

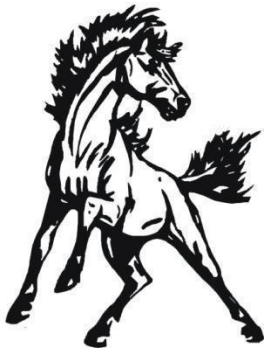
# **2025-2026 South Fork School District**

## **Grades 6-12 Handbook**

### **Mission:**

South Fork will work together and lead by example to create positive, productive members of society, within a safe and creative learning environment, where all are encouraged to achieve success.

**Welcome to  
South Fork School  
District #14**



**...Learning today for  
a better tomorrow...**

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## Introductory and General Information

### General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the central office located at:

612 Dial St  
Kincaid IL 62540  
Phone: 217-237-4331

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

Sara Wake, President  
Wes Aymer, Vice-President  
Mike Harris, Secretary  
Bob Brandon, Member  
Vincente Burchi, Member  
David Boulard, Member  
Lucas Hagen, Member

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

Chris Clark, Superintendent  
Stephen Groll, Principal

The school is located and may be contacted at:

612 Dial St  
PO Box 20  
Kincaid, IL 62540  
Phone: 217-237-4333  
Fax: 217-237-4370

### School Operations During a Pandemic or Other Health Emergency

*This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.*

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

**Jennifer Ippolito**  
**South Fork Jr/Sr High School**  
[jippolito@southforkschools.com](mailto:jippolito@southforkschools.com)  
**(217) 237-4333 ext 224**

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

### **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

### **Examples of Prohibited Conduct**

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

### **Making a Report or Complaint; Investigation Process**

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### **Federal and State Agencies**

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

### **Prevention and Response Program**

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **Grievance Procedure**

Any student wishing to present a complaint alleging that the school system has discriminated against him or her on the basis of sex should follow the following procedures:

- A written statement of the alleged sexual discrimination will be given to the building principal. The principal shall respond with a written response within 10 school days of the date received.
- If the principal's response is not believed to be adequate, the student may appeal the principal's decision to the district superintendent within 10 school days upon receipt of the principal's response. The district superintendent will respond to the appeal within 10 school days upon receipt of the appeal.

- If the superintendent's response is not believed to be adequate, the student(s) may appeal for a final decision to the South Fork Board of Education at its next regularly scheduled meeting; after such time a decision will be submitted within the next 10 school days.
- If the Board of Education response is not believed adequate, the student may appeal to the Superintendent of Schools for Christian and Montgomery counties pursuant to Section 3-10 of the School Code, and thereafter to the State Superintendent of Education, pursuant to Section 2-3.8 of the School Code as provided in subsection (6) of Section 200.90.

### **Special Education**

Special education in Illinois is required and governed by a complex framework of statutes and regulations, most notably the federal Individuals with Disabilities Education Act ("IDEA"), 20 US Code. 105 ILCS 5/14; and the administrative regulations pertaining to these statutes. This framework requires school districts to provide a free, appropriate public education ("FAPE") to disabled students between the ages of 3 and 21 residing within the district, which has been interpreted to require two things of public school: 1) the school must substantially comply with the procedures set forth in the law; and 2) a student's individualized education program developed through the procedures must be reasonably calculated to enable the child to receive education benefits. School districts are obligated to actively identify children who may be disabled and in need of special education. The identified child must receive an evaluation performed by members of a school Individual Education Plan (IEP) team. The components to be included in an evaluation are determined by the IEP team's review of relevant "domains" of child functioning based on the perceived needs of the individual child. The IEP team must then determine under legal guidelines if the student is eligible for special education services. Students must be re-evaluated a minimum of every 3 years. Once an IEP team determines that a student is eligible for special education services, the team must develop, with the participation of the parent/guardian(s), an IEP containing certain mandatory components. A student must receive education programs and services designed to meet his/her individual needs. Under the principle of "least restrictive environment," a special education student should also be educated, to the maximum extent appropriate, with his/her non-disabled peers. The statutes and regulations delineate a variety of special education services that may be required, depending on the individual student's needs.

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school. Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Illinois Department of Community of Health program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program. If you have previously given consent for (Insert District) to access your or your child's public benefits and to release information needed to access Illinois Medicaid funding for services provided through your child's individualized education program (IEP) or health screenings, the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services or health screenings at no cost to you. Reimbursed services provided by the (Insert District) Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled. You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services or health screenings at no cost. You may ask questions about this program or revoke your consent at any time by contacting the South Fork Unit office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The

school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance:

Chris Clark, Superintendent

217-237-4333 ext 258

[cclark@southforkschools.com](mailto:cclark@southforkschools.com)

### **Animals on School 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.

### **Emergency School Closings**

When school is canceled for any reason, the following radio and television stations will be notified: **WTIM (FM 97.3), WMKR Genuine Country (FM 94.3), Groovy (FM 93.5), WRAN (FM 98.3), Hot Hits (FM 96.3) WMAY, WQLZ, WNNS, WTAX-AM, WDBR-FM, WYXY-FM, and television stations WICS (Springfield Channel 20) and WAND (Decatur Channel 17), as well [taylorvilledaileynews.com](http://taylorvilledaileynews.com), School Reach, and School Internet Site.**

We will try to announce school closings by 7:00 A.M.

The main reason for canceling school is impassable roads. Most of the time our routes have been cleared before school begins. The villages, county, and highway departments have been efficiently clearing the roads in our area. Our district is very small with less than 12 square miles and we have very few students living in rural areas where hazardous road conditions become a problem. Extreme cold weather is another reason for canceling school. Canceling our school has nothing to do with adjoining school districts. Adjoining school districts have large rural areas that cause them to cancel school because of road conditions. Due to new state regulations, we can get credit for attendance on late arrival or early dismissal days. All school districts are mandated by the state of Illinois to schedule 174 days of student attendance.

### **Lost and Found**

All lost and found items are placed in a container in the weight room. It is most helpful if all articles are marked with the student's name. This makes the process of identification much easier for the students as well as the school. Every quarter, items in the lost and found not claimed will be donated to charity.

### **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/guardian volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent/guardian volunteers will notify parent/guardians. 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.

## **Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations

## **Video and Audio Monitoring**

Notices of Video Equipment in Use are posted on the High School Property. For the safety and protection of the students, faculty, and staff of South Fork Jr. /Sr. High School video-monitoring equipment has been installed throughout the building. This equipment may be monitored at any time. There is no cause for the students to feel that their privacy rights are being jeopardized or that they are being spied upon, but rather these devices should add to the feeling of more secure learning environment for all. 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. Only administrative staff may view the video tapes.

## **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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **Food Delivery to School**

To better ensure the security of the school as well as to minimize disruptions to the school day, food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, DoorDash or GrubHub. Only parents and designated immediate family members can deliver food to the school during the school day. Students are NOT allowed to leave school to get food. Students found leaving school will face disciplinary consequences. Food delivered to students by outside delivery companies will be confiscated. If a student opens an outside door to allow an outside food delivery, they will face disciplinary consequences as such actions create a security risk.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

### **Targeted School Violence Prevention Program**

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline ([www.safe2helpil.com/](http://www.safe2helpil.com/)).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all. For further information, please contact the Building Principal.

### **Sex Offender Notification Law**

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

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

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

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQ>

### **Enrollment**

Students will be admitted to South Fork Jr. /Sr. High School under the following conditions:

The school has received an Illinois State Board of Education student transfer form stating that the student is in good standing from an accredited school. The school has received records from the student's previous school. The student can prove residency within the district, or tuition has been paid if such attendance is authorized by the Board of Education. Students entering South Fork Jr. /Sr. High School shall provide all necessary information on the registration forms, including a social security number. If the student does not reside with a parent, the guardian must provide a court document stating the parent has forfeited all legal rights to the child. A certified birth certificate, current physical and all health records must be turned into the school before the first day of the student's attendance. South Fork School District #14 reserves the right to test any student entering this school district to insure placement in the appropriate grade level, class, or subject areas. This makes it easier for the new students to perform at their educational level. No student will be allowed to attend school without full compliance of these health requirements, including students transferring from out-of-state or other Illinois schools:

#### ***Schedule of required health records:***

- Certified Birth Certificate
- Pre-kindergarten- Physicals, DPT, OPV, MMR, Hepatitis B, Chicken Pox, and lead tests.
- Kindergarten- Physical, booster shots DPT, OPV, MMR, Chicken Pox, lead test, Hepatitis B, and dates of previous immunizations. Recommended is the TB skin test.
- Grade 6- Physicals, dental exams, required Hepatitis B and Tdap vaccination. Must be in compliance with tests and immunizations as required in previous grades.

- Grade 9- Physicals and proof of Tdap vaccination. Must be in compliance with tests and immunizations as required in previous grades.

### **Residency Requirements**

All children between the ages of seven and seventeen are required by law to attend a public school within the District wherein the child resides for the entire time that school is in session, except as otherwise provided in the school code. A resident student may be defined as follows:

- One whose parents live within the District limit.
- A child living in the District who has lost both parents by death.
- A child legally adopted by a resident.
- A child whose parents are divorced and the parent having custody of the child is a resident.
- A child whose parents are not financially able to contribute to his or her support, but who has in the District a temporary or permanent home.
- A child residing in the District with a legally court-appointed guardian of said child.
- A child residing in the district with a close relative and who actually resides with that relative and the parents of the child sign a document that the relative shall have custody of the child and the right to sign whatever papers are necessary in case of an emergency or any other consent and the guardian shall have all other rights and duties as set forth by statutes in Chapter 110 ½ Sections 11-1 through 11-18.
- A child residing with a non-relative as long as guardianship is established through the court and official proof provided to the school.
- An emancipated child, being a child having reached his maturity or providing for his own support in his own residence.
- The District can also require receipts for the utilities from the parent as proof of residency.
- A notarized affidavit of residence will be required

### **Non-residents**

Those students not living in the district may be admitted to South Fork School District #14 upon Board approval and payment of tuition. Tuition must be paid in advance and is determined by per capita cost of the preceding year

### **Homeless Child's Right to Education**

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

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

Assistance and support for homeless families includes:

- Educational organizations and schools:
- Food bank and meal programs:
- Local service organizations (Goodwill, Salvation Army, etc.):
- Family shelters:
- Medical services
- Other support:

**If you or someone you know is experiencing housing insecurity, contact the South Fork CUSD 14 Homeless Liaison**

**Jennifer Ippolito**

**South Fork Jr/Sr High School**

**[jippolito@southforkschools.com](mailto:jippolito@southforkschools.com)**

**(217) 237-4333 ext 224**

### **Transferring In**

A student seeking admission to a South Fork District 14 school must meet all residency, age, health examination, immunization, and other eligibility prerequisites mandated by state law.

A student must also present a completed good standing form from the school from which the student is transferring.

If a transferring-in student was suspended or expelled from any school for any of the following offenses, he or she shall not attend class until having served an entire period of such disciplinary action:

- Knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free School Act (20 U.S.C 9821 et. Seq.)
- Knowingly possessing, selling or delivering in a school building or on school grounds a controlled substance or cannabis.
- Battering a staff member of the school

The building principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations. Any student transferring into the South Fork School District shall be placed in a course schedule or grade level determined to be appropriate by school officials. In making placement determinations, the School District shall consider:

- The chronological age of the child;
- The social and physical maturity of the child;
- Transcripts, grade cards, or other educational curricular or assessment documents;
- Ability or achievement test scores;
- Home schooled books or curriculum students have studied;
- Recommendations of teachers, parent/guardians, physician and/or other specialists; and
- Such other factors as District officials shall deem appropriate.

School officials may make temporary placement decisions pending their acquisition of complete information about the child. As soon as possible after complete information is obtained about the child, final placement shall be made.

The student should request the school from which he or she is transferring to forward an unofficial record of the student's grades and remainder of the student's school records. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

### **Transferring Out**

Parent(s)/guardian(s) of a student transferring from the District should give the building principal written notification of their intent, pay outstanding fees or fines, and return all school-owned property.

