

RED BUD COMMUNITY UNIT HIGH SCHOOL

815 Locust Street, Red Bud, Illinois 62278

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Principal.....Mr. Alan Guehne (ext. 1303)
Asst. Principal.....Mr. Kevin Cartee (ext. 1304)
Student CounselorMr. Adam Guebert (ext. 1305)
Athletic DirectorMr. Kevin Cartee (ext. 1304)
Admin. Secretary.....Mrs. Debbie Koester(ext.1301)
Registrar.....Mrs. Sharon Koester(ext.1302)

SCHOOL BOARD

Mr. Larry Gielow, President
Mrs. Diane Schoenbeck, Vice-President
Mrs. Abby Carter, Secretary
Mr. Robert Doty
Mr. Todd Birkner
Mr. David Goetting
Dr. Rick Stenzel

MISSION STATEMENT

It is the mission of Red Bud Community High School to create a partnership of the Board of Education, the administration, the faculty, and staff with the students and the community to educate the students in a safe, positive, challenging environment which promotes responsible citizenship and active lifelong learning.

CIVIL RIGHTS-EQUAL OPPORTUNITY STATEMENT

Red Bud Community Unit District #132, Red Bud, Illinois, provides vocational and educational opportunities for all students who are residents of District #132 without regard to race, color, religion, national origin, sex, or handicapped condition.

INTRODUCTION

This planner is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. In addition, this planner provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with

the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. Students' individual rights may be limited to protect against (1) property loss or damage, (2) interruption of a legitimate educational purpose, (3) threats to health and safety, and (4) serious disruption of the educational process.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures currently in place and are subject to change.

The policies, procedures, and guidelines included in this handbook apply to all Red Bud High School students in attendance during the school day, on school property, at activities sponsored by the school, at activities where R.B.H.S. is participating, and during travel to and/or from school.

STUDENT RECORDS

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

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

- 1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the principal will make

arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 days to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be send to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or

support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

Name
Address

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

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

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

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

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

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

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact superintendent's office.

ENGLISH LANGUAGE LEARNERS

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

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Dustin Nail at 282-3507.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

HOMELESS STUDENTS

A homeless student is referred as a student who resides with someone other than at a parent/guardian home. Homeless students should be reported to the school as resources and supports are available. The Homeless Liaison is Deb Opel and can be reached through RBHS at 282-3826.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

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

ACCOMODATING INDIVIDUALS WITH DISABILITIES

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

STUDENTS WITH DISABILITIES—PE EXEMPTION

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

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

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

STUDENTS WITH DISABILITIES—CERTIFICATE OF HIGH SCHOOL COMPLETION

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

MEDICAID BILLING AND RELEASE OF INFORMATION

The State of Illinois participates in a federal program called Medicaid School-Based Services, which allows districts to receive reimbursement for eligible medical services. Red Bud Community Unit School District #132 will routinely utilize this program to help meet the costs of providing special services. Services provided to a student with-in the school setting are at no cost to the parent/guardian and will not impact

the child's Medicaid benefits, as Medicaid does not have a maximum number of eligible visits or lifetime maximum for services. Medicaid requires the school to release your student's demographic and service information with necessary programs in order to receive reimbursement. You have the right to deny or withdraw from this reimbursement process without any change in your student's services by signing the appropriate form at the school office.

AHERA PUBLIC NOTIFICATION

In accordance with the Environmental Protection Agency's Asbestos Containing Materials Schools Rule, the Red Bud Community Unit School District #132 Board of Education has submitted the required management plans and three-year re-inspection reports to the State of Illinois. These plans, developed by EPA and State of Illinois Certified Inspection and Management Planners, are available to the public. A copy of the report for each school is available in the district administrative office at 815 Locust Street, Red Bud, IL 62278. Individual building plans are also available in the Maintenance Superintendent's office located at 815 Locust Street, Red Bud, IL 62278. Those wishing to view management plans should schedule an appointment with the District Superintendent at (618) 282-3507. If copying is requested, there will be a charge of 25 cents per page. Copies will be provided within five working days of written requests.

NOTICE OF THE USE OF PESTICIDES

Public Act 91-0525 requires schools to provide notification of pesticide application and management procedures. Please be advised that interior pesticide applications are regularly scheduled for the first Saturday of each month. Interior applications are conducted in areas where need has been identified. Occasional outdoor applications of pesticides are also made. Students and staff members with special sensitivities to pesticides are encouraged to notify the school nurse. The nurse will maintain a registry of those who have a history of sensitivity to pesticides.

ENROLLMENT POLICY

In order for a student to attend Red Bud High School, he/she must meet the following conditions:

- a. The student must be able to demonstrate that he/she is a legal and legitimate resident of Red Bud Comm. Unit District #132.
- b. A vision exam is required for students enrolling in an Illinois school for the first time. The exam must have been within one year. If not provided, the school may hold the student's report card. If there are extenuating circumstances, a waiver may be signed.

- c. All transfer students must have a completed Student Transfer Form from the school which they are transferring from.
- d. If a transfer student is suspended or expelled for any reason from any public or private school in Illinois or any other state, the student must complete the entire term of the suspension or expulsion before he/she is permitted to enroll at Red Bud High School and attend classes.
- e. Students must have on file with the school a birth certificate. Transfer students must provide an original birth certificate to the registrar within 30 days of enrollment.
- f. All students must have on file a complete State of Illinois Health Exam form and documentation of required immunizations.

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases 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 for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Beginning with the 2017-18 school year, an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by the September 15 of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardians failure to obtain a developmental screening or a social and emotional screening.

New and out-of-state students who register mid-term shall have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the September 15, the student must present by September 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 an appropriate medical professional.

Dental Examinations

All students entering kindergarten, second, sixth, and ninth grade for the first time must present proof of having been examined by a licensed dentist by September 15 of the current school year.

Eye Examination

All students entering Kindergarten or an Illinois school for the first time must present proof by September 15 of the current school year of an eye examination performed within one year of the current school year.

Exemptions

A student will be exempted from the above requirements for:

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

Failure to comply with provisions (a) and/or (d) above will result in the student being denied admission to Red Bud High School. Failure to comply with provisions b and/or c by September 15th of the current school year will result in the student being excluded from school until he/she has completed the requirement(s).

REGISTRATION FEES

All students are required to pay a \$40 book rental fee, and a \$60 technology fee. Students who participate in certain activities will be required to pay a \$40 activity fee. A family will pay no more than \$80 for activity fees for students enrolled at Red Bud High School and/or Red Bud Elementary School. The driver education fee is \$50 per student.

STUDENT CHROMEBOOKS

All high school students will be issued a Chromebook at the beginning of the school year to enhance instruction. All students will be bound by the Chromebook/iPad User Agreement. The text for the Chromebook/iPad User Agreement may be found on the school web site.

WAIVER OF FEES

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites are met:

- The student currently lives in a household that meets the free lunch or breakfast guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

FEES AND FINES

All non-waived fees and fines are the responsibility of the students and their families. All fees and fines must be paid before the student can attend Prom and/or receive his/her grades at the end of the year.

Graduating seniors will not receive their grades, nor will be allowed to participate in graduation ceremonies until all fees and fines have been paid and all disciplinary matters have been served.

COMMUNICATION

Good communication between the school, the students, and the parents is essential for the educational development of the child. Therefore, it is imperative that parents keep the school informed regarding any change of address and change of work or home phone numbers. We encourage parents to contact the school with any questions they might have regarding their child's education. Parents should contact their child's teacher first, then the counselor, then the principal. Working together we can be more effective in educating the children of our community.

ATTENDANCE

Illinois law (Illinois School Code 105 ILSC 5/26-1) requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

On a day a student is absent, parents are required to call the **high school office at 282-3826 (Press 2 or ext. 1302)** or send a note excusing their son/daughter. Parents may call the school anytime prior to 7:45 a.m. to leave a message on the answering machine. Parents may also call the office between 7:45 a.m. and 12:00 noon to report an absence. If a call is not received on the morning of the absence, office personnel will call to check on absent students as time permits.

Students will have a maximum of 2 school days to have an unexcused absence changed to an excused absence. For example, if a student is absent from school on Monday, August 25, he/she will have until the end of school Wednesday, August 27, to have the unexcused absence changed.

The Randolph County Board has passed a Truancy and Curfew Ordinance. As a result, any student who is found to be truant can be taken before the truancy board, and the student and his/her parents can be assessed a fine.

Students who are absent for an hour or more must report to the office between 7:45-8:05 a.m. the morning they return to school to check if their name is on the master absentee list with a description of the absence. If a description of the absence is not listed or the student's name is not on the absentee list, or the absence is marked unexcused, the student must secure an admit slip before he/she attends his/her first hour class.

It is the responsibility of each student to take care of all attendance matters before the start of the school day. If a student has to be sent to the office or called to the office to deal with attendance that student will be missing valuable instructional time.

