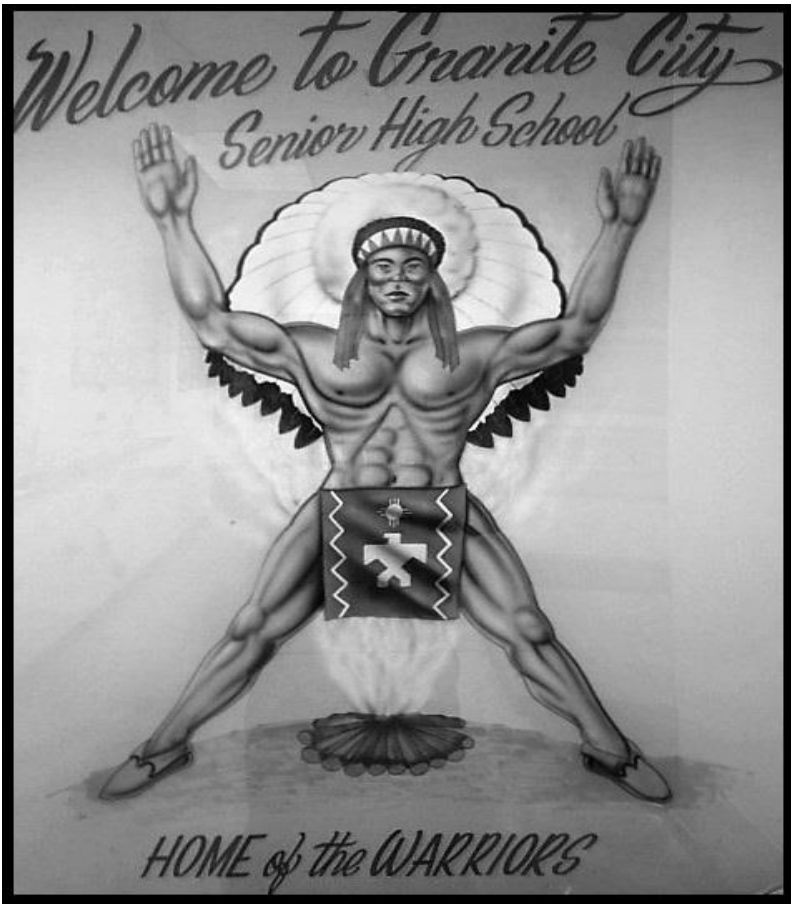


GRANITE CITY SENIOR HIGH SCHOOL



2016-2017

SCHOOL GUIDE TO BEING A WARRIOR
FOR STUDENTS AND FAMILIES

GRANITE CITY SENIOR HIGH SCHOOL

618-451-5808

Phone extension and emails noted below

Administration

Mr. Daren Depew, Principal – ext. 2501, daren.depew@gcsd9.net

Mrs. Stacie Miller, Asst. Principal – ext 2512, stacie.miller@gcsd9.net

Mr. Tim Moran, Asst. Principal – ext 2515, tim.moran@gcsd9.net

Ms. Nikki Petrillo, Asst. Principal – ext 2508, nikki.petrillo@gcsd9.net

Dr. David Keel, Asst. Principal – ext 2510, david.keel@gcsd9.net

GUIDANCE COUNSELORS

Students assigned by last name or as noted below

Mrs. Pam Cook A-De – ext 2524, pam.cook@gcsd9.net

Mr. Jeff Hayes Df-Ma – ext 2533, jeff.hayes@gcsd9.net

Mr. Scott Fandry Mb-V – ext 2529, scott.fandrey@gcsd9.net

Mrs. Samantha Hubbard W-Z & Special Ed Caseload – ext 2541,
samantha.hubbard@gcsd9.net

DEPARTMENT HEADS

Ms. Denise Albrecht, Math – ext 2519, denise.albrecht@gcsd9.net

Mrs. Stephanie Boyer, Spec. Ed – ext 2521, stephanie.boyer@gcsd9.net

Mrs. Pam Cook, Guidance – ext 2524, pam.cook@gcsd9.net

Mr. Greg Garland, Driver's Ed – ext 2540, greg.garland@gcsd9.net

Mrs. Christie Moad, Business/Technology – ext 2526, christie.moad@gcsd9.net

Mr. Brad Hasquin, Physical Education – ext 2547, brad.hasquin@gcsd9.net

Mrs. Amy Heath, Science – ext 2534, amy.heath@gcsd9.net

Mr. Chris Hutchings, English – ext 2520, chris.hutchings@gcsd9.net

Mr. William Laycock, Industrial Technology – ext 2532, billy.laycock@gcsd9.net

Mr. John Manoogian, Fine & Performing Arts – ext 2535, john.manoogian@gcsd9.net

Mr. Vince Willaredt, Social Studies – ext 2505, vince.willaredt@gcsd9.net

ATHLETIC DEPARTMENT

Mr. John Moad, Athletic Director – ext 2514, john.moad@gcsd9.net

Mr. Eric Hill, Asst. Athletic Director – ext 2532, eric.hill@gcsd9.net

Mr. Tate Merten, Athletic Trainer tate.merten@gcsd9.net

SCHOOL RESOURCE OFFICER ext 2517

Granite City, IL 62040

www.gcsd9.net

618.451.5808

2016-17 Handbook

GCHS Office Hours: 7:30AM – 4:00PM

GCHS School Hours: 8:00AM – 3:10PM

Granite City School District provides another line of communication with parents, students, community, and staff through the use of the internet. The District website, www.gcsd9.net provides valuable information regarding important happenings in and around the school district. Also available to parents is the Skyward Student Information System. The parent access, located at <http://parent.gcsd9.net>, allows parents to view their children's grades, attendance, and communicate with teachers, all in real time. The high school's daily announcements are also posted on the website. **We highly recommend using e-mail and accessing Skyward as ways to obtain up-to-date information about your child. The importance of using these forms of communication is imperative due to the fact we will no longer be mailing information such as progress reports.**

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced. The handbook is only a summary of board policies governing the district. Board policies, building handbooks and revisions are available to the public on the district website (www.gcsd9.net).

SCHOOL FIGHT SONG

Here's a song for dear old Granite
Lift up your voice and sing: **RAH, RAH, RAH.**
Here's a cheer for dear old Granite
Shout it! Let the echoes ring: **RAH, RAH, RAH.**
Victory's our habit; let's win this game,
But win or lose, we'll keep on fighting just the same.
For school's what you make it;
Granite can take it.
Fight, fight, fight for Granite High.
G-HE! G-HI! G-HO! HO! HO!
GRANITE WARRIORS, GO, GO, GO!

DISTRICT MISSION: Our district is committed to providing a safe learning environment which enables all students to develop intellectually, physically, morally, and emotionally to the very best of their abilities. This learning environment must offer students the opportunity to practice and adopt the principles, values, and ideals which will help them to become self-sufficient and effective citizens in today's democratic society. Our goal is to promote learning as a life-long process.

Goal 1: Members of the District #9 professional staff will continuously strive to maintain curriculum aligned with state learning standards, while working to improve personal instructional skills that will lead to acceptable student performance on NCLB indicators.

Goal 2: Members of the District #9 community will continuously review, improve and align educational and support programs/services to assist in each student's overall success.

Goal 3: Members of the District #9 staff will continuously improve student and employee performance in a variety of measurable outcomes.

Goal 4: Members of the District #9 community will continue to provide adequate facilities and improve the conditions of all existing facilities.

Goal 5: Members of the District #9 leadership team will manage financial resources to support the growth and development of the district's mission.

Goal 6: Members of the District #9 community will continuously work to improve the relationship between the schools and the home-community in order to strengthen the learning environment.

The **Granite City High School** mission statement is to instill and inspire knowledge, determination, and compassion in all students.

We succeed when students and graduates:

- learn in a safe and supportive environment.
- develop transferable skills for college or the work force.
- demonstrate a positive work ethic through creativity, knowledge, and independence.
- express a strong sense of personal integrity and civic responsibility.
- work skillfully and compassionately with others to achieve common goals.

GRADUATION REQUIREMENTS (Policy 6:300)

Accumulate at least 20 credits, including the following:

- A. Three years of Mathematics – 1 yr. Algebra and 1 yr. Geometry content
- B. Two years of Science
- C. One semester of Consumer Home Management, Economics, or Business Concepts
- D. Four years of English (two English classes per year except for Career and Technical Education students who may waive one English class the junior year and one the senior year if they are in a multi-hour class)
- E. One Year of American History

- F. One semester of Civics (must pass U.S. & IL Constitution Exams in order to pass Civics)
- G. One semester of elective Social Studies
- H. One year chosen from Art, Foreign Language, Music, Drama, or Career and Technical Education (Business, Family & Consumer Sciences, Industrial Technology)
- I. A minimum of six semesters (12 quarters) of Physical Education (Physical Education taken each semester except when taking Health or Driver's Education)
- J. Successful completion of 9 weeks of Driver's Safety or copy of Driver's License
- K. One semester of Health

Curriculum Content follows District Policy 6:60.

GRADUATION: A minimum of twenty credits, a core of courses as listed above are required for graduation from G.C.H.S. Specific course work for each student is set up between the student and his/her counselor. Graduation ceremonies are held in January, May, and on the last day of summer school for summer graduates. Winter graduates are allowed to participate in the May ceremony.

A mandatory graduation practice is held prior to each graduation ceremony. Students who do not participate in this practice are not allowed to participate in the graduation ceremony.

EARLY GRADUATION: (Policy 6:110) Early graduation paperwork is available from the guidance counselor and is due by the end of spring semester.

GUIDELINES FOR GRADUATION RECOGNITION: In accordance with Board Policy 6:330, students who achieve the highest grade point average will, upon graduation, be recognized as Summa Cum Laude, Magna Cum Laude, and Cum Laude. The building guidelines for those distinctions are as follows:

Summa Cum Laude: GPA of 5.6 (Each student achieving the Summa Cum Laude distinction will receive a Class Rank of #1.)

Magna Cum Laude: GPA of 5.3 – 5.59

Cum Laude: GPA of 5.0 – 5.29

- **The Principal’s Trophy will be given to all students with the above distinctions.**
- **All students who achieve a GPA of 5.0 or above receive this special recognition.**
- **All students who have achieved a GPA of 4.25 or above may wear a gold tassel.**
- **All students who have received a Personal Choice Award may wear their medal at graduation.**

STUDENT CLASSIFICATION: (Policy 6:280)

Student classification takes place after the completion of summer school. The classification lasts for the entire school year.

Freshman: 1st year of attendance
Sophomore: 2nd year of attendance
Junior: 3rd year of attendance
Senior: 4th year of attendance until graduation retirements are met.

SUMMER SCHOOL: The administration may offer a tuition-based summer school program in order to provide students with the option to acquire additional credits. Tuition and fee waivers will not be approved for summer school programs. All obligations must be paid in full or arranged to be paid through the building principal. Summer school tuition must be paid in full prior to a student’s being enrolled in summer school.

GCHS GRADING SCALE:

A – 90 - 100

C – 70 - 79

F – Below 60

X – No Credit

I - Incomplete Work*

B – 80 - 89

D – 60 – 69

NG – No Grade

R – Credit – No Grade

M – Medical Waiver

There will be no rounding. For example, an 89.9% will not round to a 90%. Students must meet the minimum percent in a grade range to receive that letter grade.