The building principal shall complete a good standing form for any student transferring from the District. Within ten days of a transfer notification, the building principal shall send to the District in which the student will or has enrolled, a completed good standing form, an unofficial record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, school student records required to be transferred shall include the date and duration for the suspension or expulsion. Within ten days after the student has paid all outstanding fines and fees, the building principal shall mail an official transcript of the scholastic records.

Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

### **Illinois State Board of Education Good Standing form**

A student transfer form stating that the student is in good standing will be issued by the secretary once the student turns in an exit form with signatures from his/her teachers, librarian, athletic director, and principal that the student has turned in all books, uniforms, money owed and has completed the disciplinary consequences.

### **Accommodating Breastfeeding Students**<sup>1</sup>

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

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

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

## Attendance

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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.

Any student under the age of 18 who is determined to be a chronic or habitual truant may have his/her drivers' license cancelled or prohibited from issuance. Quarterly notice to the Regional Superintendent and Secretary of State of chronic truants is required by every local school district. (Public Act: 94:0916, effective July 1, 2007)

### Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days 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

No punitive action may be taken against a truant minor without first providing supportive services

No truant minor may be removed from the school enrollment roster unless they have accrued 15 consecutive days of absence without valid cause and the student:

- will not return and the district has exhausted all available supportive services, or
- cannot be located.

No referral of a truant, chronic truant, or truant minor to any other local public entity (e.g., local law enforcement) for that entity to issue a fine or fee as a punishment for truancy

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

### Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Students are allowed ten (10) (5/Semester for High School) days of absence (by class period), whether excused or unexcused, during the school year before additional absences result in being unexcused. Any student who has a serious illness, is absent due to a death

in the family, or presents a special circumstance, may be excused for more than 10 (5/Semester for High School) days if the student provides documented proof of absence (includes date and time of appointment in doctor's office and/or documentation of a recurring illness causing excessive absence) for approval by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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

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

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

A student 17 years of age or older who has missed school for 10 unexcused days in a row will be dropped from school. A student 17 years of age or older may be denied enrollment for one semester for failure to meet minimum attendance standards if all of the following conditions are met:

- (1) The student was absent without valid cause for 20% or more of the attendance days in the semester immediately prior to the current semester.
- (2) The student and the student's parent or guardian are given written notice warning that the student is subject to denial from enrollment for one semester unless the student is absent without valid cause less than 20% of the attendance days in the current semester.
- (3) The student's parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process.
- (4) The student is provided with attendance remediation services, including without limitation assessment, counseling, and support services.
- (5) The student is absent without valid cause for 20% or more of the attendance days in the current semester.

## **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

## **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

### **Requesting Support Services**

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

### **Filing a Complaint**

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.<sup>2</sup>

<b>Article 26A Resource Person:</b>	<b>Nondiscrimination Coordinator:</b>	<b>Title IX Coordinator:</b>	<b>Complaint Managers:</b>
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### **Retaliation Prohibited**

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **Reporting Procedure**

In case of absence from school for any reason, students and parents or guardians are to follow this procedure:

- Each day a student is absent, the parent or guardian should call the school office by 9:30 a.m. on the day of the absence and give reasons for the student's absence (217-237-4333, ext.227).

- If a phone call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will attempt to call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. The student must bring a note from the parent/guardian stating the reason for the absence in order for the absence to be considered excused.
- If the school is not contacted by a parent/guardian the absence will be unexcused. Failure to bring a note from the parent/guardian when the student returns to school will result in an unexcused absence. The absence can be changed to excused if a note is brought in within 3 days after the date the absence is marked unexcused.

### **Arrive Late/Leave Early: Sign In/Out Procedures**

Students who must leave the school for any reason during the day after having once arrived on the grounds must notify the office. If the reason for leaving is verified by a parent or guardian, the student will be allowed to sign out only with the principal, counselor or designated staff members' verification. Failure to notify the office will result in disciplinary actions. Students who leave during the noon hour, or arrive during the noon hour, need to have a parent/guardian present to sign them out (or in) unless prior arrangements have been made with office personnel. Students arriving at school after classes have started are to report to the office so that staff can correctly verify the time of arrival and update the master attendance form.

### **Arrival**

No students are to be on school grounds until 8:00 a.m., unless permission is received from the teachers or administration. Students are not allowed to be on School grounds, at the Jr. /Sr. High School building, after 3:30 p.m. unless attending a school sponsored activity or granted permission from the administration or teachers. At 8:00 a.m. the school doors will be unlocked. Before the first bell, students are not allowed in the classroom areas in the Jr. High or the 2<sup>nd</sup> and 3<sup>rd</sup> floors at the high school without permission from the supervisor on duty. Students should not be at their lockers prior to the first bell. Jr. High students are to enter the school building only through the cafeteria doors. They must sit in the cafeteria after breakfast until the bell rings.

Sr. high students are to enter and leave only through high school doors, with the exception that if they are eating breakfast they may enter through the cafeteria doors. Once they arrive, they may get breakfast from the cafeteria. They must eat in the cafeteria. Once done eating or if the student does not eat breakfast, they are allowed in the first floor hallway.

Breakfast will be served from 8:00 am to 8:15 am, at 8:15 am the serving line for breakfast will be closed and only those students currently in line that do not have food yet will be allowed to stay in line to get food.

### **Dismissal**

Students are to leave the building in an orderly manner following dismissal. Students should not remain in any of the school buildings or outside on school property unless they have permission and are supervised by school personnel. After leaving school, students are not allowed in the classroom areas in the Jr. High or the 2<sup>nd</sup> and 3<sup>rd</sup> floors at the high school without supervision. This includes during practice and games.

### **College/Military Days**

Students, parents/guardians, and teachers must sign a College Day Permission Form prior to students leaving. Two college or military days may be allowed for seniors (not part of their 10 days) and two college or military days are allowed for juniors. Upon return, the student must present a signed statement from the visited college. These days should be approved in advance by the principal or guidance counselor. No more than two students can take college days on the same date. Students entering military service must present a letter or signed statement from their recruiter indicating days missed due to tests, physicals, or any other necessary obligations due to enlistment. Otherwise, missed days will count toward unexcused days. Students are, however, encouraged to perform as many of these duties as possible on non-school days. At the principal's discretion additional college/military days may be granted with prior approval and appropriate documentation.

### **Family Requests**

Prearranged absence must be requested in writing in advance of departure and approved by the principal. Prearranged absences, not to exceed five per school year, may be excused with the permission of the principal. While these five days do not count towards the total ten allowed for excused absences, any days over five will count as part of the total ten allowed for excused absences. These absences will not be excused during the weeks of assessment or semester exams except for special circumstances approved by the building principal. The student is responsible for getting his/her assignments from the teachers prior to the absence. Make-up work should be completed within the number of days absent. Students not turning in work before this deadline will receive no credit for work missed. Tests missed during the absence must be made up at the teacher's earliest convenience. An excused absence will be determined on a case by case basis. The principal may ask for documentation regarding the absence.

### **Release Time for Religious Instruction/Observance**

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 all missed work, including homework and tests, for equivalent academic credit.

### **Take Your Child to Work Day**

In the past, the district has had difficulty with this day in different ways. Although the handbook states that the school needs five days prior notice for pre-arranged absences, in the past the school has not received adequate time to plan for absences, thus creating difficulty in the school as well as in the classrooms. The District recommends that, if at all possible, the student participates in this activity during the summer or on a non-school day. If parent/guardians feel that they must utilize the Take Your Child to Work Day as a related work experience, the principal will approve this provided the following criteria are followed:

- Students must return the Pre-Arranged Absence Request Form prior to the day of the absence. You may request a form from the office
- Classroom work and a one-page typed report must be turned in to the teachers about the student's experience the day after scheduled absence.
- Students not passing all subjects will not be able to participate.

### **Skip Day**

The school does not sanction or approve of skip days. Any student/students known to participate in any unauthorized absence will receive an unexcused absence and appropriate disciplinary actions. All students absent may be asked to supply proof of a valid absence. Traditionally South Fork High School Seniors are released up to a week early at the end of their senior year. Seniors are also traditionally exempt from semester exams the spring semester of their senior year. In the event the senior class engages in a "Senior Skip Day" or "Senior Prank" the senior class as a whole may forfeit the aforementioned traditional opportunities.

### **Tardiness**

If a student is not in class before the conclusion of the bell, the teacher will take appropriate action and mark the student tardy unless the student presents an excused pass signed by a staff member. Students arriving fifteen minutes or more late to a class will be considered absent from class and attendance will be based on the attendance guidelines as stated in the absence section in this hand book. The teacher will keep a record of tardiness to each individual class and take action based on his/her classroom management plan. Chronic tardiness will not be tolerated and disciplinary actions will be taken.

### **Make Up Work Procedures**

It is the student's responsibility to arrange with his/her teacher to complete make-up work. For each day absent, the student will have one day to make up for the work missed. Students will receive credit based on classroom management plan for make-up work not completed on time. If students had previous knowledge of test that was to be taken on the day they were absent, students may be required to take the exam on the first day back after the absence. If a student misses the morning of a test but returns in the afternoon, the student may take the missed test that afternoon if time permits and the teacher request it. All long term projects or assignments must be submitted upon return to the classroom and no extra time will be permitted to finish the work.

## **Academics**

### **Grading Policy**

In the South Fork School District, grades are interpreted to represent the teacher's estimate of a pupil's growth in relation to goals established for his/her grade or subject. Each teacher should establish goals to include specific objectives for the subject or areas taught and teach toward these goals by planning each unit of work as a step toward the realization of previously determined objectives. The teacher should study each pupil to know the ability, aptitude, and achievements of each. Grades are issued as reports to parents/guardians and as records of progress. Grades measure individual achievement in comparison to previous goals of normal growth and achievement.

Teachers have the discretion to consider issuing minimum passing grades to low ability pupils who are achieving to their capacity. Teachers should issue failing grades to pupils who are doing decidedly unsatisfactory work or when retention may be necessary. Report cards will be given out following the completion of the nine week period.

The following Grade scale with numerical equivalent is used at South Fork Jr. /Sr. High School:

A	100-90	Superior
B	89-80	Above Average Progress
C	79-70	Average Progress
D	69-60	Below Average Progress
F	59-0	Little or No Progress Taking Place

### **High School Grade Calculations**

1<sup>st</sup> Quarter Grade = 45% of semester grade

2<sup>nd</sup> Quarter Grade = 45% of semester grade

Semester Final = 10% of semester grade

Same formula is used to calculate 2<sup>nd</sup> semester grade with 3<sup>rd</sup> and 4<sup>th</sup> Quarter Grades

### **Semester Exams**

Semester exams will be scheduled the last two days of each semester. Semester exams will count as 10% of overall semester grade. Class periods will be extended and students will have more time to complete the tests in a single class period. If a student is required to take semester tests and does not show, a semester grade will not be issued for that student until the final is made up. Students will need to discuss make-up procedures with the building principal.

### **Exam Incentives:**

- During a semester students may earn the incentive that allows them to be exempt from taking the semester exam in a particular class. Students may earn the incentive by meeting the following criteria: :

**Criteria 1:** Not receiving an in-school or out of school suspension and

**Criteria 2:** Not having more than two absences (excused or unexcused), and

**Criteria 3:** Must be passing all classes

**Senior Option:** Seniors can earn the reward of not taking their 2<sup>nd</sup> semester exam as determined by the building administration and having earned passing grades in all of their classes.

### **Weighted Grade Scale High School Only**

This weighted system basically means that a student receives more grade points for work done in a class that is more challenging than a regular class.

Normal Grade Scale:	Weighted Grade Scale:
A= 4 grade points	A= 4.5 grade points
B= 3 grade points	B= 3.5 grade points
C= 2 grade points	C= 2.5 grade points
D= 1 grade point	D= 1.5 grade points
F= 0 grade points	F= 0 grade points

This weighted grade system is being used to help students in the following ways:

- College entrance acceptance and scholarship competition
- Higher grade point averages and class ranks
- Eligibility for consideration for National Honor Society

Courses with the weighted grade system are marked with an asterisk (\*) in the Course Roster section of this handbook.