An excused absence will be granted by the school to a student for the following reasons:

- personal illness
- death in the immediate family
- doctor or dental appointment (if the student returns to school with a signed appointment card from the doctor's office)
- family emergency
- situations beyond the students control
- circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.
- attending a military funeral to sound TAPS
- pre-arranged parent request
- school-sponsored activity
- observance of religious holiday
- court appearance verified by a summons
- college day (student must submit necessary paperwork prior to the absence: juniors and seniors are permitted 2 college days)
- a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretions, may excuse a student for additional days relative to such leave or deployment.

The following are examples of unexcused absences. Missing school without justification or permission from school authorities, yet with the permission and knowledge of the student's parent or guardian, is considered an unexcused absence. Examples include the following:

- staying home without being ill
- going to the bank
- shopping
- family excursions or vacations which are not prearranged
- haircuts or other hair or beauty appointments
- undefined personal reasons
- babysitting
- birthdays
- oversleeping
- missing the bus
- chronic car trouble
- senior pictures
- driver's license exam
- other reasons not listed which are unexcused by decision of the administration

Please remember that parent/guardian approval does not guarantee the absence will be excused. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

The final decision regarding absences rests with the school. After a student accumulates 7 total days absent, or 7 absences from any single class period, during each semester, regardless of the reason, a doctor's note will be required for that student indicating that student's medical condition to receive an excused absence for that day or that period. Once a student accumulates 25 total days absent, or 25 absences from any single class period, during the school year, regardless of the reason, the student will be required to make up the missed instructional time by serving detentions in a supervised study situation. To attain perfect attendance a student may not have any single period, half-day, or full-day absences during his/her high school career. College days, field trips, and school-sponsored activities do not count as absences.

All students are permitted to make up work missed due to excused absences. It is the responsibility of the student to make arrangements with his/her teachers regarding the missed work. Students will be given one day for each day absent to make up the work missed and turn the work in to the teacher. *The "one day for each day absent" provision will not apply in cases of pre-assigned work or tests. In those cases, the work is due or the test must be made up on the day of the student's return to school.*

Parents or students may **request assignments** on days when students are ill. To do this, the high school office must be notified by 10:00 a.m. the day of the absence. Assignments may be picked up in the office

between 3:00 p.m. and 4:00 p.m. Assignments may also be sent to student email and Google Classroom. When assignments are requested, it is the parent's or student's responsibility to pick up the necessary books and materials from the student's locker. If you request assignments, please make every attempt to pick them up. If you wish to have another student pick up assignments, please make the necessary arrangements with that student. The office will not contact students to pick up assignments.

When a student knows he/she will be absent because of a school-sponsored activity, it is the responsibility of that student to obtain and complete assignments and/or tests ahead of time if required by the teacher. If the teacher does not require work to be completed early then the student must have the work completed or be prepared to take any tests the first day that he/she returns to school.

In the event that a student would be truant or "skip school," whether for an entire day or a portion of a day, the student will not be allowed to make up the missed work. Students will be assigned consequences for truancy depending upon the amount of school time missed and frequency of truancy events.

Students leaving school without permission from the office will be considered truant. Any student who arrives at school after classes begin must check in at the office. *Red Bud High School does not recognize a student "skip day."* The high school will recognize the first shotgun day of deer season. Students will be required to submit their deer permit to the office, have a required call in by a parent, and cannot have seven (7) or more days of absence to be considered excused.

TRUANT STUDENT

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

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

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

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

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

LEAVING SCHOOL

During school hours, regardless of the circumstances, students are not permitted to leave the school premises without permission from the school office. All students leaving the school during the school day are required to sign out in the office and sign in if they return to school before the day is over. In order for students to sign out parents must have made prior arrangements with the office. Any student who does not follow this procedure will be considered "skipping" school.

HOME AND HOSPITAL INSTRUCTION

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

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

For information on home or hospital instruction, contact the principal's office.

PARKING AND MOTOR VEHICLE RESTRICTIONS

Red Bud High School provides parking, as a courtesy, to students during the school day and to the community for special events. Students will be required to register their vehicle and have an identification sticker attached to their windshield each time they are parked on school property. Students are strongly encouraged to use school parking lots when driving to and from school.

In order to maintain a relatively smooth traffic flow during the school day, certain policies and procedures must be instituted. Therefore, students who park on school grounds must adhere to the following regulations:

- Vehicles should be driven under the speed limit of 10 miles per hour while on the lot. Vehicles should be driven safely and must yield to pedestrians.
- Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Vehicles located in these locations may be ticketed or towed by the police.

- Parking blocks that are painted yellow are reserved for specific individuals. Students MAY NOT park in those designated parking spots. These parking spots are reserved on scheduled school days, from 7:00 a.m. to 4:00 p.m.
- All students will park cars on the south lot. There are a limited number of parking slips on the north lot in a designated area.
- Students MAY NOT continuously use their vehicle horn in any parking area or anywhere on school grounds.
- **Students may not, at any time while parked on school property, intentionally rev their engines.**
- **No loitering will be allowed. Once arriving on school for a typical day, students are to exit their vehicle immediately and enter the building. Students may not leave the parking lot once they have initially arrived at school for a typical school day without permission of administration.**
- Students MAY NOT play music from their vehicles at an unreasonable volume in the parking area or anywhere on school grounds.
- Students also MAY NOT attempt to pass, maneuver around, or "jockey for position."
- Students MAY NOT "double park," intentionally take two or more parking spots, or park in NO PARKING designated areas.
- Students MAY NOT drive erratically, at an excessive rate of speed, or spin their wheels in any parking lot or anywhere on school grounds.
- Parking is not permitted on Charles Street, on Locust Street, or in faculty parking areas.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges. If in the judgment of any school employee or witness that any of the above listed rules have been violated by a student of Red Bud Community Unit High School,

consequences may be applied. **PARKING ON SCHOOL PROPERTY IS A PRIVILEGE, NOT A RIGHT!**

BUS TRANSPORTATION

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

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact Durham Bus Services at 282-3131.

A TYPICAL SCHOOL DAY

The school day is mostly divided into 47-minute periods, with the exception of period 5 being 50 minutes. There are 4 minutes passing time between each period and a 34-minute lunch period.

By the time the 8:05 a.m. bell rings, each student should be in his/her first hour class, seated, quiet, and ready to work. Each student should go to his/her class and study hall with all the materials required by the teacher.

The following is the regular schedule for the class periods:

Student reminder bell	8:00
1st Hour	8:05 - 8:53
2nd Hour	8:57 - 9:45
3rd Hour	9:49 - 10:37
4 th Hour	10:41 - 11:29

5th Hour A.....	11:33 - 12:21
Lunch A.....	11:29 –12:03
5 th Hour B.....	12:07 – 12:55
Lunch B.....	12:21 - 12:55
6th Hour	12:59 - 1:47
7th Hour	1:51 - 2:39
Advisory Period.....	2:43 - 3:03
Buses leave	3:07

SCHOOL CANCELLATION or DELAY

If for any reason it becomes necessary to cancel school or run on a delayed schedule, a message will be communicated to local TV outlets. In addition, a voice mail will be sent to all homes through the school's automated messaging technology.

For a delayed school start, the following protocol will apply:

- Bus pick up times—Buses will pick up students at bus stops one hour than the regularly scheduled pick up times. Buses will make every effort be punctual, although road conditions may increase travel times, so please have students dress warmly. Accommodations for alternative pick up locations will not be granted.
- Drop off and arrival times—Parents dropping off students, students who walk and students driving to school should arrive one hour later than their regular time.
- Before school childcare—Please contact your provider for information on how they will handle the one hour delayed start.
- Breakfast—Will be serve one hour later than the regular time.
- School dismissal times—Will remain on regular schedule, including bus drop off time and parent pick up times.
- Afternoon and evening programs and activities—All afternoon and evening programs will operate as normally scheduled unless announced otherwise.

SCHOOL CALENDAR

A copy of the school calendar is included in this Planner and is located on the back cover for your convenience. Parents and students should feel free to contact the office if they have any questions regarding the calendar.

OFFICE HOURS

The high school office will be open from 7:30 a.m. to 4:00 p.m. Monday through Friday. Anyone needing to contact the office prior to 7:30 a.m. should call 282-3826 and leave a message on the school's voice mail. Please Press 2 or ext. 1302 for absences.

SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

USE OF THE TELEPHONE

Students that need to use a telephone in the case of illness or emergency will be allowed to use the office phone. Any and all telephone calls made by students must be made from the office during a typical school day.

STUDENT ACTIVITIES

Red Bud High School offers a wide variety of activities in which students may participate. Each of these activities will be beneficial to the students in terms of their total development. All students are encouraged to take part in these activities. Students who have questions regarding any of these activities should consult a faculty member or the office staff to find out the name of the sponsor for a particular activity.

Students involved in activities will be held to the same standards of the Athletic Code of Conduct policy (pg.77). Each activity is different, but students in violation of items stated in the athletic code will face the possibility of a loss of activity events. Activity sponsors will set their own policies for their activities that mirrors that of the Athletic Code of Conduct.

NO PASS - NO PLAY POLICY

The following policy and procedures are established to meet the requirements of The School Reform Act of 1997 regarding student participation in extracurricular activities.