*4 weeks' additional time may be allowed to complete with administrative approval.

GUIDANCE AND COUNSELING: (Policy 6:110; 7:250) The Guidance Department provides a comprehensive guidance program for students. The major components of this program are guidance curriculum, individual planning, responsive services, and system support.

As students at our school, you are assigned a guidance counselor who will help with the progress of your academic work and with your personal problems. Discussions with the counselors are considered confidential at the student's preference. We also have the benefit of 2 full-time social workers who are located in the Guidance Office. The social workers support our school in a variety of ways, including but not limited to leading support groups and assisting with personal problems. Counselors are available for consultation in the Guidance Office. Students can come in to see a counselor before school, after school, or with a pass from a teacher during class time. Students can request a specific conference time with a counselor by asking the guidance secretary.

Please view our comprehensive guidance website for Guidance website information about scholarships, transcripts, testing, and financial aid.

SOCIAL WORKER SERVICES: (Policy 7:250)

Responsibilities of the social workers include crisis intervention and special education evaluations. The social workers also conduct various group sessions throughout the buildings as an extension of the material that students are learning in class. These topics may include, but are not limited to, bullying, peer relations and emotional health. The social workers complete social history and adaptive behavior assessments on all students who are referred for special education services. In addition, they assist the school in child abuse referrals, consultations with teachers, referrals for assistance from outside agencies, provide direct services to students, serve as a liaison between the home, school, and community, assist with

various assessments, and participate in multi-disciplinary conferences.

SUPPORTIVE SERVICES (Policy 6:110) – The following services are available to assist families having difficulty with attendance issues or academic issues related to poor attendance:

- Meet with school social worker to discuss issues
- Schedule a conference with guidance counselor
- Attend Open Lab after school in Media Center on Tuesdays and Thursdays for quiet atmosphere to study or for access to computers to work on assignments (pending Grant approval)
- Voluntarily attend Academic Support Network to work with high school staff in specific subject areas on Mondays and Wednesdays (pending grant approval); schedule will be posted on website.
- Peer tutoring is available during lunch-study hall periods. Students need to obtain a pass from their teacher prior to their study hall.
- Access the Skyward Student Information System to view your children's grades and attendance.
- Access the District website, www.gcsd9.net, for up-to-date school information.

SCHOOL RECORDS: (Policy 7:15, 7:340, IL School Student Records Act, FERPA)

A complete record of grades are kept in the Registrar's office. It is important to have a good record when job and college inquiries are made. Grades in our school are given to the students every nine weeks throughout the school year. At the end of the first nine weeks of both semesters and at the end of the fall semester, report cards are given to the students.

A semester's report card will have a grade for both nine-week periods and the grade of the semester exam. These three grades will make up the semester grade for each course the student takes. The nine weeks' grades are not necessarily averaged together to obtain the semester grade. The course is eighteen weeks long, and all work must be finished in order for a student to receive credit. The

semester grade is the only grade recorded on the student's permanent record.

TRANSCRIPTS: (IL Compiled Statutes [105 ILCS 5/2-3.13a]) Graduates must request final transcripts after graduation. These will not be sent automatically. If a student or former student has any outstanding obligations, his/her official transcript will not be released pursuant to Illinois Compiled Statutes... "Each public school and each private or nonpublic elementary or secondary school in this State shall within 10 days after the student has paid all of his or her outstanding fines and fees and at its own expense forward an official transcript of the scholastic records of each student transferring from that school in strict accordance with the provisions of this Section and the rules established by the State Board of Education as herein provided."

PARENTAL ACCESS TO STUDENT RECORDS: (Policy 7:340; IL School Student Records Act, FERPA) A parent/guardian or students over 18 years of age ("eligible student") are afforded certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access. The school will furnish a qualified professional to interpret the information in the records upon request. The parent is not entitled to see confidential letters and statements of recommendation furnished in connection with applications for employment, entrance to a post-secondary educational institution, receipt of an honorary recognition, or information communicated in confidence to school personnel, physician, psychologist, or other psychotherapist. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. To request the removal of scores the parent/guardian or eligible student must submit a written request stating the name of each college entrance exam that is subject of the request to be removed.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or IL School Student Records Act authorizes disclosure without consent.

4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information. Throughout the school year, the District may release director information regarding students, limited to: name; address; gender; 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 of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, websites, sporting programs or fine arts programs; academic awards, degrees, and honors; information in relations to school-sponsored activities, organizations, and athletics; major field of study; and/or 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.**
6. Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian, or eligible student. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers. 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.

SEMESTER EXAM POLICY:

Semester Exam Policy - updated for 2016-2017 School Year
Comprehensive semester exams will be required of all students in all classes at GCHS. The following exceptions will be made:

1. A semester exam will not be administered for classes worth .25 credits (i.e., half-hour classes, physical education, and driver's education).
2. A student can earn the right to waive his/her semester exam in all courses, **except those listed below**, based upon his/her excellent attendance, discipline, and/or academic achievement during a given semester. The waiving of a semester exam can be earned based upon the following rules:

*American History 1,2,3: If taken as a graduation requirement not as an elective.

ALL LEVELS OF:

Algebra I	Biology 2	*American History 1	English 6
Algebra Concepts 1	Chemistry 2	*American History 2	English 8
Geometry 2	Physics 1	*American History 3	
Geometry Concepts 2		Consumer Home Mgt.	
Algebra 3			
Pre-Calculus 1			
Survey of Advan Math 1			
Calculus 1			

A. Students will earn the right to waive their semester exam in a given class if ONE of the following applies,

- Student does not have more than 4 absences in a given course during the semester (not including absences due to field trips or funerals or other non-absences as declared by the building principal).
- Student earns an "A" in a given course (does **not** include a student who earns a "B" in an accelerated course that is calculated as an A).

B. Students do not qualify for this type of exception in any class if any of the following apply:

- Student is truant from school any time during the school day.
- Student receives hourly ISS, final must be taken for any hours assigned ISS.
- Student receives homebound instruction at any time during the semester.
- Student enrolls in school or transfers into school after the fourth attendance day of the semester.
- Student has missed more than ten days of school during the semester.
- Students participating in dual credit courses may be required to take semester exams as part of the college requirement.

Procedures:

- Students must take semester exams according to the semester exam schedule.
- Students arriving tardy must sign in at the Attendance Window and must complete the exam in the time remaining for that period.
- Students required to take exams must be in attendance for the full exam period.
- Students in multi-hour classes will take their exam in the first hour the class is offered.
- Student attendance during semester exams will be reflected on the student report card/transcript.
- Students needing to make an adjustment in their final exam schedule must pick up a form from the Principal prior to the start of final exams.

COLLEGE CREDIT: GCHS has an agreement providing college credit to students to specific high school courses. The following courses are available for college credit. The credit given are those earned at the respective institutions and will be placed on the student's transcripts at that institution. These may be transferable credits, pending the university's policies regarding such. Current offerings include (course pending approval from SLU and SWIC on annual basis):

ST. LOUIS UNIVERSITY-1818 ADVANCED COLLEGE CREDIT PROGRAM: Offered at a cost (currently \$65/credit hour) to junior and/or senior students who have a 4.5 GPA or above:

American History 1A=3 credits

American History 2A=3 credits

Chemistry 3A=4 credits

Chemistry 4A=4 credits

Calculus 1A & 2A=4 credits when both semesters are completed

Global Issues A (offered in even numbered fiscal years) = 4 credits

SOUTHWESTERN ILLINOIS COLLEGE–DUAL CREDIT: The following courses are available. Students must meet certain requirements to participate. There is no cost to students. Students may apply for transfer of their SWIC credit to other colleges that they may decide to attend.

Voc. Welding 1 & 2 = 6 credits

Voc. Welding 3 & 4 = 5 credits

Voc. Machine Technology 1 & 2 = 4 credits

Voc. Machine Technology 3 & 4 = 4 credits

Advanced Computer Concepts/A – 1 semester course = 2 credits

Photoshop Creative Cloud – 1 semester course = 3 credits

Animate Creative Cloud – 1 semester course = 3 credits

English 7A & 8A = 3 credits

CEO = 4 credits

Business & Marketing – 3 credits

RUNNING START: Running Start is a dual credit program for qualified high school students to attend SWIC their junior and senior years of high school. The Running Start Program meets the requirements for both a high school diploma from GCHS and an Associate's Degree from Southwestern Illinois College, so both degrees are earned simultaneously. Eligible students will be sent information about the program during the second semester of their sophomore year.

RUNNING START 1.0: Running Start 1.0 is a dual credit program for qualified high school students to attend SWIC their senior year of high school. This program allows students to get a jump start toward earning college credits while completing their high school diploma/graduation requirements. Eligible students will be sent information about the program during the second semester of their junior year.

COLLEGE ATHLETICS: Students who plan to compete in athletics at the college level must be aware of the academic eligibility guidelines for the various colleges. Please check the Guidance webpage and click on “NCAA Clearinghouse/ NJCAA, NAIA Athletics” for a link to more specific guidelines.

ACCELERATED CLASSES AND GRADES: Students are assigned to accelerated classes by grades earned, test scores, and recommendation of teachers and counselors. Grades in accelerated classes are averaged one point higher than those in regular classes, meaning, a grade of “C” is equivalent to “B” and a grade of “B” is equivalent to “A.” However, the letter grade earned is what will appear in the student’s permanent record. Exception: a grade of “D” or “F” is not raised and will remain a “D” or “F.”

SUPPLEMENTAL CREDIT: (Policy 6:110; 6:130) Seniors only may have the opportunity to earn 1 credit (2 courses) their graduating year through online or correspondence courses. These courses must be for elective classes only, not offered at GCHS, and must be AdvancED/North Central Association accredited. Students must obtain prior approval by the high school principal or designee. Students in their fifth, sixth, or seventh years of attendance may take required or elective classes up to 3 credits (6 courses).

CLASS TRANSFER GUIDELINES:

- I. Students will not be allowed to switch classes for preference sake. These type of changes were to have been made when students received their verification sheets.
- II. If a student drops an accelerated class and wishes to enroll in another accelerated class in the same subject area the following semester, he/she must meet the following two requirements:
 - A. The student must meet the standards for accelerated classes.
 - B. The student must petition and receive approval from the following committee: his/her counselor, the department chairperson for the dropped class, and the principal or his designee.

- III. A student may drop a non-required class and move to a study hall if he/she maintains a minimum full schedule (2.5 credit classes per semester). This move will not result in a grade being given and must be no sooner than the 11th day and no later than the 25th day of the semester.
- IV. Any student dropping a class for a study hall after 3:00PM on the 25th day of the semester must have the proper documentation signed by parent, student, and administrator. The student will receive a grade of "F" for the dropped class.
- V. A Class Transfer Form is available for students earning a "C-," "D," or "F" by the fifth week in an accelerated class, allowing them the opportunity to move to a regular section of the same subject area. After this form has been signed by the student and parent, it must be returned to the department head who will give it to the Registrar's Office. A copy of this form will be placed in the student's file.
 - A. If a student in an accelerated class is earning a "C-," "D," or "F" by the fifth week of school, it is strongly recommended that the student be moved to a regular section of that subject. The move is to be made during the fifth week, after low/failing notices are processed.
 - B. In rare instances, students with low grades in accelerated classes may be moved up to the end of the nine-week grade period. This will be done in special circumstances only.
 - C. Students who are given an opportunity to move to a regular section, but choose not to do so, will receive the grade that they earned at the end of the semester. REMEMBER: A grade of "D" or "F" in an accelerated class is not a weighted grade, i.e., a "D" is calculated as a regular "D".
 - D. Parents of students moved from an accelerated class to a regular class will be notified.

