

ZION BENTON TOWNSHIP HIGH SCHOOL

One Z-B Way
21st Street and Kenosha Road
Zion, Illinois 60099



HOME OF THE "FIGHTING ZEE-BEES"

THIS HANDBOOK/PLANNER BELONGS TO:

NAME: _____

ADVISORY: _____

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126

One Z-B Way
21st Street and Kenosha Road
Zion, Illinois 60099
www.zb126.org

Board of Education

Jerry Nordstrom, President
Dr. Jorge Nieto, Vice-President
Patricia Stephen, Secretary
Christopher Benitez
Kathy Champine
Dr. Ciera McNeal
Darlene Pickett

Administration

Dr. Jesse J. Rodriguez	Superintendent of Schools	847-731-9792
Dr. Matthew Wilkinson	Chief School Business Official	847-731-9755
Ms. Cynthia Moreno	Exec. Dir. of Comm. and HR	847-731-9796
Dr. Chris Pawelczyk	Exec. Dir. of LD & SP	847-731-9794
Dr. Melissa Digangi	Exec. Dir. of Academic Excellence	847-731-9597
Mr. Jacob Carlson	Exec. Dir. of Stud.& Sp. Svcs	847-731-9356
Dr. William C. King	Exec. Dir. of Safety & Prevention	847-731-9321
Mr. Zackary Livingston	ZBTHS Principal	847-731-9303
Dr. Diallo Brown	ZBTHS Assistant Principal	847-731-9305
Ms. Jen Lang	Director of Specialized Services	847-731-9501
Ms. Bonnie Felske	NT@ZB Principal	847-731-9803
Mr. James McKnight	NT@ZB Assistant Principal	847-731-9806
Mr. Jack Niemi	Exec. Dir. of Athletics	847-731-9361

Department Heads

Mr. Michael Wollney	Science and PE/Health	847-731-9570
Mr. Michael Blades	English, Reading, and Bilingual Ed.	847-731-9370
Dr. Nicole Stommel	Math and Driver's Education	847-731-9440
Dr. Jasey Kolarik	Social Science and World Language	847-731-9540
Ms. Pamela Magna	Alternative Programming	847-731-4401
Mr. Andrew Stout	Bus. FACS, Ind. Tech, NJROTC, VPA	847-731-9492
Ms. Emily Waddick	Special Education	847-731-9713

Deans

Mr. Omar Orozo	A-DOL	847-731-9313
Mr. Eric Baumann	DOM-LED	847-731-9317
Mr. Jefferson Lim	LEE-RIU	847-731-9311
Ms. Latoya Barnes	RIV-Z	847-731-9312

Safety & Attendance

Mr. Rod Henry	ZB Assistant Safety Director	847-731-9314
Mr. MacArthur White	NT Assistant Safety Director	847-731-9808
Mr. Demetrius Terrell	School Engagement Specialist	847-731-9417

Assistant Athletics

Mr. Brandon Rogers	Assistant Athletic Director	847-731-9362
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School Counselors

Ms. Samaa Saed	A-BUR	847-731-9341
Ms. Erin Larson	BUS-DOL	847-731-9347
Ms. Sarah Oates	DOM-GO	847-731-9344
Ms. Maricela Najera	GR-LED	847-731-9346
Ms. Crystal Villalobos	LEE-NAT	847-731-9343
Ms. Colleen Rodriguez- Newton	NAV-RIU	847-731-9345
Ms. Jennifer Marhefka	RIV-S	847-731-9350
Ms. Courtney McNeal	T-Z	847-731-9349

Career and College Counselors

Ms. Anna Peterson	Career Counselor	847-731-9342
Ms. Allison Zameck	College Counselor	847-731-9348



Dear Students:

I want to first welcome you to Zion-Benton Township High School, as your Principal. Z-BTHS is committed to doing all we can to provide you with the best and safest public educational experience possible. We believe in you and your potential. Our mission is “to promote self-worth, social responsibility, and lifelong learning in partnership with our community” in each and every one of you.

As we head into the 2023-24 school year, Z-BTHS will continue its “Commitment to Educational Excellence” providing students with every opportunity to reach your fullest potential.

Respect and Responsibility is the Zee-Bee Way. We expect all of you to respect our policies and procedures, which are outlined in this handbook, and to take personal responsibility for your success. Come to school every day, on time. Strive for excellence in the classroom. Be kind and courteous to everyone. This doesn’t mean be perfect, but it does require you to learn from your mistakes and be a little better each day.

We invite you to participate in the many extracurricular activities at Z-BTHS. Getting involved in school activities is a great way to help you develop into a well-rounded person. It is also a great way to stay connected to your classmates and the Z-BTHS staff who sponsor activities and coach sports.

Lastly, begin to develop plans and aspirations for after graduation. We will not only help you with high school, but we are serious about helping you make a smooth transition to your next phase of life whether that is a four-year university, two-year college, the military, or right to the workforce.

Please do not hesitate to ask questions, utilize the many resources at Z-BTHS, and rely on the wonderful staff at Z-BTHS for help and direction each day!

On behalf of our entire Z-BTHS staff, I wish you the best for a successful 2023-2024 school year! We expect great things from the entire student body and look forward to helping each one of you reach your full potential.

Sincerely,

Principal of Zion-Benton High School

DISTRICT 126 MISSION

To promote self-worth, social responsibility, and life-long learning in partnership with our community.

DISTRICT 126 VISION

Empower students to thrive in today's global society.

DISTRICT 126 EQUITY COMMITMENT

District 126 is committed to being a champion of equity for race, ethnicity, sex, gender, gender identity, language, religion, socio-economic status, ability, disability, immigration status, sexual orientation, and other dimensions of diversity. We will respect and celebrate all students, families, and staff by providing equitable opportunities and resources. We will work to:

- Increase diversity of staff
- Develop culturally relevant curriculum and culturally responsive instruction
- Grow professionally in our understanding of implicit bias and equity
- Listen to and act on the voices of students, parents, and staff
- Examine and recreate policies, practices, and procedures

ACADEMIC HONESTY POLICY

Plagiarism is unacceptable in the academic program of Zion-Benton Township High School. Plagiarism is defined by Z-BTHS as using the written work or ideas of another student, author or website and representing it as one's own. Plagiarism is also defined as presenting a paper or presentation prepared by another student or agency. Zion-Benton Township High School requires clear acknowledgement of sources.