In order for a student at Red Bud High School to participate in any extracurricular activities, he/she must maintain a minimum grade point average of .800 on a 4.00 scale and may be failing no more than one class regardless of the number of classes being taken. For the purpose of this policy, the following definitions and/or examples should be considered.

- a. An extracurricular activity is defined as an activity routinely and regularly offered to the students but not required of the students. (ex. athletics, math team, WYSE, drama, Spanish Club, FFA (if not required), etc...)
- b. A co-curricular activity is defined as an activity which is an integral part of the school's curriculum such as an activity in which participation is required as a part of a grade. (ex. band, FFA, (if required), etc...)
- c. Such activities as homecoming, prom, and senior trip are not routine and/or regular and therefore are not affected by this policy.

Grade Checking Procedure for Student-Athletes

Grades will be checked on Monday at noon each week for all athletes (as per IHSA regulations). Any athlete who fails to meet the requirement will be excluded from participation in any extracurricular athletic activity for one week beginning on the Monday after of the grade check and continuing until the following Monday. The coach of an ineligible student will be notified immediately once an athlete has been ruled ineligible.

Grades will be checked at the end of each semester for all athletes. Any athlete, who fails to meet the above stated academic requirements at the end of each semester, shall be ineligible for the next semester.

Grade Checking Procedure for Students Involved in Non-Athletic Extracurricular Activities

Students participating in non-athletic extracurricular activities will have their grades checked each quarter and if they fail to meet the .800 grade point average with no more than one failing grade, they will be ineligible for the next quarter. A student's physical education grade will not be included in figuring eligibility for participation in non-athletic extracurricular activities.

Each sponsor of a non-athletic extracurricular activity will be responsible for providing the office with an updated list of students in his/her activity. As soon as all grades have been entered in the computer, at the end of each quarter, a check will be made on the students submitted by the activity sponsors. Students who fail the eligibility check will become ineligible on the Monday following the check and will remain ineligible until the Monday following the next check of student grades.

Grades will be checked at the end of each semester for all students participating in Non-Athletic Extracurricular Activities. Any student participating in non-athletic extracurricular activities, who fails to meet the above stated academic requirements at the end of each semester, shall be ineligible for the next semester.

The following is a partial list of **clubs and organizations** available for student participation at Red Bud High School.

ACADEMIC CHALLENGE (Mr. Magee) consists of a team of 14 students that test in two subject areas each to compile a team score during the testing season. Subject areas are Biology, Chemistry, Computer Science, English, Computer Graphics, Math, Physics. All students are invited to try out! Team selection begins in late fall.

ART CLUB (Mrs. Bandy) – This club provides students with the opportunity to explore aspects of art not covered in class. Members do not need to be enrolled in an art class, but should have a genuine interest in art. Mini-projects and assistance in school and community events are part of the club's mission.

BAND (Mr. Junge) – Also a course, the band performs at most home football and basketball games, and the annual Fireman's Parade. Students should be able to read music to participate.

BASS FISHING (Mr. Fudge) – Any student who enjoys fishing is welcome to join the Bass Fishing Club.

CERCIS (Ms. Little) – This club composes and published the yearbook.

CHORUS (Mr. Junge) – Also a course, any student interested in singing may join the chorus.

PLATINUM CHEF (Ms. Little) This cooking competition is hosted by RBHS each spring for area high schools.

FELLOWSHIP OF CHRISTIAN ATHLETES (Mr. Gillingham & Mrs. Luechtefeld) – Athlete or fan, all are welcome to join this faith-based organization.

FBLA - FUTURE BUSINESS LEADERS OF AMERICA (Mrs. Simpson & Mrs. Sievers). - This national organization exposes students to careers in business, technology, leadership, and a variety of other industries. It offers activities, resources, and competitions that allow members to explore career opportunities and gain experience in soft skills.

F.F.A. - The Red Bud Chapter FFA is for students involved/or interested in promoting the agriculture industry. Many agriculture-related contests and field trips are held throughout the year. Membership is open to any student enrolled in an agriculture class.

LIBRARY ADVISORY COUNCIL (Mrs. Legendre) – All students are welcome to participate in LCA, which provides insight into book recommendations and reviews and assistance in community-service events.

MATH TEAM (Mrs. Brundage, Mrs. Heller, Mrs. Wiegand) - The Math Team competes in several different contests each year culminating with the ICTM State Math contest. The Red Bud Math Team has enjoyed great success at both the local and state levels.

NATIONAL HONOR SOCIETY (Mrs. Brundage & Mrs. Heller) This organization is for juniors and seniors who encourage academic achievement, service, leadership, and good character.

RBHS NEWS (Mrs. Dahm & Mrs. Sievers)

RUBE GOLDBERG CLUB (Mr. Magee & Mr. Meyer) – The Rube Goldberg Machine Contest challenges high school students to build devices to complete a simple task in a minimum of twenty steps. RBHS hosts this local contest every spring.

SCIENCE CLUB (Mr. Magee) - This club is open to all students with two years of science or current enrollment in a science class. Its primary goal is to find practical applications to scientific principles in monthly meetings and/or field trips.

SPANISH CLUB (Mr. Brinkman) – members must be currently enrolled in a Spanish class or have completed two or more years of Spanish. The club schedules monthly activities.

SPEECH AND DEBATE (Mr. Magee & Mrs. Avis-Rousse) Speech Team competes in several areas of performance including single and duet acting, dramatic interpretation, prose reading, poetry reading, impromptu speaking and delivering speeches among other types of presentations. Debate consists of constructing and presenting an argument on selected topics throughout the Debate season. Teams consist of one or teams of two. Open to all students. Team forms in early fall.

SPEECH TEAM (Mr. Magee) – All students who enjoy debating are invited to participate in this speech club.

STUDENT COUNCIL (Mr. Magee) - Members of this club are elected by their classmates. Throughout the school year, Student Council sponsors dances and activities for the student body. They also perform necessary services around the school.

STUDENT THEATRE (Ms. Goodwin) – All students are invited to participate in the school play, either on stage or behind the scenes.

TRAP SHOOTING (Mr. Opel) – All students wanting to learn the safety and responsibility of competitive shooting are invited to participate in the Trap Shooting Club.

WRESTLING (Mr. Pipher)

W.Y.S.E. (Mr. Magee, Mrs. Brundage, Mrs. Wiegand, Mrs. Sievers, & Mr. Meyer) – Worldwide Youth in Science and Engineering is an organization consisting of academic testing in specific subjects and competing in the annual design competition. There are no requirements for admission other than an interest in working with fellow students.

ANNOUNCEMENTS

High school announcements are for the purpose of school communication and school related, non-profit organizations only. Daily announcements will be sent to teachers and students via school email. It is the students' responsibility to be aware of the information included in the announcements. High school announcements may also be viewed on the school website: www.redbud132.org.

ANIMALS ON PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

BUILDING SECURITY

As part of our continued effort to protect our students, Red Bud High School will lock all doors at 8:05 a.m. with the exception of the front entrance doors to the gym foyer. Students who arrive at school late will have to use that entrance. All visitors must also use that entrance and report directly to the office.

SURVEILLANCE CAMERAS

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

BULLETIN BOARDS

Non-classroom bulletin boards will contain daily, weekly, and various other announcements that are of interest to students. Students should get in the habit of reading them to be better informed.

POSTERS

There shall be no advertising or printed material of any nature distributed or displayed on school property without prior approval of the administration. All posters must be approved and initialed by the Principal or Assistant Principal before they may be displayed on school property. Posters are to be taken down at the close of the event by the individual or organization posting them.

ASSEMBLIES

Periodically, assemblies will be held for the purpose of the education and/or entertainment of the student body. All students will be expected to attend and sit in the designated area for their class (freshmen, sophomores, juniors, seniors). Students will be expected to be polite and attentive at all times. Students who do not conduct themselves appropriately during assemblies will face disciplinary action that may include detention, suspension, or loss of the privilege to attend further assemblies.

DANCES

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. Guests cannot be younger than freshman standing and can be no older than 20.

Students will not be permitted to return to a dance once they have left the building. The doors will be closed at a pre-announced time and students will not be admitted to any dance after that time unless they have made prior arrangements with the administration for late arrival due to work or another school activity. The school rules and guidelines governing student behavior will be in effect at all school-sponsored dances. Students who violate school rules at dances will not be permitted to attend any further dances for one calendar year (this includes the Prom). To attend Prom, students must be Junior or Senior standing or be an invited guest of a Junior or Senior pending approval of administration.

Students planning to attend a dance must be in attendance at least ½ of the school day the day of the dance. If the dance falls on a Saturday, the student must be in attendance the Friday prior to the dance at least ½ of the school day.

FIELD TRIPS

Students on school-sponsored field trips should be aware that all such trips are considered an extension of the classroom and all rules and regulations are in effect. Parents will be made aware of the particulars of the field trip in advance. No student will be allowed to take part in the field trip without a proper parent permit form. Field trips, scheduled well in advance of their date, and lists of participants must be approved by the administration. Students may not participate in field trips if they have been absent seven (7) or more days during a semester (**excused or unexcused**) and/ or failing one (1) class, or by teacher discretion. Students are responsible for obtaining their assignments prior to any field trip and those assignments are to be completed and handed in the first day the students are back in class from the field trip. Pre-assigned work and/or tests are exceptions to this policy. The teacher may require pre-assigned work and/or tests to be completed and turned in prior to the field trip.