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. ZAP is a program used at the Jr. High level that stands for zeros aren't permitted. This program is to help students with homework completion. If a student does not turn in homework completely finished in the period it is due the following procedures will apply:

- If a student has an incomplete assignment, the student will be required to attend a ZAP class assigned by the teacher until the assignment is complete. Work completed in ZAP class will receive 85% credit of the grade earned.

2. The teacher gives a ZAP form and folder with the assignment to the ZAP teacher. The ZAP will also be recorded in the ZAP list on the district drive for office use. If a student receives a ZAP on Tuesday morning they will work on the assignment during the lunch ZAP class. If the work is not finished during ZAP the student's parents/guardians are called and the student will stay after school until all work is completed.
3. If the student finishes their work before ZAP class is over, they will be required to remain in the ZAP class.
4. After a student receives 10 ZAPs in a quarter the parent/guardian will be notified and alternative arrangements may be used to ensure all homework is getting completed.

If a student has a sports practice or athletic event, the student will not be able to participate until all of the work is complete. Each High School teacher will have a system for accepting late work in their classroom behavioral management plan.

### **Use of Artificial Intelligence**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **Academic Classification (High School)**

The number of credits a student has earned determines his/her classification as a senior, junior, sophomore, or freshman. The classification is determined in the fall of each school year at the time of registration and the student will remain in that classification throughout the **ENTIRE** school year. Academic classification may be used for, but is not limited to, registration, class assignment, locker assignment, extracurricular participation, and standardized testing. Classification for class membership is determined according to the number of credits as follows:

Freshman:	From 0 – 5.99
Sophomores:	From 6 – 11.99
Juniors:	From 12 – 17.99
Seniors:	18 and above

**24 total credits are needed to meet Graduation Requirements**

### **Class Rank**

Rank in class will be determined by averaging all academic credits. The resulting average will be counted to a maximum of two decimal places and will not be rounded up or down

Non-weighted Classes:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point

Weighted Classes:

- A = 4.5 points
- B = 3.5 points
- C = 2.5 points
- D = 1.5 points

### **Title 1**

Title 1 is a federally funded program designed to provide additional instruction to students who are in danger of not performing up to their potential in Reading and Math. Periodically, some students are pulled out for re-teaching or for a small group activity that allows for more participation by each student.

## **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

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

For questions related to this program or to express input in the school's English Learners program, contact the school office.

## **Course Alternatives**

### **Credit for Non-District Experiences**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. No more than two units of such credit may be counted towards graduation unless approval is given by the building principal. Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

## **Proficiency Credit**

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

## **Substitutions for Required Courses**

**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Registered apprenticeship program.** A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

### **Accelerated Placement**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.<sup>6, 7</sup>

### **Non-Formal Education Credit**

The awarding of credit for military experience and other non-formal education endeavors may be granted upon application to the superintendent and upon approval of the Board of Education. However, the applicant must have been a resident of the South Fork School District #14 for at least six months prior to the application and must have been a member of a class which graduated at least five years prior to the application. No more than two units of such credit may be counted towards graduation.

### **STARS**

STARS is an academic class for credit recovery and enrollment may only be authorized by the building principal. Students must have failed a course in a previous semester or need a course required for graduation that will not fit into their schedule in order to enroll in STARS. Students will be allowed to enroll in STARS up to a maximum of two credits or four semesters unless special circumstances are granted by the principal. Students will be placed in STARS courses one semester at a time, and may only begin a second semester after the first is completed. Any student who does not complete at least a semester class in a semester's time will receive a failing grade for that class and will not be allowed to take any additional STARS courses until that course is made up. Midterm and final exams for class must be completed at school during the allotted class period and may not be completed at home.

### **Advisory**

Advisory is a class conducted during the school day. During this time, teachers will focus on social/emotional needs as well as student academic needs. Teachers will use various systems of supports and resources to help students achieve success. This class is not optional and skipping will result in progressive disciplinary actions. A grade of Pass/Fail may be assigned for Advisory. Incentives may be utilized to motivate students in the advisory period.

### **CACC – Capital Area Career Center**

Capital Area Career Center in Springfield, IL provides an educational environment that assists students in discovering their potential through the development of occupational skills, positive work ethic characteristics and leadership skills. Students have access to technology-enriched curriculum using state of the art equipment. CACC has partnered with Lincoln Land Community College allowing students the opportunity to earn college credit at no cost. In addition to dual credit, many CACC programs offer industry certifications. Classes are offered five days a week. Transportation is provided by the South Fork School District. Each CACC program allows students to learn program-specific mathematics, science reasoning, language arts and technology in real world applications. CACC programs offered can be found on page 21 under Courses Offered.

Students must be in junior or senior status to be eligible to attend CACC. There will be an application process required to attend CACC. Grades, attendance, and discipline will be considered during the application process

### **LLCC – College Now**

College NOW students take freshman-level college courses and earn college credits that transfer to most colleges and universities. This can help students lighten their load in college and maybe even graduate early. Students are released to attend LLCC-Taylorville in the afternoons Monday through Friday and students earn both college credit and high school credit. Students must have junior or senior status to be eligible to attend College NOW. All students are required to register for 2 classes per semester. Students are required to pay all tuition, fees, and book costs. There is a convenient payment plan with easy online enrollment, flexible payment options, and no interest. College NOW course offering can be found on page 21 under Courses Offered.

### **Home and Hospital Instruction**

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
  - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
  - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks. The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact:

**Stephen Groll**  
**South Fork Jr/Sr High School**  
[sgroll@southforkschools.com](mailto:sgroll@southforkschools.com)  
**(217) 237-4333 ext 257**

## **Awards**

- **A-Honors** = 4.00 GPA and no grades lower than an A in all classes
- **High Honors** = 3.5-3.99 GPA and no grades lower than a B in all classes
- **Honor Roll** = 3.0-3.49 and no grades lower than a C in all classes

### **Presidential Academic Award**

- Students with a 4 year cumulative grade point average of 3.5 and a faculty/administration recommendation will qualify for this award. It is presented to 8th graders at Junior High Promotion or to seniors at High School Graduation.

### **Valedictorian/Salutarian**

- The senior student graduating with the highest grade point average at the end of their 7<sup>th</sup> Semester will be selected as valedictorian. The senior who has the second highest grade point average at the end of their 7<sup>th</sup> Semester will be selected as salutarian.
- The grade point will be figured to the nearest two decimal places. Only in the case of a tie, will two co-valedictorians or co-salutarions be named.

## **High School Graduation**

### **Graduation Ceremonies**

Participation in graduation or promotion ceremonies is a privilege. Students who wish to participate are expected to wear appropriate attire such as a skirt or slacks/khakis, shirt, dress shoes (no jeans, t-shirts, shorts or flip flops). Students who have not received the minimum of credits for graduation by the date of graduation will not be allowed to participate in high school graduation or 8<sup>th</sup> grade promotion ceremonies.

### **Graduation Requirements**

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

Completing all State mandated graduation requirements listed below.

Completing all District graduation requirements that are in addition to State graduation requirements.

Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

Participating in the State assessment required for graduation.

### **State Mandated Graduation Requirements**

Four years of language arts.

Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.

Two years of science.

Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.

One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts

One semester of health education.

Physical education classes.

A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.

Nine weeks of consumer education.

For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from

participation in certain courses in accordance with State law.

### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

### **Early Graduation**

South Fork High School will allow a student to graduate after completing seven semesters of attendance, providing the student has met all graduation requirements. A student desiring to graduate early must submit a letter that is directed to the Board of Education and also signed by his/her parent/guardian. The letter should state the reason for the request and cite definite and obtainable vocational or educational goals. This letter must be submitted to the principal during the student's junior year or, at the latest during 1<sup>st</sup> quarter of the senior year. The early graduate's relationship to the school or his/her class ends, and he/she will no longer be eligible to participate in any school-related activities. The early graduate can, however, participate in the spring Junior/Senior Prom and commencement exercises.

### **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

### **Retention in the Junior High**

The principal, after consulting with the teachers, shall make the final recommendation on grade placement of each pupil. In retaining a student in the sixth through eighth grade, the principal shall evaluate students who fail two of the five academic courses for the year or fail any one course two years in a row. The five academic courses are mathematics, language arts, science, social studies, and literature. The determination for failing the year is based on the average grades of the student during each of the 4 quarters.

## **Field Trips**

### **Educational Field Trips**

At various times throughout the year, educational field trips are conducted. Each trip is in conjunction with subject matter taught at the particular level. Students will not be excluded from these types of trips because they are extension of the learning environment unless circumstances create an unsafe learning environment.

### **Incentive Based Field Trips**

These trips differ from educational field trips because they are based on incentives that students work towards. When an incentive based field trip is scheduled, students will be made aware of incentives in advance of the planning and must earn their way onto the trip. Incentives can be but are not limited to disciplinary issues, attendance, homework completion, participation, and grades. Students that fail to meet the expectations will remain at school during the day of the trip and alternative assignments will be utilized.

### **Senior Trip**

Recognizing the education, social and cultural benefits of an annual Senior Class Trip the following rules and guidelines are proposed for its' implementation.

As this is a school trip, all school rules, policies and present school procedures (as per disciplinary procedures) will be followed without question. If a student must be sent home, parents will be notified. It is understood that immediate transportation by public means, as arranged by the parents, will be at the students'/parents' expense, and regular school action as per policy and procedure will be taken upon return.

#### **General Requirements:**

1. The administration/chaperones reserve the right to inspect student's baggage and room and to confiscate such items as alcoholic beverages, dangerous and illegal drugs and weapons before departure and during the entire trip.
2. Students and their parents must agree in writing that students will abide by all rules and regulations and by all decisions of the chaperones or the student will not be permitted to go on the trip.
3. Students participating must, at all times, abide by chaperones decisions, all policies, rules and regulations of the school.
4. The Administration reserves the right to deny any student the permission to participate in the trip as well as the right to assign room and roommates.

#### **Student Eligibility:**

1. Each student must be academically eligible for graduation at the time of the trip
2. Each student must be currently eligible per existing school policy:  
*A student must have passed 2.75 semester hours of academic coursework toward graduation in the semester preceding his or her trip eligibility.*
3. Each student must meet the following behavioral requirements:
  - No more than 10 tardies in 1st hour class combined during senior year
  - No more than 10 absences for any one class during senior year
  - No suspensions: Out-of-School Suspension, In-School Suspension, or Alternative to Suspension
  - No more than 5 detentions combined during senior year
4. Participation in 65% of all class fundraisers (unless approved by class sponsor)

#### **Student Conduct:**

1. All students, regardless of age, must at all times demonstrate socially acceptable behavior, submit to the authority of the chaperones, and abide by all rules and regulations normally considered to be appropriate for school activities.

2. Students may not at any time have in their possession dangerous weapons, alcohol or illegal drugs or drug paraphernalia or be under the influence of alcohol or illegal drugs.
3. Students must respect the personal property of the school, fellow students and chaperones, all transportation carriers, and commercial establishments whose facilities are utilized during the trip.
4. Students may not at any time of the trip utilize any self-acquired means of transportation, such as rental cars, cabs, or buses. All transportation used must be school provided/arranged.
5. Students are responsible, at all times, for all activities that occur in their assigned rooms. They not only must maintain and protect physical property, but also they are responsible for their own, their roommates' and their visitors' behavior. Any lewd or indecent acts occurring anytime during the trip will result in disciplinary action which will include dismissal from the trip.
6. Students are not allowed any opposite sex rooms at any time.

#### Violation of Acceptable Behavior:

Students violating standards of acceptable behavior will be subject to one or more of the following actions:

1. Being sent home, will be the responsibility of the parent or guardian to make arrangements for immediate transportation home. The parent or guardian of the student will be financially responsible for the transportation.
2. Being restricted to the confines of the motel/hotel under the supervision of chaperones and not being permitted to participate in the remaining activities of the trip.
3. Being financially responsible for physical damages inflicted upon the personal property of others and for illegally possessing the property of others.
4. Being referred to local authorities as deemed appropriate by the administrator in charge and/or the chaperones in certain offenses which may be violations of the law.
5. Being liable for suspension from all remaining senior activities (prom, extracurricular, athletic activities and graduation exercises) upon returning from the trip.
6. Being liable for additional penalties, such as suspension and/or possible expulsion may be imposed by the Administration and/or Board of Education.