GUIDELINES FOR TAKING SUBJECTS FOR CREDIT ONLY:

Students meeting the criteria listed below may elect to take one subject per semester for credit only. Any course which is being taken to satisfy graduation requirements or the requirements for admissions to an Illinois college, may not be taken for credit only.

- I. The student must have a cumulative GPA of 5.0 or higher. Freshmen will not be eligible.
- II. The student must be enrolled in and complete six full - hour classes each semester.
- III. The student, at the end of the course being taken for credit only, has completed work that would have resulted in the student receiving a grade of “A” for the semester. (A letter grade of “A” must be received even if the class is an accelerated class.) In other words, a grade of “B” or below would result in the letter grade being calculated as part of the GPA.

Students may elect to take any summer school course for credit only provided the course is not being taken to satisfy graduation requirements or the requirements for admission to an Illinois college. The student must also meet requirements I. and II. above.

PROCEDURES:

- I. The student must obtain a permit from the Registrar’s Office and return it to his/her guidance counselor before the last day of the semester. Before issuing the permit, the information will be checked to see if the student meets the requirements for taking a class for credit only. This permit may not be used in conjunction with the P.E. Waiver.
- II. The Registrar’s Office will be responsible for assigning credit only. If the student does not have an “A” in the class, the student would then receive the grade that has been earned.

P. E. AND CLASS WAIVER POLICY: (Policy 6:60; 6:300) The physical education waiver (Policy 6:310) is available. This is a district policy and has specific guidelines that must be met before it can be implemented. Please see your counselor for further information.

SECONDARY HONORS’ PROGRAM GUIDELINES

- I. Identification Procedure (used to select initial incoming ninth graders):
 - A. The student must score within the 80th percentile on the most recent standardized achievement test administered in 7th or 8th grade. In lieu of a standardized achievement test percentile ranking, a student may be deemed eligible if he/she had at least one “exceeds” designation on the 7th or 8th grade State Assessment administered.

- B. The student must have a B+ (4.75 cumulative GPA) average or above based upon grades earned in junior high school (seventh and the first semester of eighth grade). (Note - Students at the high school level will be invited into the program if their performance is at the level noted in part II.)
- II. Procedure For Reconsideration of Eligibility For The Secondary Honors' Program:
- A. The Secondary Honors' Coordinator assigned to the honors' program will review the GPA for each grade level after each semester's grades are posted.
- B. A freshman/sophomore student will be invited to participate in the honors' program if
1. He/she has a cumulative GPA of 5.0 or better at the end of the first semester or a 4.75 GPA at the end of the second semester of the student's freshman year. Sophomores must have a 4.75 GPA or better to be invited into the program.
 2. He/she has taken accelerated courses in three of the required disciplines.
 3. He/she can take sufficient courses to meet the minimum graduation requirements for the Secondary Honors' Program.
- C. Freshmen and sophomore students transferring from another school (Consideration will be made on an individual basis after the sophomore year.) will be invited to participate in the Secondary Honors' Program after they have completed one year at Granite City High School if:
1. They have taken accelerated courses in three of the required disciplines.
 2. They have taken courses in the previous school comparable to those required in the Secondary Honors' Program. Waivers of some of the requirements may be granted by the Honors' Coordinator.
- D. Students who wish to re-enter the program after having transferred to another school will be allowed to re-enter if they have taken courses in their previous school comparable to those required in the Secondary Honors' Program. Waivers of some of the requirements may be granted by the Honors' Coordinator.
- III. Requirements For Honors' Students
- A. Honors' students must take the following prescribed number of courses in four of the five disciplines listed below:

1. English – seven semesters, five of which must be accelerated courses (must include English 6A and English 8A)
 2. Foreign Language – four semesters
 3. Mathematics – six semesters, five of which must be accelerated
 4. Science – six semesters, five of which must be accelerated
 5. Social Studies – six semesters, five of which must be accelerated
- B. Honors' students must successfully complete a minimum of one accelerated course per semester.
- C. Honors' students must make a "C" or better in each course in each of his/her four selected disciplines. Once a student has completed the prescribed courses in a discipline, grades in other courses in that discipline will not affect his/her status as an honors' student, except that the student must still maintain the required cumulative grade point average.
- D. An honors' student must maintain at least a 4.5 cumulative grade point average during the freshman year, a 4.6 cumulative grade point average during the sophomore year, a 4.7 cumulative grade point average during the junior year, and a 4.75 cumulative grade point average during the senior year.

HONOR ROLL PROGRAM: The honor roll will be compiled each semester and will be based on grades for that semester. Grades will not be based on an accumulated average. Students must have a 4.2 grade point average or better for the current semester with no grade lower than a "C" and must have at least two (2) credits that semester. High honors will be indicated for students achieving an average of 5.0 for the current semester with no grade lower than a "C." Names will be listed alphabetically within each category and will also be divided by class in school.

NATIONAL HONOR SOCIETY SELECTION POLICY: These are the guidelines that will be used to determine membership in the National

Honor Society. Students will be judged by a committee of staff members on the basis of scholarship, services, leadership, and character. Applications may be obtained from the NHS advisors. Junior or senior students will be notified if they are eligible based on their GPA. It is their responsibility to meet the information sheet deadlines.

Scholarship: Have and maintain a minimum of a 4.25 GPA.

Service: Willingness to render service to the school and community. Willingness to do committee work. Prior participation in school activities is required.

Leadership: Demonstrates leadership in class room or organization work. Demonstrates leadership in promoting school activities. Successfully holds school office or positions of responsibility. Exemplifies positive qualities and attitudes.

Character: Meets responsibilities to the school promptly. Demonstrates highest standards of honesty and reliability. Cooperates with school regulations. Demonstrates concern for others.

ACADEMIC DISHONESTY:

Plagiarism is a form of academic dishonesty and will not be tolerated. Plagiarism is defined as “the presentation of someone else’s ideas or words as your own. Whether deliberate or accidental, plagiarism is a serious offense” (Fowler and Aaron 680).

Each of the following is a type of plagiarism and must be avoided in all academic work:

- Copying directly from a source without quotations and source citation;
- Paraphrasing or summarizing another's idea without attribution;
- Changing a sentence’s structure but copying words;
- Changing a sentence’s words but copying its basic structure;
- Using audio, video, or other media sources without acknowledgement;
- Submitting a paper written by another person and claiming it as your own;
- Using information obtained through interviewing an expert on the subject without attribution;
- Purchasing or downloading a paper from another source and claiming it as your own;
- Collaborating excessively on an essay with another person;

- Submitting an essay that was previously written for another class without the consent of both teachers (Plagiarism Defined 1).

Works Cited

Fowler, H. Ramsey, and Aaron, Jane E. The Little, Brown Handbook. New York: Pearson Longman Press, 2004.

“Plagiarism Defined: Part 3.” Plagiarism Tutorial: Indiana State University Library, 15 June 2004. Indiana State University. 10 June 2005

<panther.indstate.edu/tutorials/plagiarism/defined3.html>.

CHEATING:

Cheating shall be defined by GCHS as “disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor.” Examples of cheating include, but are not limited to, the following:

- Copying answers, data, or other information (or allowing others to copy) during an examination, quiz, or laboratory experiment or on homework or any other academic exercise.
- Assuming another individual’s identity or allowing another person to do so on one’s own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student’s grade or academic standing.
- Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member’s permission.

Source for *quotation:*
<http://www.deltacollege.edu/dept/ar/catalog/cat0910/index.htm>

Deception, in either written or oral form, directed at the staff by a student for the purpose of improving his/her own academic standing or that of another student is subject to disciplinary action.

Disciplinary action will be in accordance with the severity of the offense.

ATTENDANCE PROCEDURES:

Attendance is one of the main keys to academic success.

When absent (for ½ hour or more): A parent/guardian should contact the attendance office each day if possible by 9:00 A.M. A note or call from the parent, a doctor's note, or a court document is required before the absence will be verified. Proof of attendance for a funeral may require verification. **Absences must be verified within three (3) school days, and students could have up to three (3) days to complete assignments (teacher discretion relevant to the difficulty of the missed assignments).** If not verified, the work is not eligible for credit. Absences of more than five consecutive days require a doctor's note to be verified. It is the student's responsibility to ask his/her teachers for work missed when he/she is absent from school. Teachers will allow students the opportunity to make up any work missed because of a verified absence.

The school may employ the following procedures in handling attendance issues:

- Notification via automated phone call when child has an unexcused absence
- Intervention conference
- Referral to truancy services
- Mandatory parent and student conference

ABSENCE DURING SEMESTER EXAM: An absence during a semester exam must be verified before the end of the day on which the exam is scheduled. Failure to do so may result in a missed opportunity for making up the exam and consequently a failing grade for the semester exam.

Consequences – Students who miss more than 10 days per semester may be subjected to one or more of the following:

- Loss of driver's training (behind-the-wheel) privileges
- Loss of privilege to attend school events (Prom, Homecoming events, Lip Sync, May Carousel, etc.)
- Loss of on-campus parking privileges with no refunding of fees.
- Requirement of doctor's note to verify absence(s) – parent call/note will no longer be an accepted form of verification
- Suspension from extra-curricular activities
- Suspension from athletic activities

TARDY POLICY: School starts at 8:00 A.M. If a student will be late to school, **a parent or guardian must** contact the Attendance Office prior to the student arriving at school. The determination as to whether a late arrival is verified or unverified will be on the same basis as absences. If a student is late to school but arrives before 8:10 A.M., he/she is to go directly to class. The teacher will then mark the student tardy. If the student arrives after 8:10 A.M., he/she must report to the Attendance Office for a tardy admit to school. **Students must sign in even if arriving during or between class periods. Any student failing to sign in will be considered truant.**

Disciplinary action resulting from excessive tardiness will be as follows:

Tardy discipline, as with all classroom discipline, begins with the classroom teacher. Nothing in this policy is meant to limit the classroom teacher in his/her attempt to deal with the tardy situation within the classroom.

Tardies will accumulate per class each semester. Tardies will not re-set each quarter except for P.E. Any student with ten or more tardies to first hour will have his/her parking privileges revoked.

- Teachers will give warnings and log in to Skyward for the 1st, 2nd offenses.
- 3rd tardy: Student will receive an 1/2 hr. after-school detention notice.
- 6th tardy: Student will receive a 1 hour after-school detention.
- 9th tardy: Student will be assigned one day of ISS which will result in the student taking his/her final exams.
- 12th tardy: Student will be assigned two days of ISS.

Further tardies will result in additional consequences as determined by administration on a case by case basis. In addition, parents may have to come in for a meeting with the principal and/or parking privileges for the current school year or future school years may be revoked.

HOMEBOUND STUDENTS (Policy 6:150) Students who must be on homebound due to a serious medical condition are unable to attend

and/or participate in GCHS events and activities. Students are also not allowed on campus during their homebound time frame except to attend a pre-arranged meeting with a counselor, administrator, or the homebound coordinator. Students who plan to return to school prior to their homebound end date must secure a doctor's release before coming back to school. This release must be presented to the homebound coordinator on or before the day he/she returns. Students on homebound any part of the semester are required to take all semester exams.