FLOWER DELIVERIES

Birthday gifts, floral displays, balloons, etc. brought to school for students *will not be delivered*. These listed items, and similar items, are considered a general disruption and unfortunately cannot be allowed at school.

MESSAGES FOR STUDENTS

Parents should make every attempt to have arrangements made with their child before he/she comes to school. Messages to students should only be called in for emergencies or unavoidable situations. The frequency of messages must be limited due to the number of students and to avoid class interruptions.

LOST AND FOUND

All lost and found items should be turned in to the office. Students who have lost items should check with the office or in the cafeteria lost and found area when they become aware of the item being missing. Items that have not been claimed will be donated to a charitable organization.

LOST OR DAMAGED BOOKS

Students are responsible for all books issued to them by the school. If a book is damaged while checked out to a student, the student will be responsible for the cost of replacing or repairing the book. Students are

responsible for notifying teachers of any damages to textbooks when they are issued to them at the beginning of the semester to avoid being charged for those damages.

INSURANCE

The school does not purchase accident insurance for students. If a student is injured, then the cost of the medical treatment is the responsibility of the parent and/or the parent's insurance company.

An independent insurance agency offers, as a service to families, an optional accident insurance program to all students in the school. Any student who is planning to participate in interscholastic athletics, cheerleading, or intramural athletics must either purchase this insurance or have a Proof of Insurance form signed by his/her parents. Parents are reminded that this is NOT A FULL-COVERAGE INSURANCE. Parents may pick up an explanation of plans and benefits in the high school office. Parents are responsible for filing claims and should pick up a claim form in the office when needed. The school does not file claims.

STUDENT RECORDS

Two sets of records are kept on each student at Red Bud High School, one temporary and one permanent. A temporary record includes discipline information, parent notes, and a basic information sheet. Due to recent legislation, a student's temporary record must be kept on file for five years after graduation, transfer, or withdrawal from school. Once the five year period for temporary record retention has passed, all temporary records will be destroyed. The permanent file contains transcripts, attendance records, achievement test results, and health records. This permanent file is kept indefinitely. A student and/or a parent has the right to view these records within a reasonable length of time after making a formal request to the records secretary. Upon reaching the age of 18, a student must give written notice to the school in order to deny his/her parents access to his/her school records.

RELEASE OF STUDENT INFORMATION

Federal legislation requires schools receiving ESEA federal funds to release the names, addresses, and phone numbers of all juniors and seniors to the armed forces and to institutions of higher education. The legislation also allows parents to opt out of this process if they so desire. Parents wishing to exercise this option must sign an appropriate form at the high school office. Anyone with questions should contact the high school.

LUNCH / CAFETERIA SERVICES

A limited selection of breakfast foods, milk, and juice are available for purchase in the cafeteria before school each day. Breakfast for high school students is \$2.00 each day. A nutritious lunch is served daily. Lunch for high school students is \$2.75 per day.

We encourage families who think they might qualify for the free and reduced-price lunch program to take advantage of it by completing the appropriate forms. Copies of these forms are available in the office.

Red Bud High School utilizes a **computerized debit system** which replaces the traditional cash registers previously used in the cafeteria lunch lines. The system is designed to streamline our reporting, help improve our cafeteria line speed, and add flexibility to your payment options.

The system allows you to pay in advance for meals and/or a la carte foods. Students will still be able to pay cash on a daily basis as they have in the past. The system works with a twelve key PIN pad. It will allow your son or daughter to enter their personal identification number (PIN) to access their account. The PIN number will stay the same throughout the years your child is enrolled in Red Bud School District No. 132. Please note that this system is very confidential. **All students will be required to enter their PIN number regardless of meal status or payment method**, thus insuring your child's privacy.

To prevent fraudulent use of student accounts, school photos will be imported into the system. For this reason, it is very important that every student have a picture taken by the school photographer on registration day. This digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child's account.

Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account.

CASH OR CHECK ON ACCOUNT – You can make a cash, check, or online payment of a certain dollar amount to the cafeteria. These funds are then deposited into your son or daughter's debit account and are available to your child when purchasing meals and/or a la carte foods in the cafeteria. The account balance simply decreases as purchases take place. For safety purposes, we recommend that advanced payments be sent in the form of a check. Advanced account payments are recommended for faster line service. These deposits may be made daily in the school office or in the mailbox outside the kitchen. Parents are encouraged to keep a positive account balance in their student's account. If you are paying for more than one student in the same

school with one payment, please note how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between siblings' accounts.

Charging at the snack bar line will no longer be allowed. The student then has the option to pay with cash or a check. As an alternative, the student may charge a regular school lunch.

LUNCH & CAFETERIA RULES

The following rules shall be observed and abided by during lunch:

- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students shall immediately proceed to the cafeteria for lunch.
- Students may utilize the outdoor seating area for lunch and/or the student lounge (Room 119) during their lunch period. No food or drink is allowed in Room 119.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line. .
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately;

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

LOCKERS

Each year, students will be assigned hall and P.E. lockers. The lockers should be kept clean and neat at all times. Students will be held responsible for the repair and cleaning of lockers that have been abused. All students should use only their own locker and should keep it locked at all times. All lockers remain the property of the school district and are subject to search at any time by school administration, with or without the student's consent or presence. The administration may use "drug sniffing" dogs to assist in the search of lockers.

SAFETY DRILLS AND CONDUCT

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

MEDICINE AT SCHOOL

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

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

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

CARE OF STUDENTS WITH DIABETES

If you child has diabetes and requires assistance with managing this

condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- e. Parent/Guardian is responsible for all diabetic supplies.

For further information, please contact the Building Principal.

COMMUNICABLE DISEASES

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

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

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the appropriate treatment has been

given and parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of live lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

HALL PASSES

Students should not be in the halls during classes without a pass (in the Student Planner) from a teacher or the office. No study hall teacher shall issue a student a pass to go to a teacher's room. If a student needs to see a teacher during his/her study hall, it is the responsibility of the student to see the teacher earlier in the day and get a pass at that time.

APPEARANCE AND DRESS

Red Bud Community Unit School District #132 reserves the right to disallow any style or type of clothing that the administration determines may interfere with the educational process. Students are expected to dress in a clean, neat and appropriate manner. Student dress should adhere to the following:

- Clothing that creates a health problem, safety hazard, or is disruptive to the learning process will not be permitted. This includes clothing that is excessively revealing, displays profanity, advertises alcoholic beverages and/or tobacco products, advertises the use of illegal substances, or is overtly vulgar.
- The wearing of "spaghetti strap" tops, halter tops, and tank tops is not appropriate. Midriffs, bare backs, cleavage and undergarments may not be exposed. When layering shirts, the widest strap must be at least two inches in width.
- Shorts should be at least as long as the tips of the fingers when the arm is extended next to the body.
- Skirts shall be no shorter than 4 inches above the kneecap.
- Pants, jeans, shorts, or skirts with holes or tears in them are prohibited. Pants, jeans, shorts, or skirts that have holes that are patched are allowable. Pants, jeans, shorts, or skirts with holes that are worn with garments underneath will not be allowed.
- Saggy pants will not be tolerated. Saggy pants are those that are worn low enough from the waist that undergarments are exposed. Saggy pants will be treated as a dress code violation.
- Shirts that are torn and/or cut-off in any manner are not allowed.
- Trench coats or duster type coats are prohibited.
- Articles of clothing which are traditionally considered undergarments are prohibited.

- No hats, head coverings, or hoods are to be worn inside the school building from the time of arrival until dismissal.

Students dressed inappropriately will be required to change clothes. Students who refuse to change their unacceptable clothing may be suspended from school immediately. Consequences for inappropriate dress will be as follows:

- 1st offense—Warning, coverage, and/or change.
- 2nd offense—Detention, coverage, and/or change of clothing.
- 3rd offense—Two detentions and change of clothing. Parent conference.
- 4th offense—In-School Suspension and change of clothing.
- 5th offense—Further In-School Suspension and change of clothing.

PHYSICAL EDUCATION GUIDELINES

UNIFORM - Students must wear **school approved P.E. uniforms** and tied tennis shoes with non-marking soles. Students are responsible for having a sweatshirt or jacket for cool weather when classes are outside.

DAILY EXCUSES - Students must dress for P.E. unless they are excused by a medical doctor. If a student has a medical problem but no doctor's excuse, the student is required to dress but not participate. The instructor will accept a parent's note excusing a student with a medical problem for one day, provided the student dresses for physical education.

TAKING ATTENDANCE - Students will line up at the beginning and the end of the hour. Students will not be excused from class to do work for other classes unless the instructor is contacted prior to the P.E. class period and gives his/her permission.

LOCKERS - Students will be expected to conduct themselves appropriately in the locker rooms. Lockers and locks will be provided by the school. Should the lock be lost or destroyed, the student will be responsible for the cost of replacement. It is the responsibility of the student to keep his/her locker closed and locked at all times. Money and clothes left outside of or in an unlocked locker is the responsibility of the student. All lockers remain the property of the school district and are subject to search at any time by school administration with or without the student's consent or presence.

