOREIGN LANGUAGE DEPARTMENT

Spanish I

Credits: 1

Length: 1 year

This course is an elective. This course will help acquaint the student with the patterns of the foreign language and trains the student to understand Spanish when it is spoken; to speak it themselves; and to read and write it. Students also become acquainted with life customs and geography of countries where Spanish is spoken.

Spanish II

Credits: 1

Length: 1 year

Spanish II helps further acquaint the student with all forms of Spanish in the spoken and written form. Students must have had Spanish I prior to taking this course.

Spanish III

Credits: 1

Length: 1 year

Spanish III is an elective course in which the students will work at their own pace within the semester boundaries; however daily activity suggestions are given to encourage students to neither get behind nor rush through things. Students use online practice activities to improve their skills, verify their skills through online evaluations, learn more about the Spanish-speaking world through news headline investigation and responses. Additionally, students have access to a wealth of online video of places where Spanish is spoken, and often watch music videos tied to a lesson's particular focus. The overall goal of this course is to move the learner towards confident narration in all tenses. This is done through a review of Spanish I and II structures and vocabulary, along with new topics and structures. Students must have had Spanish I and II prior to taking this course. Any student who fails to drop the class after the first week, and doesn't complete the class, will be responsible for reimbursing the school district for the cost of the program.

MATHMATICS DEPARTMENT

Algebra I Skills

Credits: 1

Length: 1 year

This course is designed to reinforce student skills in solving equations, problem solving, and working with rational expressions, graphing linear equations, and overall critical thinking strategies. A more in depth approach to basic algebraic skills will be incorporated, along with additional preparation for more abstract theoretical concepts taught in the Algebra I Applications course.

Algebra I Applications

Credits: 1

Length: 1 year

This course is designed to enrich student knowledge in the conceptual Common Core categories of: number and quantity, algebra, functions, and statistics and probability. This will include the real number system; quantities, algebraic expressions, rational expressions, creating and solving equations, reasoning with equations and inequalities, interpreting functions, building functions, modeling with functions, and interpreting categorical and quantitative data. The curriculum used is designed and directly aligned with the Common Core standards in algebra and mathematical practice adopted by the State of Illinois.

Algebra II

Credits: 1

Length: 1 year

This course is designed to enrich student knowledge in the conceptual categories of number theory and quantity, algebra functions, expressing geometric properties with equations, and foundational levels of statistics and probability. The curriculum used is designed and directly aligned with the Common Core standards in algebra and mathematical practice adopted by the State of Illinois.

Advanced Math I

Credits: 1

Length: 1 year

Advanced Math I is designed to cover the fundamentals of a third year course in Algebra, advanced geometrical concepts, as well as advanced skills in trigonometry. The students will develop a complete understanding of the following topics:

1. Algebra III and Geometry Concepts
2. Problem Solving
3. Trigonometric Functions and Logarithms

Advanced Math II

Credits: 1

Length: 1 year

This course is a continuation of the previous Advanced Math course. This course contains an in-depth coverage of trigonometry, logarithms, analytic geometry, and upper-level algebraic concepts. The students will finish the Advanced Math textbook. The students will also spend several weeks reviewing for the ACT exam which is generally taken their junior year.

Geometry

Credits: 1

Length: 1 year

This course is designed to enrich student knowledge in the conceptual categories of congruence, similarity, right triangles and trigonometry, expressing geometric properties with equations, geometric measurement, dimension and modeling. The curriculum used is designed and directly aligned with the Common Core standards in geometry and mathematical practice adopted by the State of Illinois.

Advanced Math I/II

Credits: 1

Length: 1 year

This course is a faster pace course in Advanced Mathematics concepts. This course contains an in-depth coverage of trigonometry, logarithms, analytic geometry, and upper-level algebraic concepts. Students referred for this course may have the opportunity to take Pre-Calculus their junior year and Calculus their senior year. The pre-requisite for this course is an "A" average for the year in Algebra II

Pre-Calculus

Credits: 1

Length: 1 year

This course is designed to provide advanced level coursework for the student seeking a professional career after high school and college. An emphasis will be placed on introducing the student to beginning level calculus concepts such as functional theory, limits, rate of change through derivation, and integration. Strategies for these topics are emphasized along with review concepts from analytic geometry.