Plagiarism may lead to a total loss of credit for the project, presentation, paper or assignment. Plagiarism will be dealt with as a classroom issue, handled by the teacher. If a student or parent/guardian has additional concerns, they should follow the "Student and Parent/Guardian Problem Solving Procedure".

DATES TO REMEMBER

(Note: Calendar Dates Subject to Change as School Year Approaches and Unfolds)

PARENT MEETINGS

Fall Parent-Teacher Conferences September 21, 2023 - 1:30-3:30 and
6:30-8:30 p.m.
Spring Parent-Teacher Conferences February 8, 2024 - 6:30-8:30 p.m.

NO SCHOOL ON

August 14, 2023.....Teacher Institute Day
August 15, 2023.....Teacher Institute Day
September 4, 2023.....Labor Day
October 9, 2023.....Indigenous People’s Day
November 7, 2023.....Election Day
November 22-24, 2023Thanksgiving Break
December 22, 2023-January 5, 2024Winter Break
January 8, 2024.....Teacher Institute Day
January 15, 2024.....M.L. King’s Birthday
February 19, 2024.....President’s Day
March 4, 2024..... Casimir Pulaski
March 25-29, 2024.....Spring Break
April 26, 2024School Holiday
May 24, 2024.....Teacher Institute Day
May 27, 2024.....Memorial Day

If emergency days are used prior to
May 24, 2024, the school year will have to be extended.

SUMMER TERM

First Session – June 3, 2024 through June 21, 2024
Second Session – June 24, 2024 through July 15, 2024

ATTENDANCE OFFICE GUIDELINES

If a student is ill, late to school, or must sign-out early, a parent/guardian must notify the Attendance Office at:

(847) 731-9330 for Freshmen & Seniors

(847) 731-9320 for Sophomores & Juniors.

Guidelines for Sign-Ins and Sign-Outs

Only parents/guardians are allowed to authorize a student absence.

If necessary, students will be released early from school only to parents/guardians or emergency contacts.

Athletes must be in attendance 4 or more periods on the day of a contest to participate.

For any family/student phone number changes, please contact Jane Cheney at (847) 731-9352.

EMERGENCY CLOSING INFORMATION

On days of inclement weather, please check school website for emergency school closing.

Other forms of information for emergency school closings are:

- Informational call from the Superintendent or Principal
- Listen to radio station WXLC-102.3 for closings
- Tune-in to TV stations: ABC, CBS, NBC or WGN and watch the information scrolling across the bottom of the screen.

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GETTING STARTED

STUDENT ADMISSIONS

Only those youths under the age of 21 who have completed eighth grade, and who reside with their parents or legally appointed guardians within the boundaries of high school District 126 are entitled to enroll at Zion-Benton Township High School. **Residency must be verified annually during the online and on-site registration process.** Verification of residency may be done by presenting one document showing proper name and address from **each** of two categories. (Detailed category listing can be located in the Student Services Office).

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age, as well as proof of residency.

Any student not living with his or her natural or adopted parents in the District must present proof of residence and guardianship papers prior to enrolling. For details, contact the Executive Director of Student Services.

Any other student seeking admission must apply to the Board of Education for special admission and pay the full tuition cost.

The District follows all rules and regulations associated with the McKinney Vento Homeless Assistance Act when enrolling homeless students. The District Homeless Liaison is Ms. Melissa Miscichowski who may be reached at 847/731-9356 or by email at Melissa.miscichowski@zb126.org.

COMPULSORY PHYSICAL AND DENTAL EXAMINATIONS AND IMMUNIZATIONS

The Illinois School Code, Section 27-8.1 requires all students entering ninth grade or transferring from another school, irrespective of grade, to present a physical and dental examination and proof of immunization. **Failure to present the physical exam and proof of immunization before October 15th will cause a student to be excluded from school until proper documentation is provided to the school.** All freshmen and transfer students should turn in a completed physical and dental exam form and proof of required immunizations prior to picking up their schedule. Dental exams are required by May 15th of the ninth grade year. TB skin tests are strongly recommended.

All students who intend to participate in sports, cheerleading, or intramurals must have a current (within one year) physical examination and file evidence of this with the school health office prior to the start of each season. For freshmen, their ninth grade physical exam will suffice.

Pupils whose parents or legal guardians object on religious grounds need not receive the immunizations if they present Zion-Benton a signed statement of objection, which details the grounds for such objection. For additional information, contact the Health Office, ext. 9336. An outbreak of a contagious disease may cause exclusion from school until the danger is over for those not immunized.

EMERGENCY INFORMATION

Each year students are required to update demographic information for use in case of accident or emergency. If there are any changes that need to be made to a student's emergency information, these should be reported to the Student Services Office as soon as possible. **Students can only be released after contact has been made with a parent/legal guardian or authorized emergency contact.**

SCHOOL SAFETY AND SECURITY

Maintaining safe and secure schools is a top priority of District 126 and one that requires everyone's diligence. As a result, District 126 enforces many safety procedures and practices emergency drills on an annual basis. Visitors are restricted to entering the campus through the front, secured visitor's entrance during normal school hours and should be prepared to present a picture ID and pass through a metal detector before being allowed into the building. Visitors will be required to wear a visitor's badge, will be restricted from navigating school hallways during specific times, and may be escorted to their desired location as needed. Students are expected to wear their school issued ID in a visible location upon entry and throughout the entire school day. Students and parents/guardians are also urged to report as soon as possible any rumors or known issues of concern to administration via a phone call, email, or the Anonymous Alerts link located on the school's website.