DRIVER EDUCATION

Red Bud Community Unit High School recognized that operating a motor vehicle correctly is a major responsibility which should not be taken lightly. Considering the maturity and wisdom required to safely operate a motor vehicle and the fact that the state mandates a high rate

of attendance when a student is enrolled in Driver Education classes (30 clock hours in classroom instruction—normally completed in one quarter), Red Bud Community Unit High School will adhere to the following guidelines when assigning its students into Driver Education classes: When a high school student meets the legal age requirements as identified to the Illinois School Code 27-24.2, he/she will be scheduled into Driver Education by age (oldest first) if:

1. The student has passed at least eight academic classes the previous two semesters and four academic classes the semester prior to enrolling in a Drivers Education course.
2. The student has not been truant more than one time for the two quarters prior to Driver Education.
3. The student has not been disciplined for more than three instances for tardies and/or electronic equipment infractions for the two quarters prior to Driver Education.
4. The student has not been disciplined for more than two instances for the two quarters prior to Driver Education.
5. The student has not been disciplined for any major infractions for the two quarters prior to Driver Education. Examples of major infractions include, but are not limited to harassment, bullying, gross misconduct, gross insubordination, alcohol violations, drug violations, use to tobacco, pulling of fire alarms, vandalism, and theft.

Any exceptions to this policy must be approved by administration and the members of the Driver Education department.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location.

Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Red Bud High School does not permit students to bring visitors to school. Parents and/or other individuals who wish to visit the school, conference with a teacher, observe a class, or meet with the office staff are requested to contact the school prior to their visit and arrange an appointment. By doing this, parents will avoid a possible long wait or disrupt the educational process. Any individual who visits the school must check in at the office immediately upon arrival.

REQUIREMENTS FOR GRADUATION

Red Bud High School requires each student to earn 22 credits in order to graduate with the following specific credits being required.

English.....	4	credits
Mathematics.....	3	credits
Social Science.....	2½	credits *
Science.....	2	credits
Consumer Education.....	½	credit **
Health Education.....	½	credit
Music, Art, Voc. Ed., Foreign Language.....	1	credit

- *Two and one-half units of credit are required in social science:
 - Each student must earn 1 credit in American History.
 - Each student must earn ½ credit in American Civics.
 - All students must pass tests pertaining to the United States Constitution, the Illinois State Constitution, and proper flag usage and respect, while enrolled in the American Civics course.

**Requirement can also be met by completing 1 credit in Agriculture Business Management or successful completion of the Randolph County StartUP program.

REQUIRED CLASS LOAD

All students, except those who have attended high school more than four calendar years or who have the permission of the principal, must be enrolled in six classes.

REQUIREMENTS FOR GRADE CLASSIFICATION

Students will be classified at the beginning of the school year in August. Students will be classified as to their current year in high school and retain that classification throughout the entire school year.

EARLY GRADUATION

Any student who has successfully fulfilled all the requirements for graduation, including correspondence courses, will be allowed to graduate early if he/she so desires, at the end of his/her third year or at

the end of the first semester of his/her fourth year.

The principal's office must be notified in writing by both the student and his/her parents or guardian no later than the first school day in December or the first school day in May of the semester in which the student will be graduating.

All diplomas and awards will be presented at the honors assembly in May or at the commencement program. Early graduates are reminded that if they choose to participate in commencement, they need to order their cap and gown at the designated time and place and they will be required to attend graduation practice.

The only school activities in which an early graduate (as outlined above) may participate in are the prom and graduation. Any student who chooses early graduation will also forfeit his/her place in class rank at the conclusion of his or her last semester in attendance (this includes valedictorian, salutatorian, and top ten).

Students who have met graduation requirements and who decide to quit school after 2nd semester has started will receive an F for all 2nd semester class work and will not be allowed to attend prom or participate in graduation exercises. Diplomas for these students will be mailed during the summer after graduation.

TRANSFER STUDENTS

(Awarding Credit and Determining Graduation Requirements)

When a student transfers to Red Bud High School, the administration and/or the school counselor will interpret that student's transcript(s) as it/they relate to the following issues:

- If the student comes to RBHS from a school that has a weighted grading system, their grade point average will be recalculated to coincide with the grading system used by Red Bud High School.
- The credit for a transfer course that is similar in scope, content, and duration to a course presently offered at RBHS will be adjusted to coincide with the credit awarded for that RBHS class.
- If a transfer student comes to RBHS from a unique school setting, such as a block schedule school, the administration and/or the school counselor will review that student's transcript(s) to determine the number of credits that RBHS will accept. There may also be a review and adjustment, either up or down, of the number of credits the transfer student will be required to attain in order to graduate from Red Bud High School. Placement of home-schooled students shall be determined by the school using achievement testing, proficiency testing, and review of home-schooling material. Parents will be required to present the curriculum used in the home-schooling of their student, in order for Red Bud High School to determine appropriate placement. For clarification, curriculum

material is defined as textbooks, syllabuses, worksheets, tests, quizzes and any other pertinent material.

- Credits appearing on a Red Bud High School transcript which were earned at another school, by correspondence, or through home schooling will be identified on that student's transcript.
- Transfer students must attend, at minimum, a complete 18-week semester to be calculated into the class ranking, and therefore be considered for valedictorian, salutatorian, or top ten of the graduating class.

HOME-SCHOOLED STUDENTS

Home-schooled students who reside in the Red Bud School District are not eligible to participate in extra-curricular activities; nor will they be recognized for their home-school academic achievements.

STUDENT TESTING AND ASSESSMENT

A variety of assessments are available to Red Bud High School students. Some of these assessments are voluntary, while the school district or the State of Illinois requires others. Questions regarding these tests should be directed to the guidance office. The following is a partial list of the assessments offered or required:

PSAT 8/9: April. Registration and cost provided by the state.

PSAT10: April. Registration and cost provided by the state.

ACT: Grades 10-12, voluntary with cost to the student.

PSAT/NMSQT: October grade 11, registration and cost provided by the district.

SAT: April grade 11, registration and cost provided by the state.

SCHOOL COUNSELOR

The school counselor's primary purpose is to assist students in utilizing the resources of Red Bud High School to acquire the very best possible education available. The responsibilities of the school counselor include, but are not limited to, the following:

- counsel students regarding personal problems
- assist students in planning their schedules based on career plans
- monitor the students' progress in their classes
- monitor the students' progress toward completion of RBHS graduation requirements
- assist the students in applying for admission to institutions of higher education
- assist students in applying for various scholarships

Students who wish to see the school counselor should stop by the office and make an appointment. The purpose of using appointments is to avoid waiting long periods of time to see the counselor. Parents who wish to see the school counselor are also encouraged to call for an appointment to avoid a waiting period.

CAREER CENTER OF SOUTHERN ILLINOIS (CCSI)

The Career Center of Southern Illinois provides students with the opportunity to earn credits in specific vocational areas. The Career Center of Southern Illinois also offers an alternative education program for some students. Any student interested in attending CCSI should see the counselor to discuss the courses available at the center.

The school district provides transportation for students taking courses at the center. Students who take courses at the center are subject to the procedures and guidelines established by the administration of the center. Students are not permitted to drive to the CCSI unless they have secured the proper approval from the staff or administration of CCSI and Red Bud High School.

Students who miss the CCSI bus (which leaves RBHS at approximately 8:05 a.m.) will be required to sit in study hall during the hours (1,2,3) they would normally be attending the center or, on rare occasions, they may be permitted to drive with the appropriate CCSI approval.

All vocational CCSI students are required to call in any absence from classes to CCSI, as well as Red Bud High School. Vocational students that attend CCSI and accumulate excessive morning absences (fail to attend CCSI, but attend RBHS on a given day) will result in the student being removed from the program and receiving a failing grade on his/her transcript. Excessive will be defined as 7 days total. Some courses at CCSI require a fee for which the student or his/her parents are responsible. CCSI will make students aware of these fees.

Red Bud High School students who attend and participate in the vocational programs at CCSI will be subject to the same rules, regulations, and procedures, while attending the Center, that they would be subject to if they were on the RBHS campus. Students who attend the alternative education program at CCSI are not eligible to attend the prom or dances as RBHS students.

STUDY HINTS

It is important that our students spend a portion of their day, outside the regular school hours, studying their school work. The following list of suggestions should be helpful in making the best use of their study time.

- find a quiet place to study
- establish a set time of the day to study
- take occasional breaks about every 45 minutes

- have all necessary materials on hand
- have a notebook for each class and take notes in class

HOMEWORK

Homework is an important part of the educational development of a student. It allows the student to practice and further develop the skills acquired in the classroom activities. Parents are encouraged to assist their children with their homework. This can be accomplished by providing the child with a quiet, well lit, well-ventilated place to study and by checking the homework to make sure it is completed properly.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held every year once during each semester of the school year. A letter with instructions to schedule a conference will be mailed to parents prior to conferences. Conferences are scheduled on a first-come, first-serve basis.