Calculus

Credits: 1

Length: 1 year

This course is specifically designed to prepare the high school student for college level Calculus I. In the course, students will be exposed to a more in depth level of calculus concepts such as the limits, the derivative and its limit definition, the skill of calculating derivatives using derivation rules, and the definition of integration along with calculating definite and indefinite integrals. Applications to these skills will be covered as well.

DRIVER'S EDUCATION

Driver's Education

Credits: ½

Length: 1 semester

This course is required and offered to freshmen and sophomores. Some freshmen that qualify in age may also be allowed to take the course. The purpose of this course is to make each student a model defensive driver who will understand not only the rules but also the techniques of good driving.

Driver's Education courses will be closed at the inception of the course. (First day of attendance) (Exception: transfer students currently enrolled in another school).

Each student has the opportunity to obtain a valid instruction permit while in the classroom by passing the State Written Exam. After a student obtains his/her instruction permit, the student can begin practice driving instruction with the driver education teacher, parents/legal guardian, or someone 21 years of age or older and has held a valid driver's license for 1 year. The driver education instructor shall certify to the Secretary of State that a student is enrolled in a Driver Education course and has passed the classroom and/or lab portion of the class to obtain a driver's license.

HEALTH

Health

Credits: ½

Length: 1 Semester

This course is required and offered to eligible freshmen and sophomores. The purpose of this course is to give the students knowledge about various health topics such as relationships, illegal drugs, alcohol, sexuality education, first aid and CPR, etc. to help the students make positive choices about health-related situations that will occur during high school and throughout his/her lifetime.

MUSIC DEPARTMENT

Band

Credits: 1

Length: 1 year

The objective of the band program is to musically educate students in reading music, playing ability, performance of musical styles, and music history. The impetus for learning and improvement is given emphasis on performances during the school year in concerts, parades, and contests.

Chorus

Credits: 1

Length: 1 year

The objective of chorus is to musically educate students in reading music, performance of musical styles, and music history. The Chorus rehearses daily for a full period and opportunities for performance during the school year are available in concerts etc.

PHYSICAL EDUCATION DEPARTMENT

Physical Education

Credit: 1

Length: 1 year

Physical education is devoted to exercising, building, and strengthening the body through a series of group activities. The fundamentals of different sports such as volleyball, softball, basketball, badminton, and golf are taught and participated in by all in grades 6-12. Students must have a regulation gym suit, gym shoes, and other appropriate wearing apparel.

SCIENCE DEPARTMENT

Earth Science

Credit: 1

Length: 1 year

This course encourages interaction between content and critical-thinking processes and experiences with scientific methods. Students will realize that Earth Science is connected to all their courses, and that it impacts their lives and society as a whole. Some laboratory work will be required.

Physical Science

Credit: 1

Length: 1 year

This course will introduce physics and chemistry with developing an understanding of technology today. Topics covered will include conservation of natural resources, work, force, energy, velocity, acceleration, metric system, classification, machines, atomic structure, chemical bonds, elements, light, magnetism, electronics, computers, radioactivity, and new energy sources. This course is recommended for those planning on future studies in the field of science for a career.

Biology I

Credits: 1

Length: 1 year

This is a required course for graduation from Goreville High School. This course will include studies in living things and their environment, chemical and cellular biology, ecology, conservation, plant and animal reproduction, population biology, communities, humans and their environment, with emphasis placed on humans and their environment, with phases placed on humans and how they affect their surroundings.

Biology II

Credits: 1

Length: 1 year

Biology I shall be completed before taking this course. This course will cover the concepts and principals of biology from the structure and function of the cell to the organization of the biosphere. It will draw from the entire world of living things to bring out the unity and diversity of life. Modern ecological problems, including biodiversity will be stressed. Laboratory activities will be required.