VISITORS AND LATE ARRIVING STUDENTS

Visitors must sign in at the front flagpole entrance, present a State ID/Driver's License to be scanned into the District's security software, and pass through a metal detector prior to entry. Staff escorts to desired destinations will be provided as appropriate.

All students arriving after the first period bell also **MUST** present their school issued ID to be scanned in and will be given a four minute pass to go to their locker and class.

INSURANCE

The District has purchased student accident insurance that covers students for injuries incurred while participating in school-sponsored and supervised activities, including all sports. Since accidents also occur away from school, the District has made available for purchase 24-hour coverage that provides additional coverage anywhere in the world, while on vacation, during travel, and away from school. The District has also made available 24-hour accidental dental coverage for purchase. These insurance plans provide secondary coverage and will pay benefits after the family's primary insurance has concluded participation in the claim. Enrollment options can be found at: www.k12specialmarkets.com

ACCIDENT REPORT

In case of an accident, it is the student's responsibility to immediately report the accident to his coach, teacher, or the Health Office. The Health Office will provide paperwork, which should be completed within 24-hours of the accident.

VIDEO SURVEILLANCE

This facility is under 24-hour video surveillance. All school buses are equipped with video and audio surveillance while transporting students to and from school and school sponsored activities.

STUDENT CLASS FEES

Student accounts, listing all outstanding fees, are available through the Skyward Family Access online parent/guardian portal. It is the responsibility of the parent/guardian to access and monitor their student's account on a regular basis to ensure its accuracy. If a concern is found, the parent/guardian should contact the appropriate office associated with the fee to discuss the matter.

On the day of on-site summer registration, all students will be allocated registration fees. The basic registration fee covers textbook rental, classroom consumables, student I.D. card, hallway locker, and a student planner. The freshman fee also includes a P.E. lock charge. **PLEASE BE AWARE THAT THE TEXTBOOK FEE IS A RENTAL FEE AND STUDENTS AND/OR PARENTS/GUARDIANS ARE FINANCIALLY RESPONSIBLE FOR LOST, DAMAGED, UNRETURNED BOOKS, OR LATE-RETURNED BOOK, AND CHROMEBOOKS.** Please read below for information pertaining to Driver Education fees, course fees and the collection procedure and penalties.

Driver Education: Driver Education is not a graduation requirement. A \$20.00 State of Illinois fee must be paid to the DMV before the student receives his/her driving permit and a behind-the-wheel laboratory fee is required to be paid per published deadlines in advance of the course for students taking the full course. Students must have their behind-the-wheel laboratory fee paid in full before the first day of school to remain scheduled for the behind-the-wheel portion of the Driver Education course.

Other Fees: Courses may charge a fee for particular projects that students may take home or materials used in the class. These fees **must be paid** upon request throughout the year. Students who have a 1:1 Chromebook are also responsible for any damages to the Chromebook and for excessive loaner charges.

Collections: Students will not be permitted to participate in certain extracurricular activities, such as dances, unless past due fees are paid. All outstanding fees should be paid prior to graduation.

Consumables: Students may be required to purchase paperbacks and/or workbooks.

Refunds: All refunds will be processed through the ZBTHS Bookstore. Refunds will be applied to all outstanding fees first, regardless of the reason.

Students transferring into this school, other than incoming freshmen, will pay an additional lock fee.

Payments made to the student lunch accounts will carry over each year but will not be refunded at the end of the senior year.

The District has adopted a policy that governs the waiver of school fees for students who are found eligible via the school fee waiver form process. Students must submit a separate form with supporting documentation to have their fees waived on an annual basis. ***Please be aware that completion of this form does not automatically qualify a student for a fee reduction or waiver. An incomplete waiver will not be accepted. If mailed in, it will be denied for being incomplete. All school fees should be considered due and payable unless/until notified via letter of a approved waiver. Fee waivers are prorated by the date of approval and are not retroactive.***

TEXTBOOK ISSUANCE AND RETURN PROCEDURES

1. Students are required to return the same books issued to them.
2. Each book has a barcode. Do not remove the barcode. Doing so will mean the student will have to buy the book.
3. Semester books must be returned at the end of the semester.
4. **All textbooks must be returned prior to the last day of school.**

WARNING: Students and/or parents/guardians will be billed for all damaged books, books not returned to the Bookstore, and books returned after the last day of school. Students may not leave books or personal items in their locker on the last day of the school year. Any textbook left in lockers will not be credited to students and will be considered not returned.

STUDENT LOCKERS

Students have been assigned a hall locker for their books and personal belongings. Students should not share their locker. Students may not change their locker location and must use the lock provided by the school. Problems with locks or lockers should be reported to the Bookstore.

A student's locker combination is given only to him/her. The lock turns R-L-R to open. Students should keep their combination a secret.

Students are responsible for keeping their locker in good order. Lockers are school district property and may be inspected by the administration any time it appears necessary for school safety and security.

PERSONAL SUPPLIES AND COURSE FEES

It is the student's responsibility to have supplies such as pens, pencils, paper and folders. Physical education requires a uniform. The uniform for students is to include P.E. shirt, P.E. shorts, athletic socks and gym shoes.

A sweatshirt or sweat suit is recommended for outside activities. To ensure security, all gym equipment should have an identifying mark.

Some courses require material fees, workbooks and/or supplemental reading texts. As soon as the instructor informs students of what is needed, students should pay the fee or purchase the materials.

HALL PASSES

All students must have a pass to be in the hallway except during passing time. Any staff member may write hall passes.

PARENTAL INVOLVEMENT

District 126 recognizes the importance of partnering with parents/guardians in the education of their children. Parents/guardians will need to enter the building during the school day for any number of reasons. Parents/guardians must sign in at the security desk in the front lobby, provide a photo ID, and receive a visitor's pass before entering the building. If a parent/guardian needs to meet with a teacher, that time should be set up in advance to accommodate both the teacher's schedule and the schedule of the parent/guardian.

DISTRICT ISSUED ELECTRONIC DEVICES

Electronic/Mobile Device Information:

A Chromebook will be issued to freshman students without charge. This Chromebook will be uniquely coded and identified and will be assigned to the student during his/her enrollment at District 126. This Chromebook remains the property of Zion Benton Township High School District 126, even though the student will be allowed to take this device home.