Parents are encouraged to call and arrange a conference with their child's teacher(s) at the first sign of a problem or if they have any questions. It is not necessary to wait until the formally scheduled conferences. Our teachers are eager to help parents and students.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a school-based prevention, early intervention, and support program for students who are having difficulty being successful. The SAP team focuses on assisting students without an IEP. To recommend a student for the SAP program, please contact Mr. Guebert.

REPORT CARDS

Report cards will be issued after the completion of each semester, typically early January and the end of May. Progress Reports will be distributed to students monthly, allowing parents to monitor grades more closely.

Grading Scale

A+	=	100.0 – 97.5
A	=	97.49 – 92.5
A -	=	92.49 – 90.0
B+	=	89.99 – 87.5
B	=	87.49 – 82.5
B-	=	82.49 – 80.0
C+	=	79.99 – 77.5
C	=	77.49 – 72.5
C-	=	72.49 – 70.0

D+ = 69.99 – 67.5
D = 67.49 – 62.5
D- = 62.49 – 60.0
F = 59.99 – below

Parents will be contacted via the school's voice messaging technology to notify of the exact date that report cards will be distributed to students. We encourage parents to discuss their child's report card with the child. Parents should feel free to contact their child's teachers if they have any questions regarding grades. Students that have incomplete grades at the end of a grading period have one week to complete all work, unless arrangements have been made with the office.

ON-LINE GRADE MONITORING

Parents have the opportunity to monitor their child's academic progress via the Internet. Parents provide an email address to the school and you will receive an email from Teacher Ease with instructions on how to set up a password and access this information.

SEMESTER EXAMS

Comprehensive semester exams will be given to all students in all semester and full year classes at Red Bud High School. Certain classes may use a portfolio or other modified exam with administrative approval. Semester exams will be weighted between 10% and 20% of a student's semester grade. A specific semester exam schedule will be announced as exam time nears.

HONOR ROLL

Any student who maintains at least a 3.00 GPA with no more than one "C" and no "D"s or "F"s is eligible for the honor roll. The student must also be taking sufficient courses to yield a minimum of 2-1/2 units of credit per semester.

- Superintendent's Honors:
Those students with a 4.00 GPA for the quarter
- High Honors:
Those students with a GPA from 3.50 to 3.99 for the quarter
- Honor:
Those students with a GPA from 3.00 to 3.49 for the quarter

ILLINOIS VIRTUAL HIGH SCHOOL

Online Courses are available through Illinois Virtual School (IVS) for students to make up a failed course, for students, to satisfy graduation requirements of health and/or consumer education, and to offer courses not available at RBHS. Students are allowed to earn 1.0 credit through

IVS each school year (fall-spring-summer). The student is responsible for the cost of IVS courses; financial assistance is available for those who qualify. This is an independent study program, which should only be considered by students who are self-motivated and disciplined. Students should have consistent, reliable access to a computer and internet. For more information on IVS, please contact the high school office.

SUMMER SCHOOL

Students wishing to take summer school courses should see the counselor to make sure that the course(s) he/she wishes to take will be accepted by RBHS. Students are permitted to apply one (1) credit earned by summer school courses to meeting the graduation requirements of Red Bud Community Unit High School. Students must obtain consent of the Building Principal to ensure the curriculum of each class.

SCHEDULE CHANGES

Students are expected to put serious consideration into their registration for next-year courses. The school counselor will meet individually with each student to register for the next school year. At this time, students are expected to know what courses they want; they will have one week to make changes to the registration. After the one-week period, course change requests will not be taken until May 1. After May 1, students can request a course change to the school counselor; a decision will be made after the principal's review. Students can request a course change through the first Friday of each semester.

COLLEGE/CAREER DAYS

RBHS offers students an opportunity to finalize post-high school plans during the school day with proper planning and notification. These days may be used to meet with a college admission counselor, military recruiter, or future employer.

Each junior and senior is allowed two College/Career Days per year; they are not transferable. Additional days may be granted by the counselor and/or administration only after the student has displayed a need for such additional time. College visitation days must be taken prior to May 1st. In order to receive an excused absence for a College/Career Day, a student must have a **scheduled appointment** and a completed application form must be submitted to the student services office at least **two days prior** to the visitation date.

DUAL ENROLLMENT—SWIC

Eligible students would be allowed to leave the RBHS campus during 2 consecutive periods to attend 1 class at SWIC-Red Bud. Students

would have to the opportunity to earn college credit, but not high school credit for the SWIC course. Students and parents would be responsible for registration fees, tuition and transportation. Evidence of enrollment (class schedule) must be submitted to the school counselor by the 3rd day of RBHS' semester to take a course at SWIC-Red Bud during the school day. To be eligible, a student must be a junior/senior, have a minimum 2.5 GPA, have no discipline referrals the previous semester, and receive administrative approval.

DUAL CREDIT COURSES

Dual-credit courses are offered at Red Bud High School through Southeast Missouri State University, St. Louis University, and Southwestern Illinois College. All dual-credit courses are not transferable; students are advised to check with the colleges they are considering, to determine if the credit will be accepted. More information about dual-credit courses can be found in the Registration & Course Guide on the Student Services page of the school website.

STUDENT BEHAVIOR

The high school experience represents a large part of the transition from childhood to adulthood. A high school student should expect to face steadily increasing responsibilities and expectations.

Appropriate student behavior is a vital part of the education process. It is imperative that students learn to practice self-discipline. The vast majority of Red Bud High School students display appropriate behavior and are a credit to themselves, their families, their school, and the community. However, occasionally a student will use poor judgment and violate one of these procedures established to insure an appropriate learning environment. When this occurs, the student will face disciplinary action based on the nature and severity of the offense and the guidelines set forth in this handbook.

The discipline imposed by the Administration and the School Board for violation of rules and regulations contained in this handbook will reflect the school's greater expectation of acceptable behavior from high school students.

CLASSROOM BEHAVIOR

Each student is expected to conduct himself/herself appropriately in the classroom. It is the teacher's legal right and responsibility to expect and maintain proper discipline in the classroom, as well as assigning consequences for student misbehavior. It is also the teacher's legal right to remove a student from the classroom for displaying inappropriate behavior. No student has the right to infringe on the rights of the other students in the class to receive instruction. Any student sent from the classroom for inappropriate behavior who fails to report to the office will

be guilty of gross disobedience and will face detention and/or suspension. If a student leaves a class without permission, it will count as a time out of class and may result in additional penalties. If a student's behavior is severe enough to warrant a visit to the office, the student faces the possibility of consequences.

When a student is being disruptive, that student is infringing on the rights of the other students in the class to receive an education. Also, when a student is excluded from class for disruptive behavior, his/her action has resulted in a loss of instructional time, and their class grade could be affected by that loss. Anytime a student is sent from class for misconduct, he/she will be given the opportunity to present his/her side of the issue. In addition, students may also face immediate suspension for severe inappropriate behavior (gross misconduct/gross disobedience) displayed in the classroom. Parents will be notified when a student's inappropriate classroom behavior goes beyond a first offense or the first instance is serious enough to warrant more severe measures by the administration.

STUDY HALL BEHAVIOR

Students are expected to conduct themselves appropriately in study hall. No student has the right to interfere with another student's effort to obtain a good education. If a student's behavior is severe enough to warrant a visit to the office, the student could face disciplinary consequences

Any student sent from study hall for inappropriate behavior and who does not report to the office will face detention or possible suspension.

COMPUTER & INTERNET USAGE

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

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

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

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of

data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

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

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

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

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

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

STUDENT BEHAVIOR

It is neither possible nor practical to cover every student disciplinary situation in this handbook. Therefore, the disciplinary situations that develop and are mentioned will be handled by the teachers or the administrators in accordance with existing laws, with policies and procedures, with rules and regulations, and with assurance of reasonable due process.

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

PROHIBITED STUDENT CONDUCT

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

- 1) Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes and vaping devices.
- 2) Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- 3) Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- i.

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

- 4) Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5) Using or possessing an electronic paging device.
- 6) The use of electronic devices and other technology at school is a privilege, not a right. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational

environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Teachers have the right to confiscate an electronic device that violates this policy.

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

- 7) Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8) Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10) Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct. Harassment, Sexual Harassment, and Bullying are further defined below this section.
- 11) Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12) Engaging in teen dating violence.

- 13) Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14) Entering school property or a school facility without proper authorization.
- 15) In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16) Being absent without a recognized excuse.
- 17) Being involved with any public school fraternity, sorority, or secret society.
- 18) Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. Gang & Gang Activity further defined following this section.
- 19) Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 20) Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 21) Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 22) Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
- 23) Fighting or any physical contact with students, faculty, or staff.
- 24) Theft of any property of other students, faculty, staff, and the school district. The school is not responsible for lost or stolen items.
- 25) Vandalism of school property or the property of faculty, staff, or other students.
- 26) Issuing threats towards administration, faculty, staff, or other students.
- 27) Tardies.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or

automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

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

A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

A knife, brass knuckles or other knuckle weapon regardless of its composition, a "billy club", or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Harassment (Bullying)-- 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 school 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:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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 by phone call or in writing:

Complaint Managers—Alan Guehne—Principal
Becky Watson—Social Worker

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

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

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

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

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

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

otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person. 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.