Chemistry I

Credits: 1

Length: 1 year

This course is designed to give the student a cohesive knowledge of chemistry. Students will be encouraged to solve problems and apply solutions to real-world situations. Laboratory activities will be required.

Chemistry II

Credits: 1

Length: 1 year

This course will include all the core topics that are necessary for a solid foundation in general chemistry at the college level including topics from both inorganic, organic, and biochemistry. Laboratory activities will be required.

Physics

Credits: 1

Length: 1 year

This math related course familiarizes the student with the amazing correlations that go on between mathematics and science. The study of objects in motion is emphasized with particular attention being given to velocity and acceleration in various situations and mediums. The student is exposed to various scientific formulas used in today's world, along with experiments. Laboratory activities will be required.

Human Anatomy and Physiology

Credits: 1

Length: 1 year

This course is designed to help students develop a basic understanding of anatomy and physiology. Topics have been selected to describe the anatomy of cells, organs and organ systems. Descriptions of anatomy with precise explanations of structures, function, and how they work together to maintain life will be covered. Explanations on how systems respond to aging, changes in activity, and disease will be covered based on homeostasis. Laboratory activities will be required.

Human Biology

Credits: 1

Length: 1 year

Biology I shall be completed before taking this course. Human Biology is an introduction to the human organism and the role it plays in the biosphere. The class will include both lab and lecture experiences. Topics to include concepts such as life, chemical bonding, cellular metabolism, genetics, and biotechnology.

SOCIAL STUDIES DEPARTMENT

American History

Credits: 1

Length: 1 year

This course is a study of the United State's history from 1700 to the present. This is a required class for graduation.

Sociology

Credits: 1

Length: 1 year

Sociology includes the study of family, church, government, marriage, children, crime, minority groups, rural and urban living, and problems of the aged and the young.

Geography

Credits: 1

Length: 1 year

This course is offered to freshmen through seniors. Students will study climate, physical features of the earth, resources, agriculture, manufacturing and trade, transportation and communication. A final test, which includes labeling the countries of the world, will be given at the end of the year.

World History

Credits: 1

Length: 1 year

This course will help prepare students to compare and contrast past cultures and civilizations and to identify how they have contributed to and influence their lives.

Illinois History/Current Events

Credits: 1

Length: one semester per class = 1 year

Illinois History – Illinois History class consists of various topics that involve the early beginnings of the cultures of Central North America as to how they affected the “Land Between the Rivers” and continuing on through 1818 and our State becoming a part of the Union. The 1800’s are covered in detail because of the tremendous effects of our great state on the United States between 1818 and 1900. Between 1900 and today are studied as trends that have been generated in our State are covered, such as Agriculture, Engineering, and Governmental service.

Current Events – Current Events class is devoted to covering topics of the last 5 years in the United States that in some way are shaping and affecting people and their families. The class is centered on researching and developing information, giving presentations, and improving listening skills, to become better citizens and educated Americans in an every changing, complicated world.

Civics

Credits: ½

Length: 1 semester

Civics - course content shall focus on government institutions, the discussion of current and controversial issues, service learning, and simulations of the democratic process. School districts may utilize private funding available for the purposes of offering civics education.

TECHNOLOGY DEPARTMENT

Technology Applications

Credits: 1

Length: 1 Semester

Students will explore a variety of computer topics, including: Webpage design, PowerPoint background design, Scanning, Photoshop, Photography, computer video editing, Prezi, and using the Smartboard.

Computer Fundamentals Network

Credits: 1

Length: 1 year

Students will learn to install and monitor a network. Instruction will focus on building a (LAN) and (WAN), maintain and trouble-shoot the network and solve other computer issues.

Computer Fundamentals Network

Credits: 1

Length: 1 year

This section will focus on advanced and emerging network technologies, wireless networks, DNS servers, file servers, and administrator programs.

GOREVILLE CUSD #1

COMPUTER NETWORK ACCEPTABLE USE AND INTERNET SAFETY POLICY

The internet is an electronic highway connecting thousands of computers all over the world and millions of subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the content of the school setting. It is not possible to control all of these materials; however, self-censorship and co-operative research under the guidance of an agent of the school will generate educational inquiry and research. Computer assisted research using the Internet will make numerous resources available to students.