## Curriculum

### **Registration**

Students register in the spring of the current school year, for classes they will take during the following school year. The school counselor will assist the students in scheduling classes that are compatible with his/her student goals. All classes must be approved by the school counselor.

### **Teacher Qualifications**

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

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

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

## **Complaints About Curriculum, Instructional Materials, and Programs**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

## **Faith's Law Notifications**

Employee Conduct Standards School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

## **Schedule Changes**

A request for a student course or schedule change may be completed if the school staff has made an error in a student's schedule or if a teacher requests a change in a student's schedule. No other changes will be honored unless authorized by the guidance counselor and/or principal.

## **Class Schedule/School Day \***

The high school day is divided into 7 periods of 45 minutes plus a 35-minute lunch and 35-minute advisory class. Students will have two minutes to pass from one class to another.

The junior high school day is divided into 7 periods of 45 minutes plus a 35-minute lunch, 35 minute advisory class. Students will have two minutes to pass from one class to another.

The daily schedule follows:

## **2025-2026 Daily Bell Schedule**

### **Regular Daily Bell Schedule**

High School		Junior High	
Period	Time	Period	Time
1 <sup>st</sup> Period	8:20 – 9:04	1 <sup>st</sup> Period	8:20 – 9:04
2 <sup>nd</sup> Period	9:07 – 9:57	2 <sup>nd</sup> Period	9:07 – 9:57
3 <sup>rd</sup> Period	10:00 – 10:44	3 <sup>rd</sup> Period	10:00 – 10:44
4 <sup>th</sup> Period	10:47 – 11:31	4 <sup>th</sup> Period	10:47 – 11:31
Lunch	11:34 – 12:04	Advisory	11:34 – 12:04
Advisory	12:07 – 12:37	Lunch	12:07 – 12:37
5 <sup>th</sup> Period	12:40 – 1:25	5 <sup>th</sup> Period	12:40 – 1:25
6 <sup>th</sup> Period	1:28 – 2:12	6 <sup>th</sup> Period	1:28 – 2:12
7 <sup>th</sup> Period	2:15 – 3:00	7 <sup>th</sup> Period	2:15 – 3:00

### **One Hour Early Dismissal Bell Schedule**

High School		Junior High	
Period	Time	Period	Time
1 <sup>st</sup> Period	8:20 – 8:56	1 <sup>st</sup> Period	8:20 – 8:56
2 <sup>nd</sup> Period	8:59 – 9:40	2 <sup>nd</sup> Period	8:59 – 9:40
3 <sup>rd</sup> Period	9:43 – 10:19	3 <sup>rd</sup> Period	9:43 – 10:19
4 <sup>th</sup> Period	10:22 – 10:58	4 <sup>th</sup> Period	10:22 – 10:58
Lunch	11:01 – 11:31	Advisory	11:01 – 11:31
Advisory	11:34 – 12:04	Lunch	11:34 – 12:04
5 <sup>th</sup> Period	12:07 – 12:43	5 <sup>th</sup> Period	12:07 – 12:43
6 <sup>th</sup> Period	12:46 – 1:23	6 <sup>th</sup> Period	12:46 – 1:23
7 <sup>th</sup> Period	1:26 – 2:03	7 <sup>th</sup> Period	1:26 – 2:03

## Half Day Bell Schedule

High School		Junior High	
Period	Time	Period	Time
1 <sup>st</sup> Period	8:20 – 8:45	1 <sup>st</sup> Period	8:20 – 8:45
2 <sup>nd</sup> Period	8:48 – 9:18	2 <sup>nd</sup> Period	8:48 – 9:18
3 <sup>rd</sup> Period	9:21 – 9:46	3 <sup>rd</sup> Period	9:21 – 9:46
4 <sup>th</sup> Period	9:49 – 10:14	4 <sup>th</sup> Period	9:49 – 10:14
Lunch	10:17 – 10:47	5 <sup>th</sup> Period	10:17 – 10:47
5 <sup>th</sup> Period	10:50 – 11:20	Lunch	10:50 – 11:20
6 <sup>th</sup> Period	11:23 – 11:48	6 <sup>th</sup> Period	11:23 – 11:48
7 <sup>th</sup> Period	11:51 – 12:16	7 <sup>th</sup> Period	11:51 – 12:16

### Driver Education Policy

Pursuant to Sections 27-23 and 27-24 of the School Code, no freshman student shall be permitted to enroll in the Driver Education course provided by South Fork High School unless he or she has received a passing grade in eight classes in the previous 2 semesters and qualifies by birth date.

A student must have a minimum of 30 classroom hours and six hours behind the wheel to complete the course. Besides the Driver's Ed fee paid at registration, students must pay an additional fee for their permit.

Illinois' new "Graduate to Safety" law requires additional parental involvement with driver training. Under this new law, parents or guardians will be required to certify that their teen has completed at least 50 hours of behind-the-wheel practice outside of the driver's education class. At least 10 hours of the 50 must take place at night. These extra hours must be supervised by someone who is 21 years of age or older.

A new law was put into effect on January 1, 2008, requiring students to hold a driver's learning permit for 9 months prior to the issuance of a license. Because of the new law, freshmen can be enrolled into the Driver's Education program based on their date of birth and academic status. High school students who did not receive an F in any classes the previous semester will be given the first opportunity to enroll in class based on age if numbers are limited.

### Physical Education Exemption

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

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

1. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
2. Ongoing participation in an interscholastic or extracurricular athletic program;
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule. and

3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30

### **Special Education Physical Education Exemption**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.
3. The student has an Individualized Education Plan and is participating in an adaptive athletic program outside the school setting, and the student's parent or guardian documents this participation.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

### **Sexual Education**

Students in 7<sup>th</sup> grade and High School Health will be learning about human sexuality in class. A curriculum is in place involving the textbooks, handouts, and videos which will cover both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases. Some of the information provided is graphic in nature. Each parent/guardian will sign a permission form before the unit starts notifying the school whether their son or daughter will participate in the unit. If the student does not participate in the unit an alternate assignment will be given.

### **Courses Offered**

<b>English:</b>	<b>Vocational Business:</b>
English I, II, III, IV	Info I
*Creative Writing/Journalism	Computer Concepts
*Novels/ Short Stories	Yearbook
Speech	Digital Publications
	Accounting
<b>Fine Arts:</b>	Work Coop
Chorus	
Music/Instrumental	
	<b>Social Studies</b>
	Geography
	US History
	Government/Civics
	Resource Management
	Current Events/Modern History
	*Psychology
<b>Math</b>	*Anthropology
Math I and II	*Sociology
*Algebra II	
Geometry	
*Pre-Calculus	
*Statistics & Probability	
*Calculus	
<b>Science</b>	
Physical Science	
Biology I, *II	
Environmental Science	
*Chemistry	
*Anatomy & Physiology	
*Physics	

* Forensic Science	
<b>Other Courses</b>	
Drivers Education	
Health	
Apex Learning On-Line Courses	
Physical Education I, II, III, IV	
Service Learning I, II	
Independent Studies	

#### **CACC Courses**

Agriculture and Industrial Mechanics  
 Automotive Technology/Service  
 Building Trades  
 Cisco Networking  
 Collision Repair  
 Cooperative Education  
 Cosmetology  
 Culinary Arts  
 Early Childhood Education  
 Emergency Medical Services  
 Fire Science  
 Graphic Arts  
 HVAC/Electrical Systems  
 Law Enforcement  
 Nursing Assistant  
 Health Science Careers  
 Photography  
 Radio/TV Digital Media  
 Welding

#### **LLCC Courses**

##### **Transfer Courses**

General Biology  
 Fundamentals of Speaking  
 Intro to Criminal Justice  
 Criminology  
 Intro to Human Services  
 Fundamentals of Investigation  
 Intro to Corrections  
 Intro to Forensic Science  
 Composition I and II  
 Intro to Literature Novel  
 Intro to Film as Literature  
 History of Western Civilization  
 Intro to Humanities  
 College Algebra  
 Statistics  
 Intro to American Politics  
 Intro to Psychology  
 Intro to Sociology

##### **Occupational Courses**

Basic Nurse Assistant  
 Basic Shielded Metal Arc Welding  
 Advanced Metal Arc Welding  
 TIG Welding  
 Intro to Construction Occupation  
 Carpentry I and II  
 Residential Wiring  
 Masonry  
 Basic Plumbing

All course offerings (\* indicates a weighted course)

#### **Recommended Courses**

<b>Recommended General Education Courses</b>	<b>Recommended College Prep Courses</b>
English I, II, III, IV	English I, II, III, IV
Physical Science, Biology I, Environment Science	Biology, Biology II, Chemistry, Anatomy or Physics
Math I, Math II, Math III	Math I, Math II, Math III, Math IV
Info I, Computer Concepts	Info I, Computer Concepts
Geography, US History, Government	Geography, US History, Government, Psychology or Sociology
Speech	Speech
Resource Management	Resource Management

## Student Fees and Lunch Program

### Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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 applies to all fees related to school, instruction, and extracurricular activities.

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 is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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.;
- Unemployment;
- 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 or an appeal of the District's decision to deny a fee waiver 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. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

### Fee Schedule

Academic		
	Registration/Supply Fees (K-5)	60.00
	Registration/Supply Fees (6-12)	75.00
	Text Book Damaged/Lost (new – 2 years or less)	50.00
	Text Book Damaged/Lost (old - 3 years or more)	25.00
	Paperback Book Damaged/Lost	Cost
	CACC	50.00
	Novel Stars or other On-Line courses	15.00
	Drivers Ed	75.00
Cafeteria		
	Basic Breakfast	Free
	Basic Lunch	Free
	Additional Items (Specialty Drinks and Extra Sandwiches)	Per Aramarks' Contract
	Adult Lunch	4.00
	Milk	.30
	K-Milk (per Year)	50.00
Athletics	Family Pass (JH)	55.00
	Family Pass (HS)	55.00
	Family Pass (JH & HS)	85.00

Admission (Varsity/Jr High Games)	Students	2.00
	Adults	3.00
	Seniors (age 62+)	2.00
Non Varsity/5 <sup>th</sup> and 6 <sup>th</sup> Grade Games	All Fans over 4 years of age	1.00
Participation	1 sport per student	30.00
<i>Students may NOT play until fees are paid.</i>	2 or more sports per students	50.00
	Max per family	100.00

### **Food Services/Procedures**

South Fork School offers a hot breakfast and lunch program. Free meals will be offered according to state and federal guidelines. Meal prices for the year and menus will be posted at both the grade school and high school buildings as well as on the school web site with a menu. Breakfast and Lunch are served by Aramark Food Service.

- Purchasing lunch through the food service program as provided by the District.
- Bring a sack lunch to school with them; please do not pack utensils with lunches. There are appropriate utensils for students provided in the cafeteria. Should a student forget his/her lunch the parent or guardian may deliver that student's lunch (clearly labeled with the student's name) directly to the office. Parents/guardians must follow the rules established for visitors when entering school buildings (signing in/signing out). Under no circumstance will a parent or guardian be allowed to provide lunch for other students. The daycare provider will be allowed to bring forgotten lunches for those students for whom he/she is employed to care.
- Going home for lunch **ONLY** if the parent or legal guardian personally signs the student out through the office and signs them back in through the office unless arrangements have been made with building principal. No notes requesting several days release will be honored. Under no circumstance will a parent or guardian be allowed to pick up another student for lunch. Because South Fork has a closed campus policy, no student may drive his/her vehicle off campus for lunch.

*Students who remain on school property during the lunch period should follow these rules:*

- Proper conduct before, during, and after the lunch period. Students must understand that eating in the cafeteria (or other designated areas) is a privilege that can be revoked for misbehavior. Student misconduct will result in the suspension of cafeteria privilege and punishment.
- Students may not leave school property nor are students allowed in any other section of the building, including their lockers, other than those as designated for the lunch period. Students are not allowed in any classroom unless directly supervised by a faculty member.

### **Vending Machines**

The machines located in the cafeteria will only be allowed to be used during the lunch hours. Students will be counted tardy if use of machines causes them to be late for class.