FIELD TRIP (Policy 6:240) Prior to the date of the field trip, it is the student's responsibility to inform his/her teachers that he/she will be missing class. The student must make arrangements ahead of time to make up work missed.

FUNERAL PROCEDURE: If it becomes necessary for a student to miss school for a funeral, the following policy should be followed:

Absences due to death in the immediate family (parents, brother, sister, spouse, children, grandparents, great-grandparents) shall be a non-absence (maximum of five days).

Absences due to attendance at the funeral of other relatives or friends shall be a verified absence.

Any student performing at the service or being a pallbearer can possibly receive a non-absence if he/she has principal approval. Most funeral homes will provide necessary documentation upon request.

If there should be other problems concerning a student's presence at a funeral, **they should be discussed with the principal.**

VACATIONS: Please refrain from taking family vacations during the school year. When a vacation is necessary and cannot be avoided, **a Vacation Form must be obtained from the Guidance Office** and filled out in a proper, timely manner **before** leaving on vacation. Vacation days are highly discouraged during semester exams. If unavoidable during exams, an exam adjustment form must be obtained from the Principal's office. Approval by the building Principal is required to adjust an exam.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE (Policy 7:80) A student shall 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 as least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

COURT SUBPOENA: Any student receiving a court subpoena will receive a non-absence provided appropriate court documentation is given to the attendance office.

DISMISSALS FROM SCHOOL: Any student who leaves school during the day **should have a dismissal slip and must sign out.** In order to secure a dismissal slip from school, the student must bring a note from his/her parent and present it to the attendance office secretary before school. This is the preferred method. A parental phone call to the attendance office will also be accepted. The secretary will ask the reason for dismissal and give the student a dismissal slip. The student must then show the dismissal slip to his/her teacher at the time he/she is to be dismissed. This dismissal slip will then serve as a hall pass to allow the student to leave school.

If a student becomes ill at school, he/she must go to the school nurse. Students should not contact their parents for dismissal. The school nurse will make arrangements, if needed, for the student to be dismissed from school.

CLOSED CAMPUS/SKIPPING CLASSES: The campus at Granite City Senior High School is closed. This means that once a student has arrived on campus, he/she is not allowed to leave campus until he/she has been dismissed. This policy will be strictly enforced. After school, students must go directly to the school bus. Students may not leave campus and return to ride a bus. Skipping classes occurs when a student is not in his/her regularly scheduled class/area. Skipping Classes will result in discipline similar to truancy. Once a student arrives on campus, he/she may not leave unless he/she is dismissed through normal procedures in the main office or in the nurse's office. Student attendance is critical to the learning process. Students who are absent

from school or class without a valid cause will receive the following discipline:

1st offense: After-school detention and notification of parent

2nd offense: ISS and notification of parent , referral for support services

3rd offense: ISS, referral for additional support services

Continued offenses: Appropriate discipline as determined by administration on a case by case basis and parental conference.

Students who miss **5% or more of the prior 180 regular school days without valid cause** (a recognized excuse) **are considered chronic truants.**

TRUANCY: (Policy 7:70) 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 the following:

- Appropriate school discipline
- Referral to the truancy officer/SRO
- Reporting to officials under the Juvenile Court Act and/or city ordinance
- Referral to the State's Attorney

Support services and resources may include referral to the social worker, guidance counselor, or other staff member and/or a parental conference with the administration and/or counselor.

HEALTH SERVICES: The school nurse is available to students for personal consultations. Students who become ill at school must report to the nurse before leaving the building. Students who are injured at school should be sent to the nurse by the teacher, or the nurse may be sent for, depending on the injury. The nurse will administer any first aid needed and contact the parent or guardian. The nurse will file an accident report on any injury that may require medical attention. If the family has purchased school insurance, a claim form may be picked up at the main office. Students **should** have a hall pass from their teacher to visit the health office. No one will be admitted between classes unless it is an emergency.

STUDENT EMERGENCY MEDICAL CARE: It is the policy of Granite City Community Unit School District #9 to ensure that any student in need of emergency medical care be taken to the nearest medical trauma center by the closest available ambulance service. **If any parent or legal guardian prefers his/her child be treated at a different medical center, it will be his/her responsibility to make such arrangements with the receiving “nearest medical trauma center” to which we send the child.**

In accordance with Policy 7:305 the District shall develop and implement a position to manage concussions and head injuries suffered by students and athletes at school and school events. See Athlete Handbook.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

MEDICINE AT SCHOOL: (Policy 7:270) Students who must take medication during the school day should bring **ONLY ENOUGH FOR ONE DAY’S DOSE** (this includes over the counter medications), with a note from a parent stating the name of the drug, the prescribing doctor’s name, and the reason the student is taking it. Having only one day’s dose will minimize problems should the medicine be lost and then taken by another student or one who is sensitive to the drug. The name of the drug is important in both of the above instances, and also in case the student for whom it is intended has a reaction or develops side effects from the medication while at school.

Any parent or guardian desiring medication to be administered by the school nurse to his/her child during school hours shall first complete

School Medicine Authorization Form, supplied by the school district, setting forth pertinent information concerning the child's medical condition. Any information obtained by the school district pursuant hereto shall remain absolutely confidential.

Medications such as aspirin, acetaminophen, cough or cold medicine, antacids, etc., are not dispensed by the nurse or from the health office.

PHYSICAL EXAMINATION/IMMUNIZATION: Students entering ninth grade are required by the Illinois School Code to have a completed physical examination report on file and to have a completed series of immunizations. A dental exam is encouraged but not mandated. Students who transfer from another school system, must show proof of physical examination and completed immunizations as required by the Illinois School Code. This information is usually contained in the records that are received from the previous school. If it is not, the school nurse will notify the student's parents, according to the policy of the Board of Education.

VISION SCREENING: Vision screening will be done at mandated levels during each school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

CARE OF STUDENTS WITH DIABETES: (Policy 6:120-AP4) 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:

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (Policy 7:280)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

INJURY: Any student injured at school should report to the school nurse. If a student has an accident and is covered by insurance, he/she must file a claim to collect.

SCHOOL INSURANCE: GC CUSD#9 offers parents the opportunity to purchase low cost Student Accident Insurance for their children. All pre-K, elementary, and intermediate students were given the information to bring home. For 7-12 students, information regarding this program, application, and costs can be obtained from school office. The insurance policy is a discreet contract between the insurance company and the insured student/family. The school district acts only as an agency for distribution of the enrollment forms and to assist in completing the initial accident report. The school district strongly urges parents to consider this insurance option.

CLUBS/ORGANIZATIONS: Following is a list of Granite City High School clubs, organizations, and sponsors. We encourage you to join one or more of these organizations.

ALPHA	Mr. George Kirgan
Band	Mr. Wyatt Roberds
Bass Fishing Club & Outdoor Club	
Book Club	Mr. Paul Macios
CEO-	
Creating Entrepreneurial Opportunities	Mrs. Karen Greenwald
Debate	Mrs. Amy McQuiggan
Empathy	
Foreign Language Club	
Hobby Club	Mr. Chris Hutchings
Hockey Club	Mr. Chris Harrison
Individual Events	Mrs. Amy McQuiggan
Journalism	Mr. Andrew Crider
National Honor Society	Mrs. Amy Heath
	Mr. Bill Puhse
Photography Club	Mrs. Karen Greenwald
Renaissance	Mrs. Linda Ames, Mrs. Amy
Heath, Mrs. Amber Baileygaines, Ms. Liz Cicio, Mrs. Pam Cook, Mr. Andrew	
Crider, Mrs. Cindy Desper, Mrs. Sue Goedeke, Mr. Chris Harrison, Mrs.	
Ginger Harrison, Mrs. Ginny Henson, Mr. Chris Hutchings, Mrs. Kellie	
Hutchings, Ms. Katie Lloyd, Ms. Sara Marin, Mrs. Jamie Mihu, Mrs. Stacie	
Miller, Mrs. Christie Moad, Mrs. Shannon McBride, Mr. Shawn Neville, Mrs.	
Liz Niepert, Mrs. Jaime Pamatot, Mrs. Julie Schreiber, Mrs. Liz Visintin.	
Scholar Bowl Team	Mrs. Jaime Pamatot
Science Club	Ms. Shannon McBride
Social Studies Club	Mr. Vince Willaredt
Tech Arts Club	Mr. John Manoogian
Student Council	Mrs. Linda Ames
Tech Theatre Club	Mr. John Manoogian
Varsity Club	Mrs. Linda Ames
Video Journalism	Mr. Andrew Crider
Vocational (VICA) Skills USA	Mr. Mark Jones
Warrior Voices	Ms. Alyssa Cowan
Working Warriors	Mrs. Christie Moad
Yearbook	Mr. Amber Baileygaines
Young Authors' Club	Ms. Laura Sullivan

ELIGIBILITY - EXTRA CURRICULAR ACTIVITIES: (Policy 7:240) Rules for eligibility are covered in the *Extra-Curricular Handbook*.

STUDENT CODE OF DRESS: (Policy 7:160AP)

Granite City CUSD #9 encourages a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. Student dress should not disrupt the educational process or be a safety hazard. The Superintendent can amend this policy at any time if circumstances deem it necessary.

I. General Rules

- A. Pants, Skirts, Skorts, Shorts
 - a. Must be worn without holes, rips, or tears
 - b. Must be worn at waist level
- B. Shirts, Sweatshirts, Dresses, Jumpers, Sweaters, Hoodies:
 - a. Must be worn without holes, rips, or tears
 - b. Students will be allowed to wear school issued athletic jerseys/shirts, per coach's guidelines
 - c. Shirts must have sleeves
- C. Belts/Suspenders
 - a. Must be properly buckled and may not dangle
 - b. No wallet chains or belt chains allowed
- D. Shoes
 - a. All students will wear shoes or approved footwear
 - b. Shoes with laces must be tied
 - c. Shoes with a back or back strip must be worn at all times. Flip Flops are not allowed. (K-6)

II. Additional Requirements:

- A. The Seven B's that should not be visible at GCSD9 Schools: Bras, Bellies, Bottoms, Backs, Bandanas, Boxers, and Bedroom Attire.
- B. No hats, headgear, hoods, or sweatbands worn in the building at any time.
- C. Clothing must be worn properly and fit appropriately.
- D. Clothing that contains or suggests vulgar, profane, or inappropriate wording or images, pictures of illegal substances, alcoholic beverages, tobacco products, sexual activity, violence, or racial context are not permitted.
- E. In classes where certain machinery and equipment is operated, individual teachers will cover guidelines on proper dress for students, including hair length and proper protection.