Families must choose Options 1, 2, or 3 when they receive their device:

Option 1: The Chromebook is a non-insured device. The parent/guardian will be responsible for 100% of the repair or replacement costs of the Chromebook. This applies to families who pay registration fees, as well as those who qualify for Free or Reduced Lunch. Under these circumstances, the Chromebook will be treated the same as a textbook for damage or replacement purposes.

Option 2: The parent/guardian insures the device. There will be an annual insurance fee of \$30. All parent/guardians will be responsible for the applicable deductibles for loss, theft, or damage. Parents/guardians may make installment payments for the annual insurance fee; however, the insurance will not apply until the fee is paid in full.

Option 3: Student will bring their own device to school and will not be issued a Chromebook. See Mobile Device Liability section for details regarding this option.

If a student's Chromebook is lost or stolen, the parent/guardian must notify the District's technology department immediately (within 24 hours). If the Chromebook is stolen, the parent/guardian is responsible to file a police report within 48 hours and must provide the District with a copy of the report as soon as it is available. Not following this required procedure will void any insurance coverage, and the parent/guardian will be responsible for the full replacement cost.

Prior to graduation, all students must return their Chromebook to the Tech Office. At that time, all District owned software will be removed. The student will then be given the Chromebook to keep for personal use. If the student received a replacement Chromebook at any time, the student will be given a Chromebook that was originally purchased during their freshman year.

Acceptable Use Policy for District Issued Electronic Devices:

Computer resources and the Internet are provided for students to conduct research and communicate with others. Their use is limited to class assignments, and they are NOT to be used for non-school related activities. Independent access to computer resources is provided to students who agree to act in a considerate and responsible manner. Access is a privilege and not a right. Access implies responsibility. Internet access/security/safety cannot be guaranteed. Online discussions should abide by the same or higher standards as a classroom discussion.

Computer storage areas may be treated like school lockers. Administrators and Teachers may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Users should not expect that files stored on district servers or on any school-issued account will be private. As much as possible, access to district computer resources will be designated in ways that point students to those resources which have been reviewed and evaluated prior to use. Computer use will be monitored, but students are responsible for following the District's guidelines for appropriate use and bearing the consequences for misuse.

Inappropriate Use includes but is not limited to:

- Accessing, displaying, printing, or sending pornographic or offensive materials, whether written or graphic.

- Accessing, displaying, printing, or sending information inflammatory or derogatory toward any race, gender, gender identity, religion, culture, ethnic group, or disabled group.
- Misusing, abusing, tampering with, or vandalizing computer hardware.
- Tampering with or copying school-owned software, loading personal software onto school owned computers.
- Tampering with or damaging computer networks, systems, or security measures. Hacking or vandalizing of hardware or software including personal files.
- Intentionally wasting, limited resources (i.e. unnecessary printing)
- Trespassing in other students or staff member's folders, work, or files, or gaining unauthorized access to any district files.
- Using others' accounts or passwords.
- Employing the network for commercial purposes or for private financial gain or advertising.
- Using resources for non-school related activities.
- Using the network while access privileges are suspended or revoked.
- Downloading copy written material.
- Using obscene or abusive language or imagery.
- Harassing, insulting, or attacking others including cyber bullying and cyber stalking.
- Revealing personal information including addresses or telephone numbers of yourself or others.
- Sending or posting anonymous messages.
- Sending or viewing messages inappropriate for public viewing. Email is not private and may be viewed by others.
- Transmitting or accessing materials in violation of any U.S. or State law or regulation, or otherwise violating any U.S. or state law or regulation.
- Posting material authored or created by another without his/her consent.
- Gaining unauthorized access to resources or entities.
- Sexting (i.e. transmitting sexual imagery or language electronically).

Consequences of inappropriate use:

- Violations will result in restricted computer privileges, which may include limited online access, and/or inability to remove the Chromebook from district buildings.
- Violators will be referred to their Dean for appropriate disciplinary action.
- Students will be responsible for full restitution for any physical damage/vandalism to equipment or for any software.
- Insurance purchased by the parent/guardian will not cover willful damage to the Chromebook.
- When necessary, the appropriate law enforcement agency will be notified.

Mobile Device Liability:

Option 1: Non-insured Device

- If for any reason, the Chromebook that is issued to a student breaks, the parent/guardian is responsible for payment of repairs.
- If the Chromebook is damaged, the parent/guardian is financially responsible for the repair or replacement of the Chromebook issued to their student regardless who caused the damage.

- Parent/guardian will be charged for the actual costs of the parts and a \$20 processing fee if the Chromebook is able to be repaired by the in-district student Tech Crew.
- Cost of repairs will be billed through Skyward as a student fee. If the cost to repair exceeds the value of the Chromebook, the student will be charged the full replacement cost (\$316), at which time the student will be issued a new Chromebook.
- Outstanding school fee balances will follow School Board policy (see Student Class Fees section).

Option 2: Insured Device

- The parent/guardian pays an annual \$30 insurance fee to cover accidental damage of the Chromebook. This insurance will protect the family from the full cost to repair or replace a student’s device, subject to a cumulative, year to year, per-occurrence deductible. Parents/guardians may make installment payments for the annual insurance fee; however, the insurance will not apply until the fee is paid in full.
- Insurance Benefits Include:
 - Up to two incidents of damage per school year covered by a deductible not to exceed \$50.00 (each incident).
 - Third and all other incidents of damage in the same school year are covered at a cost up to a maximum of \$150 out of pocket expense per occurrence.
 - The replacement cost of a lost, stolen, or damaged beyond repair Chromebook has a \$158 deductible, and at which time the student will be issued a new Chromebook.

DEDUCTIBLE PER CLAIM	FEE
First incident of accidental damage	Not to exceed \$50
Second incident of accidental damage	Not to exceed \$50
Third and all future incidents of accident damage	Not to exceed \$150
Lost, Stolen, Damaged Beyond Repair Chromebook	\$158

Option 3: Student will bring their own device to school and will not be issued a Chromebook.