## **Transportation and Parking**

### **Transportation Rules for School Bus**

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

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

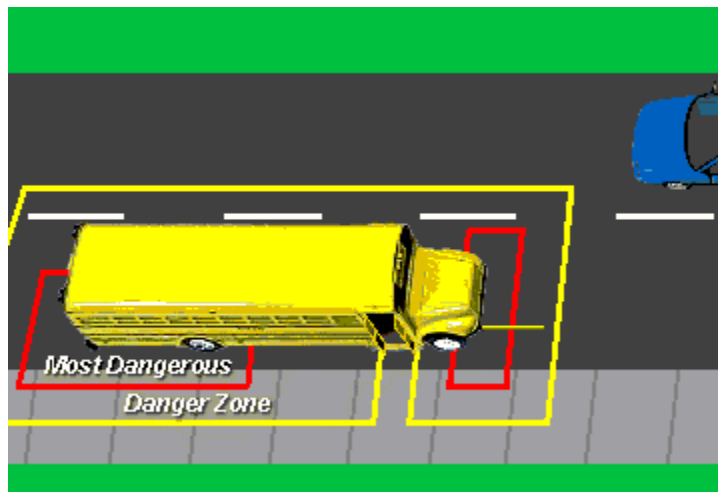
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative 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. Be aware of moving traffic and pay attention to your surroundings.
2. 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.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. 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.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. 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.
7. 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.
8. 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.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. 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.
11. 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.
12. 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.

### **Bus Conduct**

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Driving Motor Vehicles**

The building principal and his/her designee may search any motor vehicles parked on the school grounds if, in the opinions of school administration, reasonable suspicion exists that one or more prohibited items are in the motor vehicle. The student driving or parking the motor vehicle on school grounds shall be deemed to have possession of all items of property in the motor vehicles at the time of the search. If the student interferes with or refused a search in any manner, it shall be conclusively presumed for disciplinary purposes that the vehicle in question contained the prohibited item(s) for which reasonable suspicion existed. These regulations are designed for the protection and safety of everyone. Students who choose to ignore or disobey these regulations may have his/her parking privileges revoked and/or receive other disciplinary actions.

### **Parking**

- The speed limit in the parking lot is 5 mph.
- All drivers are expected to drive in a safe manner, i.e. not carrying passengers on exterior of motor vehicles, not overcrowding motor vehicles, and not speeding. Students driving in a careless, reckless, or hazardous manner on school property including football field parking lot will have their parking privileges revoked and/or other punishment deemed necessary by the principal. Follow all State of Illinois driving rules.
- Any unauthorized person parking in a handicapped or unauthorized parking space may be fined \$100.00 and/or have his/her vehicle towed at owner's expense.
- Reckless driving (spinning tires, driving too fast for conditions, driving in a careless manner, etc.) in the parking lot or on the streets adjacent to the high school building will result in detention, suspension, and/or loss of parking privileges on school property. The school board assumes no responsibility for any damage or theft of equipment to automobiles on school property.
- Motor vehicles must be parked in the areas designated by the high school office. Failure to park in the designated areas may result in a fine, revocation of privileges, and/or towing at the owner's expense.
- Students are not to park next to the high school building and gym-north side or behind the junior high building. These areas are for staff parking only.
- Vehicles should not display signs that are inappropriate for school (provocative or suggestive slogans or illustrations including those which advertise drugs, cigarettes, beer, liquor, sex, obscene gestures, violence, or double meaning messages. No messages shall make any reference to hate, violence, racial/ethnic slurs, suicide, homicide, death or other negative messages. This includes, but is not limited to pictures, graphics, symbols, numbers, or other written or implied messages.

## **Health/Safety**

### **Guidance and Counseling**

The school counselor is available for all students who want to use these services. The work of the school counselor is divided into several areas: educational guidance, career development, personal counseling, and various other duties. Students may be asked to come in and stop by voluntarily throughout the year to discuss such things as testing results, college or career information, and personal concerns. Information discussed between student and counselor is strictly confidential. Students are always welcome.

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

### **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 is available through the guidance office.

### **Emergency Health Forms**

Emergency health forms should be completed each year by parent/guardian and filed in the principal's office. These forms contain the name of the child's doctor and any adult, other than the parent/guardian, who can be reached in case of an emergency, and the hospital preference, if needed.

### **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). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate social and emotional screening is also required as part of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All children entering Kindergarten and the second, sixth and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

## **Hearing and Vision Screenings**

Hearing and Vision screenings are performed annually for students in grades K-3, 5, 8, 10 and all students with an Individualized Education Plan. For specific regulations regarding Vision testing, please contact the school office staff.

## **Vision Test Regulations**

The Department of Public Health adopted an amendment for “Vision Screening” (77 Ill, Adm. Cod 685). Effective 1-5-06, to implement Public Act 93-504, which requires persons conducting vision screening tests in school to notify parents or guardian in writing prior to the screening that is mandatory however, if the parent or guardian verifies that an examination was administered by an optometrist or ophthalmologist within the previous 12 months, the student is not required to undergo this vision screening provided by the school

## **Communicable Diseases**

School personnel are required to report individuals with the reportable communicable disease to the Local Public Health Department within 24 hours. The Health Department is responsible for investigating outbreaks of infectious diseases and all food borne and waterborne outbreaks. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parent/guardians are required to notify the school 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 Administrative Procedure**

The intention of the no lice/nit policy is clearly not punitive but rather beneficial to the entire community. The policy explains pediculosis (lice), promotes greater accountability on the part of parent/guardians, and simplifies the administrative task of health professionals.

- All students must be lice and nit free in order to be admitted to class.
- All students at South Fork Schools may be checked for lice.
- When school personnel are checking for lice or nits, head bands, hair braids, and barrettes will be removed. A thorough check will take at least three minutes.
- It will be left to the determination of the school administrator if any student meets guidelines of the head lice policy and is allowed to return to class.
- The school will use other qualified personnel to check for head lice from time to time.
- If the student is found with head lice or nits, that student may be sent home. The entire class and all siblings in the district will then be checked. If any siblings are found to have head lice, their classes will be checked for lice.
- A parent, guardian, or responsible adult must accompany any student that has been sent home with head lice back to school. Students should not ride the bus or be allowed back in class, until he/she is checked and give permission to return to class.
- When parent/guardians bring their children back to school, they should be prepared to wait for the school personnel. Checking will not be done before 8:30 a.m.

## **Student Medication**

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

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

## **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must 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 injector, asthma medication, and/or a medication required under a qualifying plan.

## **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

## **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

## **Emergency Aid to Students**

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

## **Food Allergies**

State law requires our school district to annually inform parent/guardians of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 237-4333. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

- **South Fork has opted to be a peanut free school.** Please, do your part to help ensure the health and safety of all our students.

## **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## **Diabetes**

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

- 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.

## **Insurance**

Student Accident Coverage will be provided for the school year for each enrolled K-12 student during school time. Any student planning to play sports must purchase optional insurance or present a note dated and signed by the parent/guardian, stating that the student is covered by a family policy.

## **Child Abuse-Neglect**

Section 4 of the Illinois Revised Statutes, Chapter 23, par. 2051 et seq. 1983, requires that all school personnel having reasonable cause to believe a child known to them in their professional capacity may be an abused or neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services. It is policy of South Fork Jr. /Sr. High School #14 that in cases of suspected child abuse or neglect, teachers or other mandated reporters will make a report to DCFS, as required by law. The mandated reporter will also notify the principal of this report. **Child Abuse Hotline 1-800-252-2873**

## **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating

- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

#### Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student

- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

### **Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **Safety Drills**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, 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.

### **School Safety Tip Line: 1-800-477-0024**

Students are encouraged to call the tip line to report threats of violence or weapons violations on school grounds if they are having difficulty making the reports to a local adult.

### **Asbestos Notice**

In accordance with EPA regulations, this school has been inspected for friable (easily crumbled) materials, which contain asbestos. Friable asbestos-containing material may cause health problems. A record of the inspection and a copy of relevant EPA regulations are available in the office. For further information, call 1-800-424-9065 or 237-4333

### **Pest Management Plan**

A Pest Management Plan is in effect for South Fork School District. Notification is posted on all entrance doors to the buildings with the times and dates that the building is to be closed for 48 hours. No one is to be inside the buildings during this time period. Notification of pesticide spraying is required by law. Our policy is to use the least amount of chemicals needed to control pests. Please contact the Central Office for information regarding the specific content of the pesticides used in treatment of our buildings.

## **Students Records**

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

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

1.
  1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
  2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
  3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.  
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
  4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district. 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.<sup>2</sup>

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

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **Directory information**

*May be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the records custodian or other official in writing, before October of the current school year, that he/she does not want any or all of the directory information disclosed.* Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended.

### **Student Records**

A complete cumulative record will be maintained for each pupil in attendance. These records will be considered confidential, and any discussion of such reports will be available only to authorized personnel. Parent/guardians and students may see their own personal records. Pursuant to Chapter 122, Article 50, of the Illinois State School Code, all student records must include the following information:

#### **Permanent Records**

- Basic identifying information, including student and parent/guardian names and addresses; student birth date and place; gender.

- Academic transcript, including grades, grade level achieved, scores on college entrance examinations, and, after graduation, class rank and graduation date.
- Attendance record.
- Accident reports and health records.
- Record of release of permanent records information.

#### **Temporary Records**

- Family background information.
- Intelligence test scores, group and individual.
- Aptitude test scores.
- Reports on psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
- Elementary and secondary achievement level test results.
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
- Honors and awards received.
- Teacher anecdotal records.
- Disciplinary information.
- Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings related to special education placement hearings and appeals.
- Reports on information from non-educational persons, agencies, or organization.
- Other verified information of clear relevance to the education of the student.
- Record of release of temporary record information.

### **Student Privacy Protections**

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## **Acceptable Use of the District's Electronic Networks 1**

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

### **Terms and Conditions**

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** – Access to the District's electronic networks 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** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;

17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks 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:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks 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** – By using the District's electronic networks, the user agrees to indemnify the 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 or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**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 malware, such as viruses and spyware.

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use 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 Internet or on District websites or file servers/cloud storage without explicit written permission.

1. 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.
2. 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.

3. 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.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

## **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

## **Code of Conduct**

### **Philosophy**

In order for any institution to function effectively, it is necessary to establish guidelines of expected behavior. School expectations of behavior and examples of disciplinary actions for misbehavior are in this student handbook, which parents/guardians are encouraged to review with their children each year. The purpose of these guidelines of conduct is to ensure that the educational process, the

primary function of the school, may continue effectively. Students are expected to comply with these guidelines while attending school or while participating as a spectator or a participant at a school activity. Handbooks will be provided to each student upon request and are available on-line and [www.southforkschools.com](http://www.southforkschools.com). Handbook rules will be explained to students at the beginning of each school year or on the first day of attendance for new students. Parents/guardians are requested to cooperate with school officials to insure that South Fork School is a source of pride to the community and to the students. Parents/guardians who do not understand or are in disagreement with actions taken by school personnel are encouraged to visit the school and discuss their opinion. Good discipline is essential for an orderly, functioning school system.

### **PBIS**

Positive Behavior Interventions and Supports (PBIS) is a proactive educational system approach to teaching and reinforcing the proper social and behavioral standards necessary for all students to achieve success. As a Response to Intervention model, PBIS applies a three-tiered system of support, and problem solving process to enhance our capacity to effectively educate all students.

### **Pony Pride**

**Be Polite**

**Be Prepared**

**Be Positive**

### **Parent Complaint**

Parents/guardians should initially discuss any problem or complaint they may have with the teacher or staff person involved. If the problem is not resolved, the parent/guardian should then contact the principal. A conference will be held within ten days which may include the parent/guardians, student, and the teacher to resolve the problem. If the problem is not resolved, the parent/guardian should contact the superintendent, and the superintendent should respond within ten days. If the problem is still not resolved, the parent/guardian may approach the board of Education at its next regularly scheduled monthly meeting. They must request from the Superintendent to be put on the School Board agenda 7 days prior to the meeting.