WHEN AND WHERE CONDUCT RULES APPLY

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

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

DISCIPLINARY MEASURES

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges (activities, dances, prom, etc.)
4. Loss of extra-curricular activities/athletics (dates, contests, matches, and potential removal from team).
5. Temporary removal from the classroom.
6. Return of property of restitution for lost, stolen or damaged property.
7. In-school suspension.
8. Detention and/or Saturday detention provided the student's parent/guardian has been notified.

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

SOCIAL PROBATION

As our district mission states; encourage, empower, and educate every student, every day, it is our goal to help students understand the importance of working to be successful academically and for them to exhibit responsible and respectful choices regarding behavior. If a student is not realizing one or both of the above goals, administration reserves the right to assign students social probation status. Students on social probation will not be allowed to attend extracurricular activities, including dances (homecoming, prom, etc.), athletic events, and public performances (home or away) that are not a part of the regular classroom curriculum during the week of their social probation.

Data will be collected from Monday of previous week to the end of Friday of the previous week. The total number of tardies, discipline referrals, suspensions, F grades, unexcused absences and obligations owed will determine a student's social probation status. Students that meet the following guidelines will be placed on Social Probation:

- Receive two (2) or more office discipline referrals.
- Receive one (1) detention (for any infraction, excluding tardies). Once a student is assigned a detention for 6 tardies or more, that will place them on social probation.

- Receive one (1) or more in-school or out-of-school suspensions.
- Receive two (2) or more unexcused tardies for a week.
- Receive two (2) or more F's.
- May not have an unexcused absence from any class.
- Owes money for an obligation (fines, athletic equipment not turned in, etc.)
- Social probation may be assigned for a student even if they have not met any of the above situations.
- A student-athlete will be dismissed from the team if they are on social probation more than three times during the season.

Students placed on social probation, based upon the data from the previous week, will receive notification from the office and via email to their student email account at approximately noon on Monday. Students will have until 3:03 on the Monday of notification to clarify tardies, unexcused absences, or appeal to the Assistant Principal any extenuating circumstances that could have contributed to the social probation status. If an appeal is not granted, then the social probation status takes effect immediately from Monday through Saturday of the current week of notification.

**It is important for each student to be responsible for his/her actions. All co-curricular activities are privileges, not rights. The social probation procedures does not limit an administrator's authority. An administrator may hold a student from participation/attendance for ANY reason, including reasons beyond those listed above.

MAKE UP WORK

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

SUSPENSION

OUT-OF-SCHOOL SUSPENSION – Student's continued presence at school poses a threat to school safety and/or significant disruption. Student's egregious nature of conduct (i.e. physical harm, violence, threat, disruption) and/or the history or record of student's past conduct indicates that the student will likely engage in similar conduct in the future. The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, all behavioral and disciplinary interventions have been exhausted.

Student will be prohibited from attending school or any school function whether on campus, off campus, or at another school during the

suspension. An informal hearing will be held by the administration prior to the suspension. Should an assigned suspension fall on a day or days that school is canceled, the suspension will be served the next date(s) in which school is in session.

IN-SCHOOL SUSPENSION (ISS) - Students who are assigned an ISS will be required to spend the day under direct supervision of school personnel. Those students will be required to do the work that they are missing. All work must be completed by the end of the day served in ISS or by the date stipulated by the teacher assigning the work, without exception.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

CORPORAL PUNISHMENT

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

EXPULSION

Expulsion constitutes a student being removed and not permitted to return to school for a specified period of time not to exceed two calendar years. Expulsion is usually the result of repeated offenses for which other consequences have proved ineffective. However, in some cases, such as assault on personnel, bringing weapons to school, possession of controlled substances, and other more serious offenses, expulsion may be the only appropriate recourse for the district to pursue. Only the Board of Education may expel a student. A formal hearing before the Board of Education will be held in all expulsion cases.

APPEALS PROCESS

A student or parent has the right to appeal all academic and disciplinary decisions. The request for an appeal should be directed to the administration of Red Bud C. U. High School.

All students will be accorded due process during suspension and expulsion proceedings. The following procedures will be followed:

- The student's parents will be notified by phone as soon as possible after the suspension is assigned.
- The student's parents will be notified by mail following a suspension. The letter will contain the reason(s) for the suspension and the student's right to appeal and to request a hearing.
- If an appeal results in the reversal of a suspension, all references to the suspension in the student's record will be removed and the school will allow the student to make up the work missed.

Students may appeal decisions concerning their welfare to the school administration. Each student is assured the opportunity to state his/her position in a conference involving the student and other appropriate individuals. Depending on the seriousness of the situation and the desires of the student, conferences may include administrators, parents, the person or persons who made the original decision, and legal counsel. The principal will render a decision based on his/her evaluation of the situation.

A student may continue to appeal a decision concerning his/ her welfare. The line of appeal in all issues shall be as follows: principal, superintendent, and the Board of Education. All appeals must be requested within five days of the receipt of the mailed notice, or eight days after the date of the mailing, whichever date is earlier. Failure to request an appeal during this time frame shall be deemed as a waiver of the right to appeal.

REASONABLE SUSPICION STUDENT DRUG AND ALCOHOL TESTING

Purpose.

The Board of Education of Red Bud Community Unit School District No. 132 recognizes the dangers associated with the use of illegal drugs and the abuse of alcohol.

The Board of Education of Red Bud Community Unit School District No. 132 recognizes that the use of illegal drugs and the abuse of alcohol pose a serious threat to the school system, the students, and the community.

The Board of Education of Red Bud Community Unit School District No. 132 and its employees are committed to maintaining drug-free schools for the safety and health of the students and employees.

Adoption of a Reasonable Suspicion Student Drug and Alcohol Testing Policy is necessary to further the Board of Education's existing policy regarding disciplinary action for students found to be in possession or

under the influence of illegal drugs or alcohol while on School District property, on a school bus or at school-related functions.

Policy.

It is the policy of the Board of Education of Red Bud Community Unit School District No. 132 to maintain an alcohol and drug-free educational environment. Pursuant to this policy, the Board of Education prohibits students from being under the influence of illegal drugs and/or alcohol and prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, over-the-counter drugs, lookalike drugs or alcohol by students while on school district property, on a school bus, or at school-related functions.

Penalty.

Any student who violates this policy shall be subject to suspension from school and expulsion from school for a maximum period of no more than two (2) years, subject to applicable due process.

Definitions.

Illegal Drugs: For the purpose of this policy, an “illegal drug” means a controlled substance as defined under Federal Law or in the Illinois Controlled Substances Act, 720 ILCS 570/100, or cannabis as defined under Federal Law or in the Cannabis Control Act, 720 ILCS 550/1. This also included any anabolic steroid or performance enhancing substance not administered under a physician’s care.

Look-alike Drugs: “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.

Over-The Counter Medications: Includes medicines you can buy without a prescription.

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.

Inhalants— 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.

Reasonable Suspicion: Reasonable Suspicion is suspicion based on specific facts, taken together with rational inferences from those facts. Occurrences that lead to reasonable suspicion that an individual student is under the influence of illegal drugs or alcohol may include one or more of the following, which are provided for the guidance of administrators:

- a. The student displays physical symptoms or manifestations of illegal drug or alcohol use such as altered or slurred speech or repeated incoherent statements; dilated or constricted pupils, flushed skin, excessive sweating; excessive drowsiness or loss of consciousness without reasonable explanation.
- b. The student displays unexplained, abrupt or radical changes in behavior such as violent outbursts, hyperactivity, extreme suspiciousness, and frequent and/or extreme fluctuations of mood swings without reasonable explanation.
- c. The student displays the inability to walk steadily or in a straight line, or perform normal manual functions without reasonable explanation.
- d. The smell of alcoholic beverages and/or illegal drugs is present on the student.
- e. There has been a direct observation of illegal drug or alcohol use and/or possession by the student.
- f. There has been a report of recent illegal drug or alcohol use and/or possession by the student, provided by a credible source.

Prerequisites for Test Administration. If the school administration has reasonable suspicion to believe that a student is engaging in or has engaged in illegal drug or alcohol use, or attendance under the influence on school property, on a school bus or while attending or participating in a school activity, based upon objective facts known to the administration, which may include statements of credible witnesses, the student may be required to submit to urinalysis testing for the presence of illegal drugs or alcohol, and/or breathalyzer analysis for the presence of alcohol. If the student admits such illegal drug or alcohol use or admits he/she is under the influence, or if the evidence is deemed sufficient by the administration to support a finding of a violation of district policy without such testing, then no such testing shall be required.

Notice. Prior to a final decision to require a student to submit to such testing, the student will be provided with the information forming the basis for such reasonable suspicion determination (without naming confidential informants), and will be provided a copy of this policy.

Medication.

The proper use of medication prescribed by a physician is not prohibited. However, students shall not use or take prescription drugs above the level recommended by the prescribing physician and shall not use prescribed drugs for purposes other than those for which they are intended. Furthermore, a student shall not possess, distribute or dispense prescription drugs on school property, on a school bus or school activity. A student subject to drug testing shall provide the medical facility with information regarding prescription medications at the time the specimen is taken. A student who misuses prescription drugs shall be in violation of this policy and subject to disciplinary action, including expulsion, in accordance with Board policy and applicable state law.