- Students may bring their own Chromebook device to school, provided it is one of the devices on the District 126 approved Chromebook list. It is understood that district software will be loaded on the device for the duration of the student’s enrollment at District 126. Upon graduation or transferring out of the District, the student must bring the device to the Technology Department to have district owned software removed.
- Parents/guardians choosing Option 3 must provide the device for the student’s school use for the entire school year.
- In no event shall District 126 be held liable for any claim of damage, loss, negligence, or breach of duty resulting from the use or misuse of a student owned device.
- Students who bring their own device will be required to register the device with the Technology Department prior to the device being used in District.

- Students who bring their own device will still be required to sign the District's acceptable use policy.
- Instruction for students will rely heavily on the use of these devices. As a result, it is imperative that the device be compatible with the District's software. Please contact the Technology Department for the most common compatible devices.
- A student who normally brings their own device, may get a loaner device from the bookstore if his/her own personal device is forgotten or not working. There will be a charge of \$5 per day for each day the student has the loaner in his/her possession. The student is responsible to return the device to the bookstore prior to the first period of the next day. Loaners turned in after first period will be charged for a full day.

Loaner Electronic Devices:

From time to time, a student may need to check-out a loaner Chromebook. When this occurs, the student will be responsible for returning that Chromebook to the Bookstore at the end of the school day. If the Chromebook is not returned the same day, students will be charged \$5 per day for Loaners issued after the second incidence. Loaners for repairs are excluded. If a loaner device is not returned as required, the full replacement cost of the loaner will be added to the student's account similar to the procedure for unreturned textbooks. When the loaner Chromebook is returned, and provided it is in the same condition as when it was issued, the student's account will be credited. If Option 2 above is chosen for the student's assigned Chromebook, the insurance coverage will also apply to any loaner issued.

Chromebook Care:

Students must adhere to the following policies and procedures when utilizing Chromebooks:

- Charging – Chromebooks must be charged at home every evening.
- Sounds - Chromebooks must be muted at all times unless permission is granted from the teacher. Ear buds may be used at the discretion of the teachers.
- Cameras – Chromebooks have a built in web-cam. The District does not have the ability to remotely access the web-cam. At no time will webcams be used to monitor students. Upon report of loss or theft of device, security software can be activated which will activate the webcam for purposes of recovering the lost or stolen device.
- Printing – Students will be encouraged to digitally publish and share their work with their teachers and peers. Students may print their work from a PC in the ZBTHS IMC or NT@ZB Media Center. Since student work should be stored in Google Apps for Education, students will not print directly from their Chromebooks at school. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained at: <http://www.google.com/cloudprint/learn/>.
- Need for Internet Access - Students who do not have Internet access at home will still be able to work on their Chromebooks to complete assignments. When the student returns to school, the saved work can then be linked to their Google account. Mobile hot spots are available in the bookstore for special circumstances.
- Student Chromebook Responsibilities -

- Comply with the District's Electronic Network Policy (6:235) and Student Authorization for Electronic Network Access, as well as all school procedures and guidelines when using the Chromebook.
- Bring the Chromebook to school every day fully charged.
- Treat the device with care and never leave it in an unsecured location
- Promptly report any problems with your device to a teacher.
- Do not remove or interfere with the serial number or other identification tags.
- Do not attempt to remove or change the physical structure of the device.
- Do not lend the device to anyone, including members of your family.
- Security
 - The Device may contain tracking and monitoring software that may provide the District with information concerning the student's use of the device including Internet activity. The District has the right to enable the location tracking function at any time, including if the Chromebook is lost, stolen or not returned.
 - The District may filter or block any material that the District deems inappropriate.
 - The District may access and/or retain any student emails or communications made using the District device or District network. Some of those communications may constitute student records under the Illinois Student Records Act and the Family Educational Rights and Privacy Act. Students should have no expectation of privacy in communications made using the District devices or network and must provide passwords to teacher or school administrators upon request.
 - The District has no duty to provide supervision or protection to students using the device outside of school.
 - Parents/guardians must supervise their children's Chromebook use at home and other environments outside of school and discuss Internet safety with them. While inside the District, students are subject to the District's Internet filter, which blocks Internet access for both minors and adults to certain visual depictions in compliance with the Children's Internet Protection Act. While at home, Internet access will be monitored and filtered with the same parameters as within the District buildings. Regardless of where the Internet is accessed and whether or not the Internet is filtered, students are subject to all provisions of the School Board's Acceptable Use Policy and expected to use the devices in a responsible manner. Compliance with this agreement may require parental and self-monitoring while using the Chromebook outside of District 126 facilities.
- Screen Care – Chromebook screens can be damaged if subjected to rough treatment. Chromebook screens are particularly sensitive to damage from excessive pressure on the screen. Chromebook users should adhere to the following:
 - Do not lean on the Chromebook.
 - Do not place anything near or on the device that could put pressure on the device.
 - Do not place anything in a carrying case that will press against the cover.
 - Clean the screen only with anti-static or dry, soft cloth. NEVER use any liquids or chemicals.
 - Do not "bump" the Chromebook against lockers, walls, car doors, bus seats, floors, etc., as it will break the screen.

- Do not have any liquid or food in close proximity to the Chromebook.
- Device Failure - Should the Chromebook device fail as a result of no fault of the student, the cost to repair or replace the device will be the responsibility of the District.
- Loaner Procedure - If a student needs a temporary loaner device, he/she will need to obtain that through the Bookstore, either before or after school, or during his/her lunch period. Students will not be released from class to go to the bookstore except for device failures beyond their control. The loaner device must be returned that day, unless it is issued as a result of a needed repair. Students will be charged \$5 per day for Loaners issued after second incidence. Loaners for repairs excluded. If a loaner device is not returned as required, the full replacement cost of the loaner will be added to the student's account until such time as the loaner is returned in good condition. No more than one loaner will be issued to any student at any time.