### **Chain of Command**

Staff Member (Supervisor, Teacher, or Coach) < Principal < Superintendent < School Board

### **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, e-cigarettes, vapes, vape pens or other vaping related products.
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:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - 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.
  - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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.

- “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.
- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. 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..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. 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.
6. 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.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.

18. 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.
19. 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.
20. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

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

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

#### **When and Where Conduct Rules Apply**

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

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

#### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

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

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

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

### **Weapons Prohibition**

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

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

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

### **Gang & Gang Activity Prohibited**

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

## Re-Engagement of Returning Students

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

### **Exhibit – Long Term Out-of-School Suspension (4-10 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

_____	_____
Student	Incident Date

Student handbook rules and/or board policy violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

Date(s) of suspension: \_\_\_\_\_

Date student is eligible to return to school: \_\_\_\_\_

**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rational for the specific duration of the suspension:**

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**It has been further determined that:** *(At least one of the following must be completed.)*

**I. Your child's continued presence at school poses a threat to the safety of other students, staff or members of the school community.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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**II. Your child's continued presence at school substantially disrupts, impedes or interferes with the operation of the school.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following available and appropriate behavioral and disciplinary interventions have been exhausted: *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than three (3) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: *(Note that this requirement only applies to students who are suspended out-of-school for 4 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

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To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board’s behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent)*.

<hr/>	<hr/>
Building Principal	Date

cc: Board of Education

**Cell Phones and Tablets**

The possession or use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer, smart watch or other electronic device. The use of electronic devices is prohibited during instructional time at South Fork Jr/Sr High School. Electronic devices should be set to silent mode or turned off upon entering the building. It is permissible for students to use these devices before school, during passing periods, study hall or during lunch. Each classroom is required to have a designated location where students will place their cellphones for the duration of each class period. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device. Students whose electronic devices go off during class or disrupt the learning environment are subject to disciplinary action as determined by the classroom management plan.

Electronic devices are popular items for theft. South Fork Community Unit School district #14 is not responsible for the loss, theft, damage or vandalism to student electronic devices. Students and parents are strongly encouraged to ensure that if students have electronic devices in their possession they should not leave them unattended or unsecured.

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

### **Dress Code**

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

The responsibility for the appearance of the students of South Fork District #14 rests with the parents/guardians and the students themselves. They have the right to determine each student's dress, providing that such attire is not disruptive to the educational program or does not violate a health, safety, or decency aspect of school operations. Students are expected to wear clothing that is not revealing. At the principal's discretion, certain days may be designated as appropriate for special clothing that does not follow the guidelines below.

#### **The following shall be specifically prohibited:**

- Cheerleading and volleyball uniforms do not comply with the dress code and cannot be worn during regular attendance, unless prior approval is received for the building principal.
- Any clothing, jewelry, insignia, etc., related to gangs is not permitted.
- Students must wear shoes at all times.
- Clothing with provocative or suggestive slogans or illustrations is not permitted, including clothing which advertises drugs, cigarettes, beer, liquor, sex, obscene gestures, violence, or double meaning messages. No wearing apparel shall make any reference to hate, violence, racial/ethnic slurs, suicide, homicide, death or other negative messages. This includes, but is not limited to pictures, graphics, symbols, numbers, or other written or implied messages.
- Students will not be allowed to wear clothing which displays bare midriff, bare backs, and tops that expose the chest/breast/cleavage (no visual body cracks). Students will not be allowed to wear tank tops or any shirts with a shoulder strap smaller than 2" or expose undergarment.
- Students must wear shorts, dresses, and skirts that are length appropriate for school. If the length disrupts the educational environment a 4 inch rule above the knee cap will be used to determine the appropriateness of the clothing.
- Baggy pants or shorts are not appropriate if the waistband hangs lower than the individual's waist.
- No sunglasses, winter coats, hats, do-rags, or head covering of any kind, will be worn in the school building. A reasonable amount of time will be given to remove these items (first occurrence).
- Jewelry or any accessory that can be used as a weapon is not permitted.
- Chains attached to wallets, keys, or hanging from clothing or chains connecting pierced body part are not allowed.
- Students with body piercing may be required to remove them for safety reasons such as P.E.
- Heely or Heely type shoes are not allowed in the school building.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. The discretion of the administration and faculty shall determine the appropriateness/inappropriateness of any item on an individual basis.

### **Search and Seizure**

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

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

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

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

### **Students Searches**

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **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.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **Bullying, Intimidation & Harassment**

#### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

Bullying on the basis of actual or perceived race, color, national origin, 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, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

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

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Nondiscrimination Coordinator:  
Michelle Rogers  
PO Box 20, Kincaid, IL 62540  
[mrogers@southforkschools.com](mailto:mrogers@southforkschools.com)

Complaint Managers;  
**Jennifer Ippolito**  
P.O. Box 20, Kincaid IL. 62540  
217-237-4333  
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures

## **Sexual Harassment & Teen Dating Violence**

### **Harassment Prohibited**

No person, including a school district employee, agent or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

### **Sexual Harassment Prohibited (Title IX)**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

**Michelle Rogers**

**PO Box 20, Kincaid, IL 62540**

[mrogers@southforkschools.com](mailto:mrogers@southforkschools.com)

Complaint Managers;

**Jennifer Ippolito**

**P.O. Box 20, Kincaid IL. 62540**

**217-237-4333**

[jippolito@southforkschools.com](mailto:jippolito@southforkschools.com)

**Stephen Groll**

**P.O. Box 20, Kincaid IL. 62540**

**217-237-4333**

[sgroll@southforkschools.com](mailto:sgroll@southforkschools.com)

**Michelle Rogers**

**P.O. Box 20, Kincaid, IL 62540**

**217-237-4333**

[mrogers@southforkschools.com](mailto:mrogers@southforkschools.com)

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

#### Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

#### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

#### Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **STUDENT DISCIPLINE CODE**

This uniform discipline code has been established and will be enforced uniformly for all students in the South Fork Jr/Sr High Schools. Engaging in an activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function will be grounds for disciplinary actions. Listed below are the offenses which are prohibited and the disciplinary actions and procedures which may be used in dealing with those offenses. As students advance in age and maturity, they will assume greater responsibility for their actions. In each case, staff members shall recognize the differences in age and maturity and shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student.

Mitigating circumstances include, but are not limited to, the following factors:

- age, health, maturity, and academic placement of student
- prior conduct
- attitude of student
- cooperation of parent/guardians
- willingness to make restitution
- seriousness of offense
- predetermined handicap

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Therefore, the following list of offenses is not intended to be all inclusive, but rather exemplifies that type of conduct which is prohibited. Disciplinary responses may include but are not limited to the actions described in this handbook.

## **BOUNDARIES FOR ENFORCEMENT OF STUDENT DISCIPLINE CODE**

The Student Discipline Code shall be enforced on all school property, on the school bus, and at all extra-curricular activities. Additionally, in order to allow students to traverse to and from school property in a safe and orderly fashion, the Discipline Code shall apply to prohibited conduct occurring on property within 1,000 feet of school ground or prohibited conduct that is plainly visible to a person situated on school grounds, even if the misconduct occurs off of school property.

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

#### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## **LEVEL I ACTS OF MISCONDUCT**

Level I Acts of Misconduct are minor misbehaviors which impede the orderly operation of the classroom, school, and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Level I misbehaviors may include but are not limited to the following:

- Arrival/Hallways
- Classroom Disruptions
- Dismissal
- Tardy to Class
- Skipping Advisory
- Public Display of Affection
- Hall Passes
- Littering
- Cheating/Forgery
- Disruptive Items
- Horse Play
- Insubordination
- Inappropriate Language
- Theft under \$5.00
- Destruction of classroom materials

## **DISCIPLINE FOR LEVEL I ACTS OF MISCONDUCT**

#### **Disciplinary Procedures:**

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. If the violation occurs in the classroom setting, the teacher may invoke the Classroom Management Plan as approved by the building principal. Repeated misbehavior may require a parent/guardian/teacher conference or a parent/guardian conference with a

counselor, and/or administrator, and/or support personnel. An appropriate record of the offense and disciplinary action is maintained by the staff member prior to movement to Level II.

**Disciplinary Options:**

- Verbal Warning
- Conference with student
- Conference with parent/guardian
- Behavior Intervention
- Behavior Contract
- Withdrawal from Privileges
- Loss of Credit for Assignment/Test
- Counseling
- Teacher Detention
- 1hr Detention
- Financial restitution
- Consequences as stipulated in the Classroom Management Plan
- Alternative Placement
- Suspension from Bus

**LEVEL II ACTS OF MISCONDUCT**

Level II involves misbehaviors which are frequent enough and serious enough to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level and office referrals will be issued. Upon issuing an office referral, the staff member will make attempts to notify the parent/guardians within 24 hours of the office referral being issued.

Level II misbehaviors may include but are not limited to the following:

- Continuation of unmodified Level I Acts of Misconduct
- Bus Misconduct
- Destruction of School Property
- Dangerous Conduct
- Throwing rock/snowball
- Cell Phone in use
- Dress Code
- False Reports
- Enticing Acts
- Gross Insubordination
- Inappropriate Language Directed at Staff
- Leaving Classroom without Permission
- Pornography
- Theft under \$100 but more than \$5.00
- Failure to serve detention
- Parking Violation
- Bullying
- Not Sign in/out
- Unexcused Absences
- Tardy to School

**DISCIPLINE FOR LEVEL II ACTS OF MISCONDUCT**

**Disciplinary Procedures:**

The student is referred to the principal for appropriate disciplinary action.

The principal meets with the student and determines the most appropriate consequence for the misconduct.

A copy of the Discipline Referral and Report Form which indicates actions taken will be given to the staff member making the office referral.

An appropriate record of the offense and disciplinary action is maintained by the principal.

**Disciplinary Options:**

- Removal from classroom setting
- Loss of Privileges
- Behavior Intervention
- Counseling by administrator or counselor
- Referral to Outside Agency or School District Support Services
- Financial Restitution
- Loss of Computer Usage
- Loss of Parking Privileges
- Suspension of Bus Privileges (Maximum of 10 days per offense)
- Saturday Detention
- Alternative Placement
- Suspension (Maximum of 10 days per offense)

**LEVEL III ACTS OF MISCONDUCT**

Level III involves acts which seriously disrupt the learning climate of the school. These acts of misconduct can usually be handled by the disciplinary mechanism in the school. However if serious enough, these acts of misconduct may result in at least temporary removal of the student from the school. Level III Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students.

Level III misbehaviors may include but are not limited to the following:

- Continuation on unmodified Level III Acts of Misconduct
- Alarm or Bomb Threat
- Fighting with injury occurring
- Pornography of students
- Theft over \$100 Failure to Serve Saturday Detention
- Using, possessing, distributing, purchasing, or selling tobacco materials; including electronic cigarettes, e-cigarettes, or vapes.
- False Fire
- Possession of any object if used or attempted to be used to cause bodily harm
- Weapons
- Gambling
- Extortion
- Sexual Harassment
- Assault of Student
- Battery of Student
- Possession, use, under the influence, delivery or sale of alcohol, cannabis (including marijuana and hashish), any controlled substance, illegal drugs, inhalants, or look-alike or counterfeit drugs. Additionally: any anabolic steroid or any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
- Possession of drug paraphernalia, including devices that are, or can be used, or have been modified to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and/or (b) grow, process, store, or conceal cannabis or controlled substances. (Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession).
- Use of Fireworks
- Arson and or setting fires

- Assault of School Personnel
- Battery of School Personnel
- Gang Violence
- Making an explicit threat on an Internet website against a school employee

### **DISCIPLINE FOR LEVEL III ACTS OF MISCONDUCT**

#### **Disciplinary Procedures:**

The principal initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parent/guardians about the misconduct and subsequent disciplinary actions to be taken.

School officials will contact law enforcement officials if and when appropriate. In drug related cases and/or other serious cases when appropriate, law enforcement officials may be called and the student(s) may be arrested. When it has been determined that a level III act of misconduct has occurred, every reasonable effort will be made to contact parent(s) or guardian as soon as possible.

Representatives of the school district will advise the family in securing adequate counseling for the offenders who are to be retained in school following the serving of discipline. A complete and accurate report is maintained by the principal and may be turned over to the superintendent.