Testing Procedures.

Once the administrator has made the determination that a student is to be tested based on reasonable suspicion, the administrator shall set up a test by either arranging transportation of the student, at no cost to the student, to a testing site or contacting a testing agency to arrange onsite testing. Under either scenario, the student must sign the necessary authorization "CONFIDENTIAL DRUG TESTING CONSENT FORM" or other documents necessary for the performance of the test and the release of the test results to the Superintendent of Schools or his/her designee.

Once the specimen collection has been completed, the student shall be suspended from school (not to exceed 10 days) until the results of the tests are available. The administrator shall arrange for the student's parent/guardian to pick up the student from school.

If the student refuses to undergo testing, the student shall be subject to disciplinary action specified in this policy. Upon refusal of a student to submit to a drug and/or alcohol test the administrator shall advise the student that he/she is suspended from school for 10 days and will be subject to expulsion in accordance with Board policy and applicable state law. After informing the student of the disciplinary action the administrator shall arrange for the student's parent/guardian to pick up the student from school.

Testing for alcohol will be administered by Breathalyzer. Breathalyzer analysis shall be conducted by trained personnel.

Positive Test. If a student's drug test is positive, the student and student's parent or guardian (if the student is under 18) will be notified of the positive test results. The student will be subject to disciplinary action, up to and including expulsion for a period not to exceed (2) two years, subject to required due process.

Refusal to Submit to Testing. Students who refuse to comply with a request for reasonable suspicion testing under this policy shall be in violation of this policy and subject to disciplinary action, up to and including expulsion for a period not to exceed two (2) years, subject to required due process.

Confidentiality. Parents of students who are under 18 and who still have the right of access to student records will receive all information applicable to the testing of their children under this policy. All information and records relating to a student's participation in the testing program under this policy shall remain confidential and shall be maintained in a separate file.

SEARCH & SEIZURE

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

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

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

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

Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may

be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

POLICE INTERVIEWS

If the police or another legal entity (DCFS, etc.) request to interview a student, the building principal or his/her designee shall:

- verify the authenticity of the person requesting the interview
- attempt to contact a parent/guardian to inform him/her of the request for an interview
- attend the interview in the absence of a parent/guardian
- make sure the interview is conducted in a private setting

In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the District not notify parent/guardian until the child's safety is ensured.

ATHLETIC POLICY

The privilege of participating in our athletic program is extended to all students, regardless of gender, providing they are willing to assume certain responsibilities.

The greatest responsibility of an athlete is to be a credit to themselves, their parents, their school, and their community. Therefore, it is required that the athlete:

- display high standards of social behavior
- display outstanding sportsmanship
- display outstanding attitude
- display proper respect for those in authority (teachers, administrators, officials) and their opponents
- display a real spirit of cooperation
- dress appropriately when attending a contest, whether at home or away
- keep themselves neat, clean, and socially presentable at all times
- use of language that is socially acceptable -- profanity, vulgarity, and obscene gestures will not be tolerated on or off the field of play.
- demonstrate a mindset of physical conditioning.

HIGH SCHOOL ELIGIBILITY RULES

In order to represent Red Bud High School in any interscholastic competition, a student athlete must meet all eligibility requirements of the IHSA as well as those of Red Bud High School. Additional eligibility rules instituted at Red Bud High School are:

- Scholastically, each student-athlete must be passing 25 credit hours of class work and be failing no more than one course. Students' grades will be checked each week. Ineligibility will begin on the following Monday and continue in force for seven calendar days.
- The student-athlete must attend school a **minimum of ½ day** the day of a contest in order to participate unless the contest falls on a Saturday, holiday, or a day in which school is not in session. Exceptions to this rule are, but not limited to, doctor's appointment, funeral in the family, and college day and **must be approved by the athletic director or the administration prior to missing school**. If a contest does fall on a Saturday or a day school is not in session, the athlete must be in attendance a **minimum of ½ day** the day prior to the contest(s).
- The student-athlete must submit to the athletic director, prior to the first practice, an athletic physical and insurance form (waiver).
- The student-athlete must participate in their chosen sport within the first week of scheduled practice or be ineligible for the season. Exceptions to this rule are students who move into the district after the season begins and freshmen in fall sports: freshmen in fall sports must attend practice by the second full day of school or be ineligible for the season.

All other exceptions must be approved by the athletic director in advance. Students who are serving athletic suspensions must be out for that sport the first day of the season and must remain on the team throughout the entire season.

CODE OF CONDUCT REGARDING ALCOHOL, TOBACCO, AND NON-PRESCRIPTION DRUGS FOR PARTICIPANTS IN EXTRA-CURRICULAR ATHLETICS

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only when the individual is willing to sacrifice his/her time and effort toward a conditioned training program.

The following "Code of Conduct" will be followed by all participants in athletics at Red Bud High School. Student-athletes will abstain from using, possessing, acquiring, or distributing alcohol, tobacco (including e-cigarettes and vaping devices), and non-prescription/mind altering drugs for their entire high school career. Student athletes found to be in

situations where drugs and/or alcohol are present will be in violation of the Code of Conduct.

Once a student-athlete attends his/her first official practice, he/she becomes subject to the above stated code and the following consequences for the remainder of his/her high school athletic career. Student-athletes will begin their high school athletic career with zero violations. Athletes will be required to adhere to this code of conduct for 365 days a year.

All reported violations will be investigated and addressed by the administration. The student-athlete will receive due process during the investigation. Conviction by the court system will waive due process, and appropriate disciplinary action will be taken. Alcohol and drug violations will be cumulative during the student-athlete's high school career. If a student-athlete transfers into the Red Bud District and has athletic code suspensions with another district, those infractions will carry over onto that student-athlete's cumulative record at Red Bud Community Unit High School. Suspensions will begin with the next available date and must be served consecutively (including postseason events and stand alone events). Suspensions must be completed in full and may carry over to the following year.

FIRST VIOLATION: If a first violation occurs,

- The student-athlete will be suspended from all interscholastic programs participated in for one calendar year from the date of the violation (listed on the next page).

Football (2 games)	Volleyball (4 games)
Golf (2 matches)	Football Cheerleader (2 games)
Basketball (4 games)	Basketball Cheerleader (4 games)
Baseball (4 games)	Softball (4 games)
Track (2 meets)	Cross County (2 meets)

- The suspension will take effect immediately upon notification to the athlete of the violation.
- A student will be permitted to practice with his/her respective teams throughout the suspensions with the approval of the coach and parent, except when prohibited by school suspension.
- Voluntary admission to a smoking, drug, or alcohol offense within 48 hours of the infraction may result in a reduction of disciplinary action for a **first offense only**.

SECOND VIOLATION: If a second violation occurs,

- If the student-athlete violates the code of conduct a second time during the same sport during the same season, the athlete will be dismissed from the team for the remainder of that season. The athlete will then be suspended for all interscholastic programs

participated in for one calendar year from the date of the violation (listed below).

- If the student-athlete violates the code of conduct a second time, but not in the same sport, the student-athlete will be suspended from all interscholastic programs participated in for one calendar year from the date of the violation (listed below).

Football (5 games)	Volleyball (15 games)
Golf (9 matches)	Football Cheerleader (5 games)
Basketball (14 games)	Basketball Cheerleader (14 games)
Baseball (14 games)	Softball (14 games)
Track (7 meets)	Cross Country (7 meets)

- The suspension will take effect immediately upon notification to the athlete of the violation.

THIRD VIOLATION: If a third violation occurs during his/her high school career,

- The student-athlete will be suspended from participation in extra-curricular athletics for 365 days (one calendar year) from the date of the infraction.

FOURTH VIOLATION: If a fourth violation occurs during his/her high school career,

- The student-athlete will be suspended from all high school athletic activities for the remainder of his/her high school career.

VERIFICATION:

The following people may verify that a student has violated the above stated code of conduct:

- certified district employees
- law enforcement officers
- parents reporting their own children
- school board members

ADMINISTRATIVE RIGHTS

The intent of the Athletic Code of Contract is to cover violations for the use of alcohol, drugs, and/or tobacco. However, student discipline for other misconduct is not limited to only the use of those substances. The Superintendent, Principal, Assistant Principal, and Athletic Director reserve the right to levy sanctions against any student-athlete who behaves in such a way, in or out of the athletic arena, which is harmful to the integrity and reputation of Red Bud Community Unit High School District 132.

Student-athletes who participate in extra-curricular activities are to be held to a "higher level" when it comes to behavior. Coaches are encouraged to discipline student-athletes in their charge for behavior that is detrimental to the team, sport, or school.

Each head coach in the various athletic activities offered at Red Bud High School is responsible for establishing the basic training rules for his/her activity. The coach is also responsible for explaining those rules to the team members and to see that each team member receives a copy of those rules. The rules established by the coach exist in conjunction with the above district rules and regulations.

ATHLETIC TRAVEL

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

STUDENT CONCUSSIONS & HEAD INJURIES

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

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