Student Discipline:

Failure to comply to the above standards will result in disciplinary action which will include but not be limited to a parent/guardian conference, SSC and/or suspension.

ACADEMICS

Skyward Family & Student Access

Skyward allows parents/guardians to monitor a student's grades, assignments, attendance, and fees. Additionally, by clicking on the teacher's name, a parent or guardian can email the teacher with questions or concerns. Please refer to the school's website www.zb126.org/zbths and the Student Services page for information about Skyward **Family Access**.

Login and Passwords: During registration pick-up, parents/guardians will receive their login and password information. If the logins or passwords are lost or forgotten, please click on the Skyward Family Access icon on the ZBTHS Student Services page www.zb126.org/zbths, for more information on family access. Follow the instructions provided.

PARENTS - Stay current with your students' grades and more

What is FAMILY ACCESS?

Skyward Family Access is an internet based, secure, and password protected program that allows parents/guardians and students to see their school information. All you need is an internet connection. All students' families have been assigned a log-in and password.

Here is what you can see:

1. Grades	5. Test scores
2. Assignments	6. Schedules
3. Missing assignments	7. Confirm basic demographic information (address, phone #, etc)
4. Attendance information	

Most information in Family Access is in real-time. Grades are dependent on teacher/classroom scheduling. Many factors determine how soon a teacher can access and return assignments. We urge patience; teachers will do their best to post assignments and grades in a timely manner.

TERM GRADES ARE NOT OFFICIAL UNTIL TERM HAS ENDED AND REPORT CARDS ARE ISSUED.

How do you get into Family Access?

1. Go to the ZBTHS website, zb126.org/zbths.
2. Click on [Skyward Family Access](#) icon in the banner at the top of each page.
3. Scroll down and click on "click here for Family Access"
4. Log-in by entering your log-in name & password

If you've forgotten your log-in name or password

1. Click on "forgot log-in or password"
2. Enter your email address. NOTE: This email needs to be the email that is on record within the Family Access system. That is how the system identifies your account.
3. Enter the "captcha" phrase. If it is difficult to read, you can refresh it to find another one.

A screenshot of a web form for logging into Family Access. At the top, there is a banner with the text "online" in a stylized font and "grace" in a bold, sans-serif font. Below the banner is a yellow box containing the text "Type the text" and a "Privacy & Terms" link. To the right of this box is a red "reCAPTCHA" logo with the text "stop spam. read books." Below the yellow box is a white input field labeled "Email or User Name:". At the bottom of the form are two buttons: "Submit" and "Back".

4. A log-in reset email will be sent back to you via your e-mail.
5. You can then enter a new password.

Don't have a password?

1. Send an e-mail to FamilyAccess@zb126.org
2. Include:
 - Your name
 - The name of your student
 - Your student's birth date
 - We'll set you up!

CAREER AND COLLEGE PLANNING

Students and parents/guardians are encouraged to use the current Course Guide to consider the appropriate courses that will help achieve career goals. A student's counselor, as well as the Career and College Counselors, are available for assistance.

HOMEWORK

District 126 is convinced that homework, work done outside the classroom period, is necessary and valuable. It is a tool, which teachers use to help student become confident and independent learners and thinkers. Homework is meant to provide useful practice in the skills that are important for learning competencies.

Completed homework maintains the integrity of the classroom. Therefore, it is essential that students complete their homework assignments honestly, carefully, and on time. Students should strive to eliminate personal distractions, have a personal area for study, and set aside the time on a regular, daily basis for completion of homework.

Homework is assigned based on the curriculum and course requirements. The frequency of homework will depend on the course of study. The performance expectations of students in courses will be provided to the students in writing, in the form of a syllabus or class outline. These expectations will cover at least the following areas: Frequency, quantity and quality of homework, quizzes and tests, special projects, and guidelines for acceptance of work turned in late.

Each test and assignment will be graded in light of its importance, participation requirements, and time devoted to instruction. Comprehensive tests will be graded on a

different basis than a short quiz or assignment. Teachers do their best to return assignments and make grade information available as promptly as their schedule allows. Many factors determine how soon a teacher can assess and return assignments. For example, essays and research papers take longer to grade than quizzes or daily work. Posting of grades is dependent upon teacher and classroom scheduling.

When a student is ill for less than three (3) days, parents/guardians and/or students are responsible for requesting homework by leaving the teachers a message on their voice mail or by sending the teachers an e-mail message. For illnesses of three (3) days or more, please contact Student Services at ext. 9352. ***Please allow a minimum of 24 hours for teachers to respond to a request.***

If a student becomes ill or injured and will be out of school for a period of one to two weeks, the parent/guardian should call Student Services to request the student's assignments. Arrangements to pick up assignments and books are the student's responsibility. For absences that will exceed two weeks, homebound instruction is available. Please see the student's guidance counselor for details.

For absences due to family vacations, a form is available in the Dean's or Attendance Office, which must be filled out for teachers to provide the student with assignments. The form must be returned to the Attendance Office ***prior to the start of the absence.***

A student retains the right to receive assignments missed and to complete classwork for credit, provided the activity can be read outside the classroom and provided it is completed within the time limits established by the teacher. The recommendation for such limits is two days for each day absent, up to a maximum of ten days. Whenever possible, assignments will be given in advance for an anticipated absence. It shall be the responsibility of the student to secure missed assignments and to finish required makeup work within the time limits.

From freshman to senior year, a student's most important job is to complete the work that his/her teachers consider important for his/her education.

GRADUATION REQUIREMENTS

A unit of credit is given for successfully completing a 36-week full-credit course or two 18-week courses. See the Course Guide for specific units given for each course and additional information regarding graduation requirements.