#### **Disciplinary Options:**

- Financial Restitution
- Temporary Removal from classroom setting
- School Suspension (Maximum of 10 days per offense)
- Suspension from the School Bus (Maximum of 10 days per offense)
- Referral to Law Enforcement
- Alternative Educational Setting
- Homebound Instruction
- Program for Disruptive Youth
- Discipline meeting with School Board
- Expulsion from the School Bus
- Expulsion from School

### **Definition and Rules of Disciplinary Options**

#### **Behavior Management Contract**

A student may be asked to complete a behavior management contract that states what the misbehavior was, what handbook rules were violated, what the student plans to do to prevent a similar misbehavior in the future, and what the expected consequences will be if a similar misbehavior were to occur. This may be used as a warning for a minor misbehavior or in conjunction with other disciplinary consequences for a more severe behavior.

#### **Denial of Privileges or Increased Limitations**

A student may lose privileges due to his/her misbehavior in less structured areas or certain times of the day. (Examples of this may be an assigned seat at lunch or on the bus, not being allowed to attend athletic events, requiring altered passing period procedures, etc.)

#### **Teacher's Detention**

Detention of less than 1 hour is a disciplinary measure which may be used if a student has engaged in prohibited activity. Double or multiple detentions will not be assigned for the same occurrence. Level II options should be used for repeated misbehaviors. The length of time (subject to review by the administrator) of the detention will be assigned by the teacher. Notice of at least one calendar day will be given to the student to serve the detention.

#### **Office Referral**

A student who is sent to the office for misbehavior is expected to report to the office immediately. He/she is not to go to the next class until the office staff has dismissed the student. At a minimum, the student will miss the class period of the class from which he

has been removed. Additional consequence will be determined based on the severity of the misbehavior. Staff members issuing the referral will make attempts to contact parents/guardians within 24 hours of the referral being issued.

### **After School Detention**

A one hour after-school detention may be assigned at the discretion of the building Principal or teachers. Double or multiple detentions will not be assigned for the same occurrence. If the misbehavior is that severe, the student should be immediately referred to the office. A copy of the detention will be given to the student. Notice of at least one calendar day will be given to the student to serve the detention. It is expected that the student communicate with the parent/guardian by bringing his/her copy of the notice. A copy will be kept on file in the office and noted in the student management system disciplinary section. Failure to serve the detention will result in a Saturday Detention. Continued absence from detentions will result in office referrals. Detentions may be rescheduled to an alternative time by the building supervisor or detention supervisor before the detention is to be served.

### **After-School Detention Rules**

- After school detention will start promptly at 3:05 p.m. and end at 4:05 p.m.
- School work must be done during detention time; students will come prepared to work and not be allowed to go to a teacher or locker to get work.
- No food, drinks, or gum is allowed.
- No talking is permitted.
- No sleeping is permitted.
- The student's head may not rest on his/her hands; feet are to be flat on the floor. Students are required to sit properly in assigned seats.
- For any violation of the rules, an additional after-school detention will be issued.
- Continued violation of the rules will result in a referral to the office.
- Failure to report for after-school detention will result in a second after school detention.
- All school rules will be respected and obeyed.

### **Alternative Placement (Removal from class)**

In the event a student becomes disruptive within the classroom a temporary alternative placement can be assigned to the student during that particular class time. During this time students will be given work for the class and are expected to complete the work assigned.

### **Saturday Detention**

Saturday detention is a disciplinary measure which may be used by the principal as an intermediate step before suspension is issued.

### **Saturday Detention Rules**

- Saturday detention will start promptly at 8:00 a.m. and end at 12 noon by the school clock. The student must be inside the building by 8:00 a.m. at the front door on the south side of the high school. The teacher in charge will escort the students to the detention room. The outside door will be locked at 8:00 a.m.
- The student is expected to bring school work and needed supplies, stay quiet, and remain on task.
- The student will not be allowed to work with other students.
- The student will not be allowed to write notes, letters, or draw while serving detention.
- No food, candy, drinks, gum, etc., are allowed.
- Students are expected to follow the directives of the supervisor to show respect.
- If the student is asked to leave before finishing the time due to misbehavior, a parent/guardian will try to be reached and it will count the same as not being in attendance.
- If the student is not able to attend due to illness or a family emergency, the Saturday Detention may be postponed if the parent/guardians send a note to the building Principal on the next school day or phone the school and leave a message before the next school day. The Saturday Detention will be rescheduled. Unacceptable reasons for postponement are jobs, extracurricular activities, recreational activities, no transportation, etc.
- Failure to serve a Saturday detention (due to absence or being late), failure to notify the school within the time frame stated above, or misbehavior resulting in being asked to leave, will result in a suspension. The student must discuss his/her impending suspension with the building Principal or designee on the first day back to school following the offense. The suspension will be served as assigned.
- Repeated offenses will result in a multiple day out of school suspension and/or a referral to the School Board Disciplinary Committee.

### **Restitution**

A student may be required to make monetary restitution for damage to the school property or another person's property. The student may be able to work at school to help pay for the item. Another form of restitution is when a student is requested to make an apology to the individual who was harmed.

### **Vandalism**

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

### **Suspension**

In-School and Out-of-School suspensions are assigned as a disciplinary measure to a student guilty of gross disobedience or misconduct. The administration will determine whether to assign an In-School Suspension or an Out-of-School Suspension. A student may be suspended for a period of time, not to exceed 10 days per infraction. Any student subject to suspension will be given an informal hearing by the administration before disciplinary action is taken. If a student is suspended, parents or guardians will be notified by registered mail. If a parent/guardian requests a due process hearing of the School Board, the board or the hearing officer appointed by the Board shall review such suspension. Students who are suspended during times when school is in session are allowed to complete missed class work assignments for 100% credit. If a student does not make up the work during the suspension and turn it in upon their return to the class, they will receive a zero for that work.

Parents/Guardians of students who are suspended out of school receive notification prior to the date/time of suspension.

### **In-School Suspension Rules**

- Students are to report to the office upon arrival at school. They will be escorted to the In-School Suspension room.
- The student is to bring school work and needed supplies, stay quiet, and remain on task.
- The student may not deface school property.
- The student will not be allowed to work with other students.
- Students may not sleep or put their head down on the desk.
- No food, candy, drinks, gum, etc., are allowed.
- The student will eat lunch in the suspension room.
- Restroom breaks may be taken at times when it is not passing periods for other students.
- Misbehavior will be immediately referred to the office for additional consequences.

### **Out-of-School Suspension Rules**

- Students are not allowed on school property or at school functions during the time period of their suspension.
- Parents/Guardians are contacted by phone or mail prior to the start of the Out of School Suspension.

### **Expulsion**

The board may expel a student guilty of gross disobedience, misconduct, chronic disciplinary problems or a maximum of 2 years. No action shall lie against the Board for such expulsion. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting of the Board or with a hearing officer appointed by the Board to discuss their child's behavior. Such request shall be made by registered mail and shall state the time, place and the purpose of the meeting. At this meeting, the Board, or a hearing officer appointed by the Board, shall state the reasons why there should be a dismissal and the date on which the expulsion will become effective. If a hearing officer is appointed by the board he/she shall submit to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of the hearing officer, the Board may take appropriate action for dismissal or expulsion or may state its reason why there shall be no dismissal or expulsion.

## **Extra Curricular Activities and Clubs**

### **After-School Activities:**

Students remaining on the school premises after school has been dismissed must be involved in a supervised activity or practice session. Those not involved will be required to leave.

### **Class Meeting**

Class meetings will not be held without the consent of the class sponsors. All activities must be sanctioned by the sponsors, who in turn will consult with the administration. Meetings will be scheduled with approval of the building Principal. Fundraisers must be pre approved by the building principal.

### **Dances**

All South Fork school rules apply during any dance. The South Fork student is responsible for the actions of their date and consequences will be awarded to the student according to the handbook regulations. Under no circumstances will anyone be allowed to leave the dance and come back into the building, unless escorted by an adult.

Dances sponsored by organizations of South Fork Sr. High School are open to grade-eligible guests as dates of South Fork students who are pre registered the last school day before the dance occurs. The dance is also open to student from co-op high schools if the students also complete a pre-registrations form for him/her and the date.

Pre-registration forms are available in the office. The guest form must be signed by the Principal of the visitor's school district stating the student is in good standing. For guests not currently attending school, he/she must sign that they agree to abide by the rules of this handbook and must not be older than 20 year of age. The form must be turned in to the office before closing time on the day of the dance.

High School dances are only for students who currently attend high school at South Fork. Dates of high school students, who are from another high school, from another junior high (including South Fork) or a date not currently attending a school, must pre-register.

For junior high dances, students must attend South Fork Junior High

#### ***General Regulations for Selection to Court***

- In order to be a member of Homecoming or Prom Court a student must not have been suspended during the previous or current semester.
- The student must have passed 2.75 semester hours towards graduation the previous semester and be passing 2.75 semester hours of courses work at the time of the school function.
- The student must have attended at least one semester at South Fork School District.
- All elections for court will be conducted using a secret ballot. Never is an election to be held where students raise their hand for their choice.
- The student cannot have more than 10 unexcused absences in the previous and current semester.

### **Homecoming Court**

The homecoming court shall be comprised of one male and one female representative from grades 9-11. Each class will vote for its class representatives. The seniors shall elect three males and three females to serve as candidates for King and Queen. The King and Queen are selected by students and high school faculty voting in grades 9-12. It is the responsibility of the student council sponsor to distribute and count ballots for the King and Queen this can be done electronically if the sponsor chooses to do so. Attendance at the Homecoming Dance shall be limited to students in grades 9-12 and their dates/guests.

### **Prom Court**

Prom Court shall be comprised of three senior males and three senior females to be nominated by the junior class. King and Queen from Homecoming are not eligible to be on the Prom Court. Balloting shall be done by high school faculty and members of the junior and senior classes. It is the responsibility of the junior sponsors to distribute and count the ballots, this can be done electronically if the sponsor chooses to do so. A first runner-up will not be announced. Attendance at prom is limited to students in grades 11 and 12 and their age appropriate dates/guests.

### **National Honor Society**

The NHS is an organization dedicated to preserving a tradition of scholarship, service, leadership, and character. Its purpose is to recognize students who excel and provide incentives for continued academic achievement and service to the school.

#### **Roles of the Advisor, Principal, Faculty, and Chapter Officers for NHS are:**

- The advisor is expected to serve as a liaison between the local chapter and the national office and to supervise chapter activities and selection procedures. The advisor does not vote on selection of students.
- The principal is to approve all chapter activities, appoint chapter adviser and faculty council, receive appeals from non selected students and disciplined/dismissed member.

- The faculty council, limited to five members, is to determine selection procedures, select students for NHS membership, and hear dismissal cases.
- The executive committee, consisting of the chapter officers and advisor, is responsible for planning chapter activities.

#### **Eligibility**

- The NHS constitution provides eligibility to sophomores, juniors, and seniors. Students may not apply for membership, as membership is an honor bestowed upon a select group of students by a majority vote of the faculty council on behalf of the school faculty.

#### **Selection Procedures**

Selection is based on three criteria: leadership, service, and character. In order to be considered for membership, a student must have a cumulative GPA of 3.50. A candidate must have been in attendance at South Fork High School for a period equivalent to one semester.

Academically qualified students will complete an activity sheet distributed by the advisor, and the candidates will then be evaluated by the faculty. The evaluation will be an objective rating of the students in each area of consideration (leadership, character, and service). The council will use the following guidelines:

- Service
  - o All potential members must have been involved in service projects, with out-of-school projects also considered. These projects should demonstrate the contributions the candidate has made to the school, classmates and the community.
- Leadership
  - o Potential members must demonstrate leadership qualities.
- Character
  - o Potential members should reflect positive and desirable attitudes, which may be measured by the following standards:
  - o A student must demonstrate integrity and have no incidents of cheating or intentional dishonesty.
  - o A student should demonstrate positive behavior and have no record of skipping classes or violating school regulations, nor should the student have a record of civil or criminal offense.
  - o A student should be willing to assist classmates, faculty, administration, and community members to be involved in school activities.
- Activities
  - o The chapter will determine annually which service projects the group shall undertake. All members must participate.