- F. Hair must be clean, of natural color, without curlers, and not distracting or disruptive to the educational process. No grooming items may be stored in the hair.
- G. Gang-related apparel or accessories (as defined by police agencies) is not allowed at any time in school or at school events. Tattoos related to hate groups or which are sexual or violent in nature must be kept covered.
- H. Excessive or unnecessary makeup is not allowed. Makeup, perfume, and hairspray should not be applied in the classroom or cafeteria; it should be applied in restrooms or locker rooms only. (Some people are allergic to these items; please respect their limitations.)
- I. Medical and religious-related needs must be properly documented in the school office before administrative permission will be considered to alter this policy.
- J. Body jewelry other than items worn in the hair, on the hand, wrist, ankle or ear lobe, are not permitted. Body piercing is limited to the nose (small stud only, no hoop or rod), ear, or ear lobe.
- K. Jewelry and other ornamentation are permissible except those espousing violence, obscenities, harassment, or that may be a possible hazard to the wearer or other students are not permitted. Large hoop pierced earrings are prohibited for the safety of the wearer.
- L. Contact lenses must be clear or of a natural eye color/shape. Eye wear and sunglasses that may become a distraction to the educational process are prohibited.

Principals and District administrators have the final authority to determine what is acceptable and not acceptable under this dress code and may alter the policy to accommodate school spirit events.

III. Consequences

Warning for all students in student handbook, at opening day assembly, or day of enrollment.

- 1st Offense -- Parent contact to bring change of clothes
- 2nd Offense – Parent contact, student placed in hourly ISS until change of clothes provided.
- 3rd Offense – Parent contact, students will be placed in 1 day ISS
- 4th Offense – Parent contact, students will be placed in 2 days ISS

- All subsequent violations will be dealt with by building Administration

All consequences are subject to the discretion of the building principal.

IV. Religious Exemptions

The parent or legal guardian of a student (or a student who is 18 years of age or older) may object to the student's compliance with any portion of this STUDENT CODE OF DRESS K-12 Policy based upon a sincerely held religious belief. In order to object, the parent or legal guardian (or student who is 18 years of age or older) shall submit a written statement which responds to the following questions:

- What is the basis for the request for religious exemption
- What religious teaching, religious belief or religious practice prohibits compliance with this student dress code policy?

In addition, all written objections must be accompanied by a signed statement of either a religious official, (such as minister, rabbi, imam, or other) or another personal who can verify the nature and good faith basis of the sincerely held religious belief. The Superintendent or his designee shall review all objections to the STUDENT CODE OF DRESS K-12 Policy. Students with legitimate religious objections shall not be required to comply with those portions of the STUDENT CODE OF DRESS K-12 Policy which conflict with such good faith, religious requirements. If the application for religious exemption is denied, the student applying for the exemption may appeal the determination to the Board of Education who will review the application and make a determination within 30 days of the appeal.

STUDENT BEHAVIOR EXPECTATIONS AND CONSEQUENCES

STUDENT/TEACHER RELATIONS: Students should fully understand that any staff member in the building has the authority to interact with them to clarify a situation or correct misconduct at any time.

Students shall always address and refer to the staff as Ms., Mrs., or Mr. No student shall enter an office or speak to a person who is engaged in another conversation until invited to do so. Foul language or inappropriate comments have no place in our school and will not be

tolerated. Calling a person of authority by his/her last name is not acceptable.

The teacher or other assigned person is in complete charge of the classroom. The cooperation of all students is necessary for efficient school operation.

Since teachers are responsible for the success of their classes, they have the authority to make any sensible rules which they think necessary to produce good conduct in their classes. Teachers will manage student conduct in the classroom including but not limited to the following behaviors: preparedness, homework, attendance, tardies, minor classroom disruptions, inappropriate tone/attitude, jackets in the classroom, electronic devices, inappropriate comments, and food or drink. If these minor infractions are not corrected by the student, then the student's parent/guardian may be contacted, and the student may receive an office referral.

The teachers expect an attitude of respect from students. The students also should expect to be treated with respect. **Any request or command to cease and stop during a confrontation must be obeyed.** Failure to do so will result in appropriate discipline pending administrative review with a possible recommendation for expulsion.

Any contact, intentional or unintentional, with a staff member, regardless of intent, will result in appropriate discipline pending administrative review with possible recommendation for expulsion.

Staff members, being human, do make mistakes; however, most problems can be cleared up through friendly discussion with them. However, this should not be done in the presence of other students.

If a problem cannot be solved through friendly discussion with your teacher, and a misunderstanding still exists, come to the office and talk it over. Disrespect, foul language, or a visible display of anger has no place in solving teacher/student problems. Any student attempting to use such methods will be referred to the office of an assistant principal. Your high school administrators' and counselors' offices are always open for consultation and conferences. Bring your problem in before it brings you in!

The assistant principals will help manage student conduct including but not limited to the following behaviors: dress code issues, chronic minor infractions, aggressive language, threats, harassment of students or teachers, bullying, truancy, tardies, smoking, vandalism, alcohol, drugs, gambling, weapons, fighting or aggressive physical contact, leaving school grounds, and foul language directed at students or staff.

SCHOOL-SPONSORED PUBLICATIONS AND WEB SITES: (Policy 7:310) School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

NON-SCHOOL SPONSORED PUBLICATIONS ACCESS OR DISTRIBUTED ON-CAMPUS: must be approved by the Board of Education and indicate that the publication is not endorsed by the School District. Students are prohibited from creating, distributing and/or accessing at school any publication that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

NON-SCHOOL SPONSORED PUBLICATIONS ACCESS OR DISTRIBUTED OFF-CAMPUS: A student engages in gross

disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

SUBSTITUTE TEACHERS/STUDENT TEACHERS: Our school is fortunate to have capable people to help us whenever our regular teachers are attending conferences, are out sick, or are training novice teachers. A substitute teacher/student teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate. The substitute teacher/student teacher has the same authority as your regular teacher. Treat a substitute/student teacher as you would your regular teacher.

DISCIPLINARY PROCEDURES:

Students will be expected to do the following:

- Conform to socially acceptable standards of speech and conduct appropriate for a school environment.
- Refrain from violating or impairing the rights, safety, and peace of mind of others.
- Demonstrate respect toward authority and compliance with school rules.

Student behavior that does not live up to expectations will result in disciplinary action such as the following:

- Student conference with administrator and disciplinary action, parent contact
- Detention and parent contact.
- ISS (In-School Supervision) – may be issued hourly, parent contact
- Out-of-School Suspension.
- Re-Engagement plan
- Pre-Expulsion agreement
- Recommendation for expulsion from school.

Every student will be afforded due process in the event that he/she violates a school rule.

SILENT LUNCH: Silent lunch is held in a classroom where students are able to eat while being separated from the rest of the student body. Silent lunches are issued for minor infractions related to cafeteria behaviors.

DETENTIONS: Detentions can be assigned by the administration to students for minor disciplinary problems. Any student refusing to serve or is misbehaving during his/her detention will receive further discipline. Detentions are served by staying after school for a ½ hour detention (3:15-3:45) or a 1-hour detention (3:15-4:15).

IN-SCHOOL SUPERVISION (ISS): A student may be assigned to ISS for violation of school rules, misconduct, or repeated offenses. ISS requires a student to spend the school day in a supervised area. ISS may be hourly. Work assigned during ISS will be due immediately upon the student's return to the regular classroom unless specified otherwise by the teacher.

OUT OF SCHOOL SUSPENSIONS (OSS):

A student may be assigned to OSS for serious violations of school rules, serious misconduct, repeated minor offenses, or accumulation of minor offenses. Students will be given time to complete assigned work given during time of suspension in accordance with the length of their suspension.

PRE-EXPULSION: Severe and/or repeated misconduct may result in a student and their parent/guardian being required to sign a pre-expulsion agreement. This agreement will specifically state behavioral expectations for the student in order to avoid expulsion. The Student may be recommended to meet with the social worker, counselor, or other personnel. If terms of the agreement are violated, the student will be recommended by administration for expulsion.

DISCIPLINARY OBLIGATIONS: All disciplinary obligations must be served and fulfilled prior to graduation.

EXPULSION: (Policy 7:210) Pursuant to the Board of Education policy, severe infractions of the student disciplinary code may warrant a minimum of one-year expulsion up to a two-year expulsions from school by the Board of Education.

STUDENT BEHAVIOR (Policy 7:190; policy updated 2016)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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.

Prohibited Student Conduct

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

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

marijuana, and hashish).

b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or

controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) 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.

6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, 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.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school related personnel if the Internet website through which the threat was made is a site that 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.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. Engaging in any activity, on or off campus, that interferes

with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of 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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has

been suspended may also be restricted from being on school grounds and at school activities. 12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities. 13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. 14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years: 1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1). 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 alike” of any firearm as defined above.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. **The goal of reengagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.**

RULES AND REGULATIONS ON STUDENT SUBSTANCE USE/ABUSE POLICY: (Policy 6:30; 7:190; 7:210)

The Board of Education, administration, and staff reaffirm that the consumption of alcoholic beverages and the non-medical use of drugs and other forms of substance abuse are hazardous to the health of students. The consumption, possession, or distribution of alcoholic beverages or the illicit use, possession, or distribution of drugs/substances (including medical marijuana), or possession of drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school-sponsored functions and related activities, whether held before or after school, evenings, or weekends. Students will not be permitted to attend school when they are under the influence or exhibiting symptoms of substance abuse. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had illicit substances in their possession.

Furthermore, given reasonable grounds to believe that a search may turn up an illegal substance, school officials may search for and seize all illicit substances brought onto school buses, school property, and/or school - sponsored trips away from school. Searches may include the use of specially trained dogs. Seized illegal substances shall be turned over to proper authorities and may result in criminal prosecution.

If a student is thought to be “under the influence” of alcohol and/or drugs, the school nurse and an administrator will complete a drug assessment, which may include an oral, fluid, and/or breath scan drug test. A refusal to take the assessment will be considered as an admission of guilt, and positive test procedures will be implemented.

Parents/guardians wishing to contest the results of a drug test may, independently and at their own expense, have their child re-tested at Occupational Health at Gateway Regional Medical Facility in Granite City. The student must report within **30 minutes of leaving the school building**. Appropriately deemed consequences, which may include suspension and/or expulsion, will be handled on a case by case basis by administration.

POSSESSION OR SALE OF CONTROLLED SUBSTANCES

OFFENSES: The school administrator will administer as outlined in the district suspension policy, and parents and police will be informed. The administration will then recommend to the Board of Education expulsion according to Board Policy.

USE AND POSSESSION OF TOBACCO PRODUCTS: Students are not to use or have in their possession any tobacco products or related materials while in any school building, bus, or on school grounds as specified by federal law. The City of Granite City has determined that the health, safety, and welfare of its citizens, and especially its minor citizens, will be served by prohibiting the possession of tobacco products and smoking paraphernalia by minors, per City Ordinance #7282. A fine as well as school discipline will be given to minors who have tobacco products in their possession or who use tobacco products. Tobacco products and related materials include cigarettes, electronic cigarettes or e-cigarettes, chewing tobacco, snuff, cigars, lighters, matches, etc. Acting as a lookout for smokers will result in a discipline agreement.

LOITERING: Students have only six (6) minutes between classes. They are not to loiter in the hallway or the restrooms. Consequence will be determined based upon the severity of the offense.

INSUBORDINATION/DISRESPECT: Students are expected to follow all reasonable requests from the staff. Insubordination is a situation in which a student purposely and willfully refuses a direct command. Disrespect to a staff member i.e., calling a teacher by his/her first name, questioning authority, back talk will result in appropriate deemed consequences by administration on a case by case basis. A request to go to the office is always reasonable. Any student refusing a reasonable request could be suspended from school for up to ten days, and a parental conference may be held prior to the student returning to class. Students sent to the office must remain in the office until an administrator has seen them.