To be eligible for a diploma from this high school, a student must have completed eight semesters of full-time attendance with the final semester as a full-time student at Zion-Benton Township High School. In the course of eight semesters, students must meet the minimum graduation requirements listed below:

Class of 2024

Units of English (English 1. 1.00, World Lit & Comp 1.00, American Lit & Comp 1.00, English Electives 1.00)	4.00
Units of Social Science (U.S. History 1.00, U.S. Government .50)	3.00
Units of Mathematics	3.00
Units of Science (Minimum 1-year lab)	2.50
Units of Physical Education (6 semesters required) *	3.00
Unit of Health	0.50
Unit of Personal Finance	0.50
Units of Senior Core Electives****	1.00
Units of Electives	4.00
All students will need to earn:	21.50^ units of credit

Class of 2025

Units of English (English 1., English 2, English 3, English Electives 1.0)	4.00
Units of Social Science (U.S. History 1.00,U.S. Government .50)	3.00
Units of Mathematics	3.00
Units of Science (Minimum 1-year lab)	3.00
Units of Physical Education (6 semesters required) *	3.00
Unit of Health	0.50
Unit of Personal Finance	0.50
Units of Senior Core Electives****	1.00
Units of Electives	4.00
All students will need to earn:	22.50^ units of credit

Class of 2026

Units of English (English 1., English 2, English 3, English Electives 1.0)	4.00
Units of Social Science (U.S. History 1.00,U.S. Government .50)	3.00
Units of Mathematics	3.00
Units of Science (Minimum 1-year lab)	3.00
Units of Physical Education (6 semesters required) *	3.00
Unit of Health	0.50
Unit of Personal Finance	0.50
Units of Senior Core Electives****	1.00
Units of Electives	4.00
All students will need to earn:	22.50^ units of credit

Class of 2027

Units of English (English 1., English 2, English 3, English Electives 1.0)	4.00
Units of Social Science (U.S. History 1.00,U.S. Government .50)	3.00
Units of Mathematics	3.00
Units of Science (Minimum 1-year lab)	3.00
Units of Physical Education (6 semesters required) *	3.00
Unit of Health	0.50
Unit of Personal Finance	0.50
Units of Senior Core Electives****	1.00
Units of Electives	4.00
All students will need to earn:	22.50^ units of credit

*This requirement can be met by enrolling in NJROTC or Marching Band or by participating in Grades 10, 11, or 12 athletics. See your counselor for details. If an exemption is granted, the course must be replaced with another credit.

****Senior core electives must be in the area(s) of English, Social Science, Science, Math, World Language 3 or 4, or Lake County Tech Campus.

In addition to the existing course and credit requirements, students are required to satisfactorily complete the District's standardized testing program and the Constitution exam as conditions for graduation.

To keep up with their class, students must have at least the number of units indicated on the table below at the beginning of first semester.

On Track Credits **First Semester**

Sophomores - 10th grade	6.00
Junior - 11th grade	11.75
Senior - 12th grade	17.75

GRADUATION PARTICIPATION

At the end of the first semester, the counselor will prepare a list of seniors who may graduate in June provided they complete the second semester satisfactorily. Students who have not completed all credit and graduation requirements will not be permitted to participate in the graduation ceremony.

EARLY GRADUATION

Students who choose to graduate in less than the required eight semesters covering four calendar years must meet specified conditions and have special/extenuating circumstances to warrant consideration. See Course Guide for details; if needed see student's counselor.

CLASS LOAD

A normal class load is six full-unit subjects including physical education, except when students take Driver Ed or Health in lieu of physical education. Students other than freshmen may petition to carry an additional subject if their grade point average in their previous semesters is 2.0 or higher. Band, Choir and NJROTC may be taken either as part of the normal number of subjects or as an overload.

Students may not carry extra subjects if they have failed required subjects or have fallen below the maximum credit requirements because of failures without permission from their school counselor.

SEAL OF BILITERACY

Zion-Benton Township High School District 126 is proud to offer the Illinois State Seal of Biliteracy to qualifying District 126 seniors who demonstrate a high level of proficiency in English and one or more additional languages. The seal is a recognition given to graduating high school students who have demonstrated a high level of proficiency in reading, writing, listening, and speaking in English and in another language. This proficiency will be noted on each awarded student's diploma and transcript. For information regarding the criteria and the benefits, please reach out to your counselor in Student Services.

GRADE SYSTEM AND HONOR POINTS

A weighted grade multiplier is assigned to all courses except Driver Education and pass-fail courses.

PROGRESS REPORTS AND REPORT CARDS

Parents/guardians will receive an electronic progress report approximately by the fifth week of each quarter. Quarterly report cards will be available electronically following the close of each nine-week grading period. Semester report cards are issued shortly after the last day of the semester. Credit is issued for semester grades only.

HONOR ROLL

At the end of each grading period an Honor Roll and a High Honor Roll will be computed and published. Students achieving a 3.50 to 3.74 weighted grade point average will be listed on the Honor Roll. Students achieving a 3.75 or higher weighted grade point average will be listed on the High Honor Roll. Only full credit courses will be averaged. Driver Education and Pass-Fail classes will not be included. Please note that the second and fourth honor rolls are based on semester grades only.

Students receiving incomplete grades may not have their names published although they may make the Honor Roll after the incomplete is removed. A student is not eligible for the honor roll if they received a failing grade.

GRADUATION HONORS

Graduating seniors will be recognized based on their 7th semester cumulative weighted Grade Point Average as follows: Cum Laude 3.50-3.74; Magna Cum Laude: 3.75-3.99; Summa Cum Laude: 4.00+.

HONORS AND AWARDS

Each year prior to the close of school, a series of Honors and Awards Programs are held recognizing outstanding students. Awards are made for excellence in scholarship and citizenship. Students should strive for this recognition from the first day they enter the high school. For seniors, this is the program at which cash scholarships are awarded by local businesses, industries and civic clubs. Applications for these scholarships are taken each year during the months of February and March. Winners are judged on the basis of scholarship, leadership, participation in school activities, citizenship and financial need.