- 1. Electronic mail (e-mail) communications with people all over the world.**

2. Information and news from NASA as well as the opportunity to correspond with NASA and other research institutions.

3. Public domain graphics and software which may be used in other school projects.

4. Discussion and news on world-wide topics.

5. Access to numerous library topics.

6. Graphical and text access to the World Wide Web.

It is the policy of Goreville School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

RULES REGARDING COMPUTER USE

To the extent practical, steps shall be taken to promote the safety and security of users of the Goreville School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

A user, both students and staff, of the school's computer facilities must fully understand and agree to each of the following points:

1. Use of the Goreville School Computer Network is a privilege, not a right, and violation of these terms of use will result in the loss of that privilege for a period of time to be specified by the systems manager and/or administration. This period of time will be based upon the severity of the violation and will not be excused or lessened by the enrollment of a student in a class which uses computers as an instructional tool.

2. Invasion of the working or management files of the system or of any other user of the system is strictly forbidden.

3. Gaming which has not been placed on the system by a teacher is unauthorized.

4. Personal files which do not constitute class assignments may not be loaded into school server memory. Users are required to store data to a personal data disk or a flash drive which has been virus checked or is provided by school district personnel and guaranteed virus free.

5. Any user who introduces viruses or bugs into the system will suffer permanent removal from system access.

6. The use of vulgar or suggestive language is also a cause for a user to lose all access to the Goreville School Computer Network.

7. Research specifically included by not limited to the Internet must have the approval of research sponsor (i.e. teacher, librarian, or class sponsor). Authorization to download text or data to a disk must also be approved by the research sponsor. It will be the option of the research sponsor to require the use of a user log to document subject and duration of research sessions.

8. Users will not be held responsible for the "pop-in" of advertisements, but are responsible for discretely scrolling past these to research data which is of an approved nature.

9. Research sponsors may require the additional permission of a minor user's parents for research topics which fall into a questionable area (i.e. the pornographic art of Pompeii).

10. Due to the extreme value of research time on the Internet, random net surfing is not allowed. Time must be used and shared responsibly among all users.

11. Users may not enter into any pornographic websites or remain connected to any chat group should its topic or language become a violation of acceptable user standards.

12. Users may not access any website where charges for a service may be incurred.

Authorization for any charges is fully the responsibility of the user, **NOT** the research sponsor nor the school. The Federal Communications Commission under federal statutes is the governing agency for the Internet. Any violation of statute law might involve criminal penalty.

NETIQUETTE (NETWORK ETIQUETTE)

1. Be polite.

2. Use appropriate language.

3. Do not reveal personal address, phone, or credit card information

4. Remember that e-mail is not private.

5. Do not use the system in a way that is designed to interrupt the work of others.

6. Treat the work of others on the system as private property.

SUPERVISION AND MONITORING

It shall be the responsibility of all members of Goreville School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications, and access to inappropriate information. Procedures for the

disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology coordinator or designated representatives.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

There is no expectation of privacy when using the Goreville School Computer Network.

BRING YOUR OWN DEVICE

The Goreville School District has adopted a Bring Your Own Device (BYOD) policy. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, iPads, netbooks, and eReaders with browsing capabilities for educational purposes only. Similar to other personally owned items, the district is NOT liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

Guideline for use

1. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
2. The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.
3. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
4. Students will refrain from using personal devices outside of their classroom unless written permission is given by their teacher.
5. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
6. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
7. Before students will be allowed to use the internet on their devices, they must obtain a password from school administration. Any student caught accessing the internet without registering through the school will be disciplined.

Disciplinary Measures (one or more may apply)

1. Device taken away for the period
2. Device taken away and kept in the front office until parent picks it up
3. Student is banned from using personal devices at school
4. Disciplinary referral
5. In-school supervision
6. Out of school suspension
7. Expulsion

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.