FIGHTING: Fighting is defined as the exchange of mutual physical contact, such as pushing, shoving, and hitting, with or without injury. Without clear and convincing evidence that a participant in a fight

attempted to avoid the confrontation, all parties will be disciplined. Appropriately deemed consequences, which may include suspension and/or expulsion, will be handled on a case by case basis by administration.

MOB ACTION: When two or more students attack another student or engage in group fights, this could be considered a “mob action.” Appropriately deemed consequences, which may include suspension and/or expulsion, will be handled on a case by case basis by administration.

SELF-DEFENSE: This means the student did not contribute in any way to the start of a conflict. There should also be an attempt to retreat as well as an attempt to neutralize a hostile situation without escalating it.

HAZING PROHIBITED (Policy 7:190)

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions: 1. Removal from the extracurricular activities, 2. Conference with parents/guardians, and/or 3. Referral to appropriate law enforcement agency. Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to: 1. Suspension for up to 10 days, and/or 2. Expulsion for the remainder of the school term.

GANG RELATED ACTIVITY (Policy 7:190)

Students are prohibited from engaging in gang activity. A *gang* is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including but not limited to: 1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang; 2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; and 3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a)

soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities;
 - Conference with parent(s)/guardian(s);
 - Referral to appropriate law enforcement agency;
 - Suspension for up to 10 days;
 - Expulsion not to exceed 2 calendar years
- Expulsion not to exceed 2 years

Appropriately deemed consequences, which may include suspension and/or expulsion, will be handled on a case by case basis by administration.

STUDENT TO STUDENT HARASSMENT / BULLYING / CYBERBULLYING: (Policy 7:20)

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 is an important District goal. Bullying and harassment will not be tolerated. This will result in a conflict resolution with administration and could result in serious consequences.

No student should accept being harassed by other student(s). Students should report any type of harassment by other student(s) to a teacher, counselor, nurse, or principal. Harassment includes threats, name-calling, hazing, and inappropriate touching, gestures, symbol display, or verbal/non-verbal/written communication that makes a student feel uncomfortable or unsafe even if the bullying person engaging in such behavior doesn't feel he/she is harassing. Such behavior may result in police involvement in addition to school discipline. This includes harassment of a racial, sexual, or non-sexual nature. Students who engage in any form of harassment will be subject to disciplinary action, which will be based upon the severity of the offense.

ELECTRONIC DEVICES: (Policy 6:30; 7:190AP5) Students assume the risks associated with bringing electronic devices on school property, including cell phones, smart phones, iPads, iPods, etc. The use or possession of electronic devices are permitted to be used in designated areas during the school day. Acceptable use of these devices is limited to non-instructional time: the cafeteria, outdoors during lunch as well as before and after school, and the hallways during passing periods. **Headphones and/or ear buds are not allowed in hallways.** Use of electronic devices for educational purposes during instructional time will be at the sole discretion of the classroom teacher. No electronic devices are allowed during testing; any transmission of classroom materials will result in disciplinary action and a grade of zero for the students involved. Any threats or inappropriate texts sent from one student to another student during the school day may result in a fine per city and state ordinances; this will be determined by administration and/or the School Resource Officer. In areas of the school in which there can be a reasonable expectation of privacy, such as rest rooms, locker rooms, and the Nurses' Office, use of electronic devices is prohibited at all times. Parents may not be contacted electronically by a student for dismissal if he/she is not feeling well. Only the nurse can determine whether a student needs to be sent home, and she will contact the parent. Any invasion of the privacy of another, including but not limited to using a cell phone, smart phone, or any other electronic device or photographic device to take and/or transmit pictures or videos of another without the person's consent is prohibited. This does not include images taken in circumstances where the person has no reasonable expectation of privacy, such as a spectator at, or participant in, an athletic/school activity. Students violating this policy will be subject to disciplinary action. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting," is prohibited. Students violating this policy will be subject to disciplinary action. Appropriately deemed consequences by administration will be handled on a case by case basis.

BLOGGING/SOCIAL WEBSITES: (Policy 7:190) If the school becomes aware of a negative posting by a student on a website outside of the school, made during the school day, the student may be assigned consequences for the post that causes school students or staff members to feel threatened or compromised. Disciplinary action may be taken in response to postings containing threats, bullying, inappropriate pictures,

allegations of inappropriate behavior, or such content that is likely to cause disruption in the school.

STEALING/THEFT: Students who steal are a major threat to the security of other students. Students involved in a theft will be subject to disciplinary action. This also includes any student in possession of stolen property. Police will be notified, and the student will be arrested. A common cause of loss through theft is student carelessness. The school cannot assume responsibility for personal property that is lost, damaged, or stolen at school.

SEARCH AND SEIZURE: (Policy 7:140) In order to maintain order 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 Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students: School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules.

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

LOCKERS: A student must use only the locker to which he/she has been assigned. All lockers are the property of the school. Students are responsible for all materials in their assigned locker. It is recommended students provide a lock.

GAMES/GAMBLING: Cards and games are not appropriate at school as they detract from the educational process. If found at school, they will be confiscated. Gambling of any type is prohibited on school property at all times.

VANDALISM: Students are responsible for the proper care and security of all schoolbooks, supplies, and materials issued to them. Students who disfigure property, break windows, or otherwise damage school property or equipment will be required either to pay for the damage done or replace the item. Vandalism will result in possible suspension or expulsion.

Unauthorized use of any school equipment, property, materials, passes, etc., may result in suspension or expulsion.

Anyone wishing to post materials anywhere on school property must have the materials approved and stamped in the main office by a principal. These materials must pertain to specific school - related/activities.

INAPPROPRIATE LANGUAGE/BEHAVIOR: Students who use inappropriate language, gestures, or behavior on campus will be given an afterschool detention. Inappropriate language or gestures directed towards a school employee could result in appropriate school discipline. This includes vandalism and any type of misconduct or disrespect to a staff member off campus.

MISCELLANEOUS

ACADEMIC SUBJECT POLICY: No student will be permitted to enroll in more or less than five (5) half credit (.5) subjects without approval of his/her counselor and the administration. Students maintaining a “C” average or above the preceding semester may take more than five (5) classes. Students between a 2.5 and 3.0 may take more than 5 classes on a space available basis, excluding freshman. Seniors have no GPA requirement to carry more than five (5) classes.

ACTIVITY TICKETS: Activity tickets cost **\$25.00 a year**. Students may purchase the activity ticket at the first home athletic event of each sport. This result is in a big savings throughout the school year. Announcements will be made when to purchase these tickets.

ASBESTOS: Our district buildings have been inspected for asbestos-containing materials as mandated by the USEPA, 40 CFR 763, Asbestos-containing Materials in Schools. A management plan has been prepared by an accredited management planner, Asbestos Consultants of America, Inc., to offer direction and guidance in the management of the asbestos in our buildings. These reports have been officially accepted by the State of Illinois and are available for inspection. Copies of these reports may be supplied upon request for a fee._

AUDIO/VISUAL SURVEILLANCE: All public areas, including the office area and school buses, are subject to audio and video surveillance and recording.

CAFETERIA: The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered. Plate lunches may be purchased on a daily basis. The lunchroom management appreciates every student’s cooperation. All students should display good manners at all times and should always return trays, utensils, and litter to the proper areas. No cutting in line will be allowed. Students must pay

for their food before leaving the serving line. High school students are not permitted to charge meals. The high school does not issue IOU's.

Food and drinks may only be consumed in or just outside of the cafeteria.

Students should leave the table and floor around their place clean for others.

The last person at the table is responsible for making sure the table is clear of litter. Any refusal to cooperate will result in disciplinary action. If a student wants to work in the cafeteria, he/she should see the lead cafeteria lady. Students may bring sack lunches from home. No other outside food is allowed in the cafeteria (i.e., fast food).

Each student will be asked to memorize a 3-5 digit PIN number. He/she will be asked to enter the number on a keypad. Once the PIN number is entered, the information will be transmitted to the cashier, and a picture of the student will appear on the monitor along with his/her personal information. Using someone else's ID number to purchase a lunch will result in appropriate school discipline.

FOOD ALLERGIES: In order for the Food Service Department to provide a safe alternative for those with identified food allergies, a form must be completed by the parent and physician giving the school authorization to provide substitute food items. This is only for students with a physician statement of diagnosis. See the principal or school nurse for the food substitution form.

FREE AND REDUCED BREAKFAST AND LUNCH PROGRAMS: (Policy 4:130) All students are eligible to apply for free or reduced price meals. Applications are available at the District Office, the school office, and the cafeteria. The applications need to be filled out and returned at registration or to the school as soon as possible each

year. All sections on the application need to be completed as required to prevent delays in approval for your child. Students are still required to pay for meals received before the lunch application for meal benefits is approved.

CAFETERIA PRICING FOR 2016-2017:

Breakfast \$1.50

Lunch \$2.60

CANDY SALES: Candy cannot be sold in the school building during school hours. This applies to school and non-school (sponsored) groups.

CAMPUS MONITORS/AIDES: The Board of Education has appointed campus monitors/aides with duties and responsibilities to assist teachers and administrators with maintaining order, discipline, and providing supervision on campus. **They are authorized school personnel. In the absence of a teacher or an administrator in disciplinary and supervisory situations, these staff members stand in their place, and the students are held directly responsible to them.** Failure to cooperate with them in maintaining discipline on campus will result in disciplinary action in accordance with school policies and procedures.

COMMUNITY RELATION: Accommodating Individuals with Disabilities: (Policy 8:70)

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Individuals with disabilities should notify the Building Principal if they have a disability that will require special assistance or services and, if so, what services

are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

CORRIDOR COURTESY: Keep corridors open to traffic by walking to the right. **Do not block traffic by standing in groups. Do not sit on the floor in the hallways or on stairwells.** Do not loiter in the halls. Pass through corridors quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Keep the school clean by picking up paper from the floor. **Students must leave the building within 15 minutes after dismissal unless under the supervision of a teacher.**

DISTRICT-WIDE ENROLLMENT: (Policy 7:50) Granite City families must register their children **EACH YEAR** prior to the start of school. This involves updating residency information, emergency contact information, and health information. Health information may include proof of disease immunization or detection and the required physical exam, as required by State law and Board Policy 7:100.

DRIVERS' TRAINING: (Policy 6:60) Drivers' Safety is required for graduation and is the classroom portion of the program. Driver's training is the behind-the-wheel portion of the program and is offered to students at a cost, **currently \$250.00**. Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course.

EATING OR DRINKING IN THE BUILDING: Food and drink are served in the cafeteria. They should be consumed in the cafeteria or in outside designated areas. Water bottles will be permissible at the request of the Madison County Youth Forum. All trash needs to be disposed of properly.

ENGLISH LANGUAGE LEARNERS: (Policy 6:160) The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children

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

EXTRA CURRICULAR ACTIVITIES POLICY: These activities are an “extension of the school day.” Any student at an extra-curricular activity that is smoking on school property or who has the smell of alcohol on his/her person will be subject to administrative action and possible arrest. Anyone possessing or using alcohol or other drugs will be turned over to the civil authorities. These students will also be subject to school discipline.