INCOMPLETE GRADE

At times, extenuating circumstances beyond the student's control at or near the end of a grading period necessitates an extension of time for completion of class assignments. An "Incomplete (I)" grade may be allowed in such instances subject to the following guidelines:

1. The teacher and student will communicate to ensure that an understanding exists concerning the nature of the required assignment(s), dates for completion, etc.
2. Teachers are to submit a final grade for each student receiving an "Incomplete" grade within ten (10) school days following the end of a grading period. The Executive Director of Student Services must approve extensions to this.
3. The Executive Director of Student Services must approve all requests for "Incomplete" semester grades. This approval may be granted only after written guidelines for completion of the assignment(s) are established and agreed upon by both the teacher and student.

SECOND GRADE OPTION / REPEATING A COURSE

Students may repeat courses at Zion-Benton to improve a grade.

1. This option may be used only once per course.
2. Students may not repeat courses at other institutions and transfer the grade to Zion-Benton Township High School.
3. This option may be used only if the first grade was a “C” or “D”.
4. Pass-Fail courses cannot be repeated for a grade.
5. This provision may apply to a maximum of two (2) units of credit per student.

PASS-FAIL COURSE OPTION

In order to encourage students to explore areas of interest which might otherwise be avoided, a pass-fail course option is offered. A full explanation is in the Course Guide. See the student’s counselor for details.

PARENTAL CURRICULUM OBJECTION

Parents/Guardians have the right to voice their concerns in writing to the principal regarding their student receiving instruction in sex education; family life instruction on the prevention, transmission, and spread of AIDS; and or instruction on diseases. Parents/Guardians may request alternate assignments be arranged.

ALTERNATIVE TO HIGH SCHOOL ATTENDANCE

Students may elect to substitute college attendance for their regular senior term. See the Course Guide and student’s counselor for details, restrictions and costs. For information regarding alternative learning options, please contact the Executive Director of Student Services.

CONCURRENT ENROLLMENT AT ZION-BENTON AND THE COLLEGE OF LAKE COUNTY

Students may earn credits while in high school. See student’s counselor for restrictions and costs.

LAKE COUNTY HIGH SCHOOLS TECH CAMPUS

The Lake County High Schools Tech Campus is an extension site for Juniors and Seniors to attend classes in a specific career training program. The Tech Campus (located near CLC) provides students the opportunity to earn career certifications and college credit. Sophomores and Juniors must complete an application available sometime in December to attend Tech Campus for the following school year. For more information, please contact the Career Counselor or refer to the *Course Guide*.

Tech Campus Drop Policy

Students will be informed by March if they’ve been accepted to Tech Campus for the following school year. Since a student’s Tech Campus tuition is covered 100% by the District, there is a drop policy. To avoid drop fees, students (or the parent/guardian of the student attending) must directly talk to or email the Career Counselor to inform them of their decision to no longer attend Tech Campus the following year. Failure to do so by the deadline specified may result in a drop fee, which will be added to the student’s account. The Career Counselor will confirm the student’s drop via email.

Students withdrawing from the Tech Campus program before Thursday, August 17, 2023, as specified in the Tech Campus Drop Policy will be charged \$50. Students withdrawing after this date will be assessed a \$500 charge due to the District's liability to pay full-year tuition cost.

CORRESPONDENCE SCHOOLS

Under special circumstances, Zion-Benton will accept credits toward graduation from approved, accredited correspondence schools. A student may not pursue such work for credit while enrolled as a full-time day student without prior approval from their counselor.

A student may enroll in two (2) units of credit at a time, up to a maximum of four (4) units of credit may be earned from correspondence courses.

CREDIT RECOVERY

Each term the District will attempt to offer before and/or after school credit recovery sessions, which provide students opportunities to make-up courses. A separate registration form will be published at the beginning of each semester. See student's counselor for details. All students attending 0 & 9th Hour credit recovery opportunities are subject to all school rules and policies.

SUMMER SCHOOL

Each year the District will attempt to offer a summer session, which will be based on sufficient enrollment. During these summer sessions students may take a maximum of two semesters of work either for enrichment or to make-up courses missed or failed. A separate bulletin describing the summer term is published in May. All persons attending summer school are subject to all school rules and policies.

HELPFUL INFORMATION

BOOKSTORE

Supplies, textbooks, workbooks and other materials are sold in the bookstore. Here students may also pay book fees, material fees and all other charges incident to attending Zion-Benton. The bookstore handles all matters pertaining to lockers and locks.

Students may visit the bookstore both before and after school, during their scheduled lunch period or on a pass issued by study hall personnel. The bookstore does not accept passes from advisory or during NO PASS situations. All students must be wearing their current year school ID.

Hours of Operation:	During the school year:	Mon-Fri	7:30am to 3:30pm
	During the summer:	Mon-Thur	7:30am to 4:00pm

INSTRUCTIONAL MATERIALS CENTER – LIBRARY

Students are encouraged to utilize the IMC facilities between 7:00 a.m. and 4:00 p.m. All materials borrowed from the IMC must be properly checked out at the circulation desk. Renewals are allowed for materials up to three times. However, if items remain overdue and not renewed for more than 30 days, the student will be liable for the replacement cost of the materials. During their study hall period, students are allowed to access the IMC with ZBTHS School ID.

DEAN'S OFFICE, ROOM 247

The Deans are available to assist students and parents/guardians. Attendance and conduct concerns can be addressed here.

ATTENDANCE AND SAFETY OFFICE

Concerns related to attendance or safety matters should be addressed in the Attendance and Safety Office, which is located off the Courtyard cafeteria.

STUDENT SERVICES, ROOM 202

School counselors are available to meet with students to create a four-year high school academic plan, discuss college/career exploration, and provide academic and social-emotional support as needed in Student Services.

The Registrar is also located in this office and is available to assist with records and/or transcripts for transferring present and past students.

The Student Services Support Specialist is also located in this office and is available to assist with correspondence enrollment, homelessness issues, home or hospital tutoring, secondary school forms, GED letters and other services.

The Executive Director of Student Services is also located in this office and is available for assistance with transfer or enrolling students, and to offer guidance with special circumstances and other services.

COLLEGE AND CAREER CENTER

The District 126 College and Career Center (CCC) is located off the ZBTHS Courtyard Cafeteria. Students of all grade levels are invited to drop in or make an appointment to