#### **Appeal Process**

Candidate must submit letter of appeal within 1 week of denial letter.

Appeal letter must contain:

- Specific reason candidate is filing an appeal
- Supporting evidence of reason for appeal
- Closing statement of why they feel it is important to be part of the organization and what traits they have to offer the society

Once letter is received, Principal and NHS sponsor will review letter and conduct an interview with the candidate. After the process, the Principal and NHS sponsor will discuss the appeal. The Principal will have final say whether to accept or deny the appeal.

If appeal is denied, candidate will not be inducted into the society and can resubmit an application the following year.

If appeal is approved, the NHS sponsor and Principal will call a meeting of the whole High School Staff. The letter and interview review will be explained to staff and then a vote will be cast by each member. A 60% vote is needed to overturn the council's original vote to not approve the student to the society.

#### **Discipline/Dismissal**

The advisor monitors members for compliance with NHS regulations. Members receive a limited number of warnings for infractions. For flagrant violations of civil, criminal, and school rules, no warning is necessary. The discipline/dismissal process can be instituted for infractions considered unacceptable by the faculty committee. Disciplinary measures may be taken by the faculty council or the advisor, with dismissal from the Society to be an option of the faculty council.

#### **Dismissal Procedure**

If the NHS member is found to have violated school rules, civil or criminal laws, or has received two warnings, the faculty council will be called into session by the advisor. The council will then deliberate and decide by a majority vote upon appropriate action, which will be recorded and will be available upon request. Members who face dismissal will be given an opportunity to address the faculty council regarding their infraction.

#### **Maintenance of Membership**

In order to continue in good standing with NHS, a student must observe the Regulations, as described above, and maintain a 3.25 scholastic average.

## **Sports Activities**

Sports activities provided at South Fork High School include baseball, basketball, cheerleading, football, softball and volleyball.

For Junior High, sports activities include baseball, basketball, cheerleading, softball and volleyball.

Students attending South Fork Jr. /Sr. High School District #14 who participate in athletics must do so within guidelines set forth by the Illinois High School Association or IESA. Students will participate in all other extra-curricular activities class functions with the particular class of which they are a member by virtue of their academic classification.

## **Student Athlete Concussions and Head Injuries**

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

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. The district will work with Springfield Clinic to assess student athletes to ensure the safety and health of our students comes first.

## **Student Council**

The Student Council is composed of elected members from grades 9-12 (high school) and grades 6-8 (junior high). A faculty advisor will assist the council members during meeting and other activities. The Student Council has many functions. It sponsors student activities and dances. In addition, it may elect to represent the student body in discussing grievances with the administration.

### **For high school:**

A president, vice-president, secretary/treasurer are elected to serve on the Student Council in the spring prior to the next school year. With the approval of the advisor, additional students may become members.

### **For junior high:**

Representatives will be elected from grades 6-8 to serve on the student council during the fall of the current school year. Three (3) students will be elected by the student body and two (2) will be appointed by the sponsors/teachers of the junior high. 8<sup>th</sup> graders or any student that attends Summer Leadership Academy will be eligible to run for election for an office of student council. The officers will be voted by the student council members and sponsors.

## **Yearbook**

The duty of the yearbook staff is to publish the High School, Jr. High, and Elementary yearbook each year. Jobs that are done by the yearbook staff include selling ads, other money-making projects, and page layout. A student does not have to be in the Publication/Yearbook class to be a member of the club.

## **Extra Curricular Code of Conduct**

### **Philosophy**

The Board of Education, the administration, and coaching staff have high expectations of those who represent our school on athletic and extracurricular teams. Participation in extracurricular activities is an important component of a student's development. Concurrently participating is a privilege. The privilege asks students to meet certain expectations beyond those found in the traditional classroom situation. The expectations are reflected in the Code of Conduct.

Research suggests that most substance abuse takes place away from the school setting. South Fork School District strongly discourages students from attending or being associated with functions where these abuses occur. Students involved in athletics or extra-curricular activities should not jeopardize an individual's or team's reputation by attending these functions. Further, evidence suggests that students are most successful in avoiding substance abuse when students, parent/guardians, school personnel, and the community are working together to have consistent standards. While leading support is vital, it is also important to teach personal responsibility and accountability. If adolescents need help, then it is the responsibility of all to provide that help. At the same time, adolescents need rules and regulations to help guide their actions and they need to be accountable for their personal actions when rules have been violated. Students participating in athletics and other extra-curricular will develop life-long skills, positive values, self-discipline, teamwork, healthful living habits, and the respect for rules and regulations.

### **Enforcement Periods**

The South Fork Jr/Sr High Schools' Extracurricular Code of Conduct shall be in effect for all 365 calendar days. During this enforcement period the Extracurricular Code of Conduct and all the rules and regulations pertaining to it are in effect 24 hours a day, seven days a week. Parent/guardians may call the athletic director for information regarding these dates. Although violations will restart each calendar year starting August 1<sup>st</sup>, consequences from previous years will be served in full.

### **Participation Guidelines:**

- A. Students will participate in extracurricular activities with the particular class of which they are a member by virtue of their academic classification. An exception to the above will occur when age-limitations for athletic competition necessitate the student to participate according to his/her age. A second exception is when a student is placed on an athletic team of a higher grade level.
- B. An Athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:
  - 1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate.
  - 2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian. Proof the athlete is covered by medical insurance.
  - 3. A receipt showing the athlete and his/her parent/guardians received a copy of the extracurricular code of conduct and agree to abide by its terms and conditions.
  - 4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
  - 5. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.
  - 6. A signed concussion form acknowledging having received and read a copy of Board Policy 7:305, Student Athlete Concussions and head injuries.

### **Eligibility/Academic Standing**

For high school students to retain athletic eligibility, an athlete must have passed 2.75 semester hours of academic course work toward graduation in the semester preceding his or her athletic eligibility and must have passed 2.75 semester hours of academic course work in the week preceding his or her athletic eligibility. For junior high students to retain athletic eligibility, an athlete must be passing all academic classes per IESA policy. Eligibility will be run cumulatively for the entire semester for high school athletes and cumulatively for first and second quarter and then again for third and fourth quarter for junior high athletes. Eligibility runs Monday to Sunday. Students are allowed to be ineligible twice per sport/activity after games have started on the third ineligible period the student will be suspended from the team. An athlete may participate in practice even though he/she is scholastically ineligible, but he/she may not dress in a team uniform during games while he/she is ineligible.

### **Code Violations**

Violations must be observed by a South Fork staff member, administration, and/or board of education member. Police reports and law enforcement officials will also be used to determine if a violation has been committed.

- 1. Use or possession of tobacco
- 2. Use or possession of alcoholic beverages
- 3. Use or possession of illegal drugs, drug paraphernalia, marijuana, or vapes
- 4. Theft or possession of stolen property
- 5. Vandalism or destruction of property
- 6. Other Criminal acts
- 7. Other serious or disruptive acts including but not limited to severe unsportsmanlike conduct and Level III acts of misconduct as listed in the Student Discipline Code which are detrimental to the individual, to the sponsor or coach, to the activity or group of which he or she is a member, or to the school.

### **Consequences**

Violations will restart at the beginning of every school year however; disciplinary actions taken from previous years consequences will be served in full.

#### **First Violation**

The student shall be declared ineligible for one-third the regularly scheduled contests or performances for which he/she is eligible. Should less than one-third of the contests or performances remain, the student will be declared ineligible for all remaining scheduled contests or performances. In addition, the portion of the penalty not served will be served in the next activity in which the student participates. Should the violation take place prior to participation or involvement in an activity, during the enforcement period, the participant shall be declared ineligible for one-third of the regularly scheduled contests or performances in the next activity in which the student participates.

#### **First Time Self Report Clause**

If it is the first time a student has a handbook violation in their career and they self report the violation within 48 hours of the incident to the coach, athletic director or principal, he/she will serve a one week suspension for all scheduled athletic activities and may be subject to a mentoring program on substance abuse. If the violation occurs during a season they will be suspended from all the games scheduled over the next 7 day period, if the violation occurs out of season they will be suspended from all the games scheduled for the first week of their next season. This clause can only be used once during a student's career and still counts as the first violation during the enforcement period for that particular year.

#### **Additional Violations**

Should additional violations be committed during the same school year, the student shall be removed from any current participation and declared ineligible for all extracurricular activities for one full calendar year from the date of the subsequent violation. Any violations committed during the period of ineligibility will be enforced at the conclusion of the period of ineligibility.

#### **Review Hearing**

Any participant committing one or more of the above infractions shall be entitled to a review hearing and be subject to consequences as listed in this document. The coach or sponsor, athletic director, and principal shall hear all charges and shall provide the participant with his or her minimal due-process rights, beginning with an informal hearing of the charges against him or her. All further due-process rights shall be granted in accordance with Section 5/10-22.6 of the Illinois School Code.

#### **Practice Sessions and Contests**

- A. Students must attend each scheduled practice session and contest.
- B. Students whose season has ended but the rest of the team is still playing are required to continue to practice and attend the contests as a team.
- C. Exceptions:
  - 1. Pre-arranged events approved by the coach.
  - 2. Illness
    - i. For a student to be eligible to participate in a practice or contest they must be in attendance 4 class hours during the day. If the student must leave school before the end of the day, the Athletic Director and/or Principal must be notified and a decision made by the Athletic Director and/or Principal as to the ability to participate in the practice session. For absence relating to a contest, the Athletic Director and/or Principal and athletic director or principal must be notified as soon as possible and will determine if the absence is excused. In general, if a student cannot finish the school day due to being sick then they will not be able to practice or play in contests that day.
    - ii. Students who leave school for scheduled medical appointments must bring a note/statement back from the appointment to the school or Athletic Director. This would not cause the student to be ineligible for the practice session or contest.
    - iii. If a student has a medical excuse from participation in a sport/activity, presence at practice sessions and contests will be determined by the coach and the participant.
    - iv. Students may return to active practice and participation in contests only after being released by their doctor. A release document must be obtained from the doctor and presented to the coach. The document must also be given to the office for the student's record.
    - v. If a student athlete has any unexcused absence from school for the day, he/she may not participate in any activity or be a spectator that day.
    - vi. Failure to attend practices, meetings, or contests without prior excused notice will result in disciplinary action taken by the coach or sponsor.
    - vii. Students who receive discipline action will be required to serve the issued consequence before attending practice or contest.

#### **Personal Appearance**

Students are expected to dress appropriately to home and away games/events. Please adhere to the school dress code.

### **Awards**

- A. Awards, certificates, and school letter are given by the coaches from participation in athletics and other extracurricular activities, as appropriate.
- B. Award ceremonies will be held each year. Co-op schools and coaches will be notified of the dates well in advance.

### **Travel**

All players shall travel to and from out-of-town games with the team unless prior approval has been granted by the athletic director and/or administration. A request for prior approval must be made at least 24 hours in advance. The written statement below must be given each time to the athletic director/administration for consideration of the student to be allowed to travel home with anyone other than their legal guardian. In general, if a parent/guardian cannot transport their student home, the student should ride the bus home. Approval to ride home with someone other than their parent/guardian will be limited. A written statement from the parent/guardian relieving the South Fork School District #14 of responsibility for returning the player to the building must be given to the coach.

The parent/guardian, not the student, must sign out on the coach's sign out sheet. Students who have been signed out after the game/activity are the responsibility of the parent or guardian. Coaches reserve the right to request that all students ride to and from all away games/activities.

### **Transportation Release Form**

As the parent/legal guardian of \_\_\_\_\_, I am requesting that

\_\_\_\_\_ be allowed to transport my son/daughter from the away contest/event listed below.

I understand that by signing this release form, I am releasing the South Fork School District and their respective officers, directors, and/or employees from and against any liability, loss, damage, costs, claims, and/or causes of action arising out of or related to my transportation of my son/daughter from the away contest/event listed below.

Date of Contest/Event: \_\_\_\_\_

Sport: \_\_\_\_\_

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

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_