It is to be clearly understood that our established rules of behavior apply not only in the classroom but at any time a student is present in the building or on school grounds or at an away activity. Students ejected will be subject to school discipline and possible removal from all extra curricular events.

EQUAL EDUCATIONAL OPPORTUNITIES: (Policy 7:10) Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Sex Equity: No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right,

privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

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

FIRE AND EMERGENCY DRILLS: (Policy 4:170) Fire drills during the school year are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teachers in each classroom will give the students instructions.

Anyone setting off a fire alarm will receive appropriate discipline as determined by administration.

STUDY HALL POLICY: Students are to bring study materials to study hall. Go directly to their assigned seats. Cease talking at the sound of the tardy bell. Study independently, not in pairs or groups, unless the teacher approves. Refrain from playing games. Remain in seats until the bell rings, and the teacher formally dismisses the group.

Students are not permitted in the halls during class periods unless they are accompanied by a staff member or have a hall pass from an authorized staff member. Teachers have been asked not to give hall passes except in extreme situations. Any student who uses a stolen or fraudulent hall pass will face disciplinary consequences.

HOMECOMING AND MAY CAROUSEL: The senior class selects the Homecoming Court. The “King” and “Queen” are elected from the Court by the entire student body. Only students enrolled the first day of attendance will be considered for Homecoming Court.

All participants in May Carousel are selected by the faculty. The “Queen” is selected from the Court by the student body.

Mandatory practices are required for participants in May Carousel.

HOMEcomings DANCE/PROM: School dress code guidelines and rules will be in effect for these dances. Additional information is below. Students who have chronic absences/tardies will be denied attendance. Students must have all obligations cleared in order to purchase a ticket. Students must have a current school ID, and graduates must have completed a permission form and have a current photo ID. ID and ticket are required for entrance to the dance.

HOMEcomings DANCE – This is a semi-formal event. Jeans and hats are not permitted. Attendees must be either a

1. GCHS student (any grade)
GCHS graduate (under 21 years old) attending as a guest of student in category 1

Students from other schools and non-graduates may not attend Homecomings.

PROM – This is a formal event. Students must attend a mandatory pre-prom meeting on the Friday before Prom. Attendees must be either

1. GCHS senior student
2. GCHS student in fourth year who is scheduled for summer or December graduation prior to next May/June
3. Guests under the age of 21 who are accompanying a student in category 1 or 2 above, must be
 - a. A GCHS student with sophomore or junior classification
 - b. A GCHS graduate (no G.E.D.)
 - c. A student currently enrolled in grade 10, 11, 12 at another area high school that is North Central accredited (School form required)
 - d. Graduate of another area high school (proof of graduation required)
 - e. All guests in 2, 3, or 4 must be approved by a committee of three administrators.
 - f. No one having reached his/her 21st birthday or who is not a current student or high school graduate may attend.

No freshman may attend.

Note: As with all extra-curricular activities, any student who is currently suspended may not attend the Homecoming Dance and activities or the Prom and activities or May Carousel and activities. Students not in regular attendance or students unable to attend school due to homebound status may not attend the Homecoming Dance or Prom. This includes home schooled students as well. All school rules, will be enforced at these events. ***Permission will not be granted for GCHS students to attend other Homecoming Dances or Proms that have outstanding obligations.**

INSTRUCTIONAL FEES, MATERIALS AND TEXTBOOKS: (Policy 6:210) Basic textbooks are issued to each student. **The Board of Education set the 2016 - 17 instructional fees at a price of \$50.00 per student.** Each textbook is numbered, and a complete record of issued books is maintained. When a book is lost during the school year, the teacher will send an obligation notice to the office, and a new book may be issued to the student. No more than two books will be issued to a student unless the student has paid his/her previous obligations. At the end of the semester, or upon transferring or being dropped, all books checked out in a student's name are to be returned to his/her teachers. Books not returned or damaged are to be paid for before full clearance can be given. Note, a processing fee may be charged for late return of materials and textbooks. Official school records are not to be released or forwarded to another school until full clearance is given for lost or damaged books, and all obligations have been paid in full. Students who qualify for free lunch program will have instructional fees waived, however, will still be responsible for any fees incurred for lost/damaged books or materials.

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. Anyone may inspect any textbook or instructional materials, which needs to be coordinated with the building principal.

EXTRACURRICULAR FEES: Granite City High School offers a variety

of opportunities for students to participate in extracurricular activities. The Board of Education has set the fees for the 2016-17 school year as follows:

Athletic/Competitive Team Fee - \$75 per participation

Band Fee - \$75 per year

There is a maximum of \$150 per student for extra-curricular fees.

These fees must be paid prior to the first competition in order for the student to participate.

INTERNET USAGE: All usage of the Internet through the Granite City School District network is governed by Board Policy 6:235-E2. A copy of this policy will be available in all rooms with internet access. A signed copy of this policy must be on file before any student has internet access. Violation of this policy could result in suspension from school, and the student could be removed from the class.

Students are warned that harassment or threats of an electronic nature involving the internet and/or cell phones are specifically prohibited. Depending on the severity of the action, a student could be subject to appropriate discipline action as deemed by the administration. In addition, the City of Granite City has an internet and cell phone ordinance which could result in considerable fines and/or community service. Students who violate these rules will be referred to the SRO and/or the assistant principal in charge of discipline.

DISCIPLINE GUIDELINES FOR COMPUTER LAB AND CLASSROOM(S):

Students are expected to follow the District Technology Policy as well as the additional lab guidelines teachers have students sign. Discipline for violation of computer use and specifically the internet is as follows:

Examples:

- Inappropriate activity, unauthorized use of internet, chat rooms, etc.
- Maneuvering around the system; restarting the computer or removing cable to disconnect from the network or system

software; use of unauthorized software either from downloading it or being brought in to the lab via flash drives, etc.

- Log on as another user; accessing someone else's files, etc.

Subsequent or serious offenses – Will receive appropriate discipline in accordance with this policy.

LOST AND FOUND: Numerous items are turned in to the lost and found each year. Many go unclaimed. Articles that are found should be turned in to the office so students can claim them. Students should properly mark personal items, books, and clothing so they can be identified. The location of the lost and found area is the entryway by Exit 6 (Madison Avenue).

MCKINNEY VENTO HOMELESS ACT: (Policy 6:140) Keeping children and youth in homeless situations connected to school provides them with a source of stability and normalcy in otherwise chaotic and frightening circumstances. School stability supports academic achievement and mental and emotional security. If your family is suffering from lack of adequate housing, living in a shelter, or has been displaced by a natural disaster, assistance may be available to you and your family. Contact the school administration, school social worker, or the district homeless liaison at 618-451-5800.

MEDIA CENTER (LIBRARY): Students are encouraged to use the Media Center for reference work or recreational reading. There are special rules for reference books, magazines, and reserved books. Learning the use of the Media Center and observing the rules help to develop good citizenship. The media specialist is always available to assist those who need help. More information regarding the use of the Media Center will be given to all of the students during the first few weeks of school. Any abuse of Media Center privileges will result in restriction of that privilege.

Students will be charged a fee of ten cents per day per book for any library book kept out past its due date. These fees will only be incurred for student attendance days and will not exceed \$5.00 per book. However, if the book is lost or damaged, the full replacement cost will be levied.

Pending Board approval and funding, the Media Center may be opened after school hours.

MEDIA EXCLUSION FORM: Occasionally the media visits the school as part of a story on school activities or other general news. The district's web page and yearbook also contains information and/or photographs of our students. Parents have a right to complete a Media Exclusion Form to have their child excluded from such coverage. Parents wishing to complete this form must contact the principal and complete the form on an annual basis.

“ELEMENTARY & SECONDARY EDUCATION ACT COMPLIANCE: (Policy 6:170; 5:190) As a parent of a student in the Granite City School District, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law allows you to request the following information about your child's classroom teachers and their paraprofessional assistants, if any:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive this information, please call the Personnel Department at 451.5800.

OBLIGATIONS: Students with obligations at the end of each semester will have a notice of such obligations printed on their report card. Students with obligations will NOT be allowed to participate in events, purchase parking decals, Homecoming dance tickets, Prom tickets, or other dance tickets until all obligations are cleared. **Obligations include outstanding fees, disciplinary obligations, uniform, locks, lost textbook, etc.** Parent with Skyward Parent Access may check obligations on Skyward. Students receiving a fee waiver are not exempt from any charges incurred for lost or damaged books, lost equipment, etc. **If a student or former student has an outstanding obligations, his/her official transcript will not be released pursuant to Illinois Compiled Statutes[105 ILCS 5/2-3. 13a]**

OUTPLACED STUDENTS: Students who are outplaced may not come on campus without prior permission of the principal. Outplaced students may transfer in up to 3 credits per semester.

PARKING PRIVILEGES: Parking on school district property is a privilege awarded to seniors and co-op students. Students allowed to park at school must purchase a parking decal that **MUST** be displayed in the appropriate manner. **The cost of the parking decal is \$75.00 for the senior lot and \$25.00 for the strip along the band field.** However, no student will be allowed to purchase a parking decal if he/she has an outstanding obligation, chronic absences, or chronic tardies. The following motor vehicle regulations shall apply to all operators of motor vehicles as soon as the vehicle enters the high school property.

Parking Lot Rules:

The speed limit is five (5) miles per hour. Reckless driving is prohibited (careless driving or endangering others), and littering is prohibited on school grounds.

1. Operators of motor vehicles must yield the right-of-way to pedestrians and school buses.
2. Operators of motor vehicles must observe all signs posted on the lots and driveways.
3. Cruising is prohibited on property; once a vehicle enters school property, it must be parked.
4. Once a vehicle is parked, all persons in the vehicle must vacate it immediately and clear the lot.
5. There is no parking in striped areas.
6. A student who violates the parking rules may be ticketed and then must report to an assistant principal's office.
7. Any car parked on school property is subject to search if deemed necessary.
8. Students who must drive a car other than the one with the parking permit must report the alternate vehicle to an assistant principal's office or to the monitor on duty.

STICKERS MUST BE DISPLAYED IN THE REAR WINDOW ON THE DRIVER'S SIDE.

Failure to obey school policy concerning the use of a motor vehicle on school property may result in permanent loss of parking privileges and/or may result in suspension from school.

P. E. UNIFORM REQUIREMENT: Please note the uniform requirement and be prepared to dress for P.E. at the beginning of each semester.

SHIRT—PLAIN white t-shirt with sleeves. First initial and last name are to be clearly marked, embroidered or permanent lettering on the **top front half** of the shirt. GCHS Warrior t-shirts in gray, red, black, or white are also acceptable.

SHORTS—One color – plain **red** or **black**. **No Spandex**. **Red or Gray** sweatpants are also acceptable.

TENNIS SHOES and WHITE SOCKS

PEST CONTROL: (Policy 4:160) District buildings are treated monthly for pest control by a licensed professional exterminator. Effective 2001, buildings will be notified four (4) days in advance of this treatment. All spraying is done after attendance hours or on weekends.

PROCESSING FEES: Student not turning in his/her textbook or other issued course equipment, by the end of the scheduled course semester exam, will be charged a **five - dollar processing fee** which will become an obligation. This processing fee will not be refunded if/when the book or equipment found/returned. If the item is lost or not returned, the student will be charged the replacement cost. The processing fee is in addition to the replacement cost for the book or equipment not returned.

PROGRESS REPORTS/SUPPLEMENTARY REPORTS: A progress report will be provided to all students at regular intervals. Parents may check academic progress through Skyward Parent Access. Teachers and counselors welcome emails, phone calls, and/or conferences with parents. Progress reports will not be mailed home.

PUBLIC DISPLAY OF AFFECTION (PDA): Public displays of affection between students have a tendency to reflect unfavorable impressions of

the school and the individuals involved. Students are not to embrace, kiss, or have affectionate bodily contact while on school property.

Offenders' parents or guardians will be notified, and continued offenses will result in disciplinary action.

RIDING A SCHOOL BUS: (Policy 4:170; 7:190; 7:220) Riding a school bus is a privilege that can be taken away for disruptive or unsatisfactory conduct. All students being transported are under the authority of the school bus driver and must obey his/her requests. Specific regulations are posted in the buses. The school bus is an extension of the school and is thought of as a classroom. Bus passes (I.D. cards) are required to ride the school bus. Due to insurance regulations, students may not ride any bus other than the one to which they are assigned. Detention or suspension will be issued at the principal's discretion (even a first offense). During bus suspension, it is the parent's responsibility to provide transportation to and from school. Bus suspension is not an excuse for absence and could result in a truancy referral.

SAFETY REQUIREMENTS IN CERTAIN CLASSROOMS: The Illinois School Code requires every student, teacher, and visitor in certain vocational or industrial arts shops or laboratories and in chemical or combined chemical-physical laboratories to wear goggles. This requirement will be strictly enforced. Other safety equipment pertinent to a specific course may be required.

Any student who does not have the necessary safety equipment will not be allowed to work in the shop or laboratory. Alternative assignments and the amount of credit (if any) will be at the discretion of the teacher. Ongoing violations may result in disciplinary actions.

SCHOOL CLOSING: Notification will be given via automated phone system, to all of the major radio and television stations in the area, and the district website at www.gcsd9.net. Such announcements will serve as sufficient notice to all pupils and employees that school is not scheduled.

SCHOOL RESOURCE OFFICER: Our school resource officer's role is a positive one. The SRO is here to support our educational mission by protecting our students and staff on campus and maintaining order. In conjunction with specialized SRO training, knowledge regarding laws, crimes, threats, and the community makes the SRO a vital resource for both students and staff.

SEX OFFENDER REGISTRY: (Policy 4:170; 8:30) The Sex Offender Registry can be accessed at the local police department. Individuals requesting their own copy of the list must provide identification and pay the copy cost (approx. \$5). The list can be reviewed at the department for free as long as identification is provided. This registry may also be viewed online at www.isp.state.il.us.

Concerned individuals should review the list periodically since changes are made frequently as individuals are added to the list or move to a different location. School officials will continue to discuss safety programs with students. Parents should also discuss safety concerns with their children.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender has advance permission granted by the Superintendent or his designee.

SNOWBALL THROWING: Due to the possibility of injuries, snowball throwing cannot be allowed at bus stops or on campus. Snowball throwing may result in disciplinary action.

SPECIAL EDUCATION: (Policy 6:120; Individuals with Disabilities Education Act; Section 504 of the Rehabilitation Act of 1973)

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District. To receive these services, a child must be referred for screening or testing by parents, teachers, or other staff members. Once parent permission is received, and a case study is completed, the child will be evaluated by a school psychologist. If it is determined that the child meets guidelines established by the state and federal government, a staffing is held with all individuals involved, including the parents, to determine the appropriate placement for the child. The student's program is reviewed each year and re-evaluated every three (3) years.

STUDENT ID'S: At the beginning of each year, each student is issued a student ID. The purpose of this ID is to help provide a safe, secure, and educationally sound environment at GCHS. The ID will act as student identification, bus pass, lunch card, and library card. **Students must keep the ID in their possession at all times.** ID's are school district property. Replacement ID's cost \$5 and may be purchased at the Attendance Office.

Students reporting to the office before school for a new ID must pay for the replacement or be placed on the Obligation List and **will not receive any discipline.** The replacement fee is non-refundable. Any student found without his/her ID in his/her possession may be subject to disciplinary action. This includes any student without an ID during a sweep. Any student using someone else's ID or a false ID will be disciplined.

TRANSFER-IN STUDENTS: Students must be enrolled for their complete final semester at GCHS, have successfully earned 2 credits at GCHS, and meet all other graduation requirements in order to receive a GCHS diploma. Transfer students cannot be awarded more than 3 transfer credits per semester. Students that enroll after the 25th day of the semester (fall and spring) without transfer grades will not receive credit but will have the opportunity to enroll and attend. Students that enroll or transfer after the 4th day of the semester will be required to take all semester exams.

WITHDRAWING FROM SCHOOL: If a student should move from the school, or school district, the student/family should notify the guidance counselor as soon as possible so that records for transfer may be prepared. If a student is leaving the school district the records will be sent to the new school upon written request.

VISITORS: (Policy 8:30; 8:95)

The following definitions apply to this policy:

School property - school buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to follow these guidelines:

- All visitors must report and sign in at the Main Office, show identification, and obtain a visitor's pass/badge.
- Except in special cases, only alumni of the school are permitted to visit, and **they must have an appointment with the staff member they are visiting.**
- No visitor is admitted to visit a boy or girl friend/student.
- Visitors must abide by all school rules.
- All visitors must have official approval from the Main Office.
- Parents must have an appointment to meet with teachers.
- Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.
- The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

WORK PERMITS: If you are under sixteen and have a job, you need a work permit. In order to obtain one, your employer must write a letter outlining the days and hours you will be working. These must be in line with labor laws. Please bring the letter to the main office and give it to the bookkeeper. She will complete your work permit at that point.

**Granite City High School Calendar
2016 - 2017**

August 15-16	Teacher Institute – Staff Reports
August 15	Freshman Orientation 6:30 P.M - 8:30 P.M.
August 17	First Day of Pupil Attendance - FULL DAY
August 29	Open House 6:30 P.M. - 8:30 P.M.
September 2	Professional Learning Day – Early Dismissal
September 5	NO SCHOOL - Labor Day
October 7	NO SCHOOL – County Institute
October 10	NO SCHOOL - Columbus Day
October 3	Homecoming Parade, Powder Puff
October 5-6	Homecoming Play & Coronation
October 7	Homecoming Football Game
October 8	Homecoming Dance
October 14	End of First Grading Period
October 27	NO SCHOOL – Parent/Teacher Conferences (evening schedule) 1:00 P.M. - 4:00 P.M. & 5:00 P.M. - 8:00 P.M.)
October 28	NO SCHOOL - Parent/Teacher Conferences (Day Schedule) (8:00 A.M. - 11:00 A.M. & 12:00 P.M. - 3:00 P.M.)
November 11	NO SCHOOL -Veteran’s Day
November 24-25	NO SCHOOL - Thanksgiving Holiday
December 22	Last Day of Student Attendance before Winter Break, End of First Semester/Second Grading Period
Dec. 23 - Jan. 2	NO SCHOOL - Winter Break
January 3	NO SCHOOL - Teacher Institute Day
January 4	Students Return From Winter Break – Full Day
January 13	Professional Learning Day – Early Dismissal
January 16	NO SCHOOL - Martin Luther King Holiday
February 17	Professional Learning Day – Early Dismissal
February 20	NO SCHOOL - President’s Day Holiday
March – April TBD	State Assessments
March 15	Professional Learning Day – Early Dismissal Educational Development Day – Early Dismissal Afternoon will provide for Spring Parent/Teacher Conferences
April 10-17	NO SCHOOL–Spring Break
April 8	Students and Staff return from Spring Break
April-May TBD	State Assessments
April 22	Prom
May 5	95 th May Carousel
May 19	Last Day of Student Attendance if no emergency days used Professional Learning Day – Early Dismissal
May 26	(Friday) Graduation 7:30 P.M.
May 29	No School - Memorial Day
May 26	Last Day of Student Attendance if all emergency days used

*Final Report Cards for students in Grades K -12 are mailed at the end of the year.

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HALL PASS

Name: _____

Going To	Staff Signature	Leaving Time	Time Sent Back	Staff Initials

HALL PASS

Name: _____

Going To	Staff Signature	Leaving Time	Time Sent Back	Staff Initials

HALL PASS

Name: _____

Going To	Staff Signature	Leaving Time	Time Sent Back	Staff Initials

**2016-2017 PARENT/GUARDIAN HANDBOOK
ACKNOWLEDGEMENT**

Dear Parent/Guardian,

Please complete this form and RETURN TO THE STUDENT'S 1ST HOUR TEACHER.

Board policy 7:190, Student Behavior and the Student Conduct Code, was developed to help all students receive quality instruction in a safe and positive educational environment. This updated policy is contained in the Student Handbook. Please review and discuss the Board policy and guidelines on Student Behavior and the Student Conduct Code with your child, sign this sheet, and return it to your child's school. Should you have any questions, please contact your child's Building Principal. Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with School and School District rules, policies, and procedures.

Acknowledgement:

I acknowledge receiving the Student Handbook, which contains the Board policy on Student Behavior and the Student Conduct Code, and I have reviewed such with my child in an effort to promote a better understanding of District #9 and GCHS rules and expectations.

I understand that this handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the office.

Print

Parent/Guardian _____ Name: _____

Sign Parent/Guardian: _____ Date: _____

I acknowledge receiving the Board policy on Student Behavior and the Student Conduct Code. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and District rules, policies and procedures and to help maintain a safe and positive school environment.

Print _____ Student _____ Name: _____
First MI Last

Student Signature: _____ Grade: _____

**THIS IS AN OBLIGATION THAT MUST BE COMPLETED.
PLEASE RETURN TO THE STUDENT'S 1ST HOUR TEACHER.**

Thank You,
Administration

Granite City High School

BOARD OF EDUCATION

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Mrs. Meghan Daily, Vice President

Ms. Kathy Hagnauer, Secretary

Mrs. Carolyn Yates, Treasurer

Mr. Matt Jones, Member

Mr. Jerry McKechan, Member

Dr. Bill McMasters, Member

CENTRAL OFFICE ADMINISTRATION

618-451-5800

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Mr. Zach Suhre, Director of Finance

Mr. Jim Parker, Director of Personnel

Ms. Kristen Novacich, Director of Elementary Education

Mrs. Cindy Gagich, Director of Secondary Education

Dr. Don Harris, Director of Student Services

Mrs. Paul Hubbard, Director of Special Educ/Region 1

Mrs. Jill Relleke, Region 1 Supervisor

Mr. Brad Ervay, Director of Information Services

Mr. Jason Vaughn, Director of Technology

Mr. Daryl Munger, Director of Building Service

Mrs. Gloria Harrison, Director of Food Service



THIS STUDENT HANDBOOK CANNOT BE ALL-INCLUSIVE OF EVERY SITUATION THAT MAY OCCUR.

TEACHERS AND ADMINISTRATORS HAVE THE DISCRETION TO MAKE DECISIONS ON A CASE-BY-CASE BASIS THAT IS APPROPRIATE FOR THE SITUATION.

THIS HANDBOOK IS SUBJECT TO CHANGE WITHOUT NOTICE. THE UPDATED VERSION WILL BE POSTED ON THE DISTRICT'S WEBSITE.

www.gcsd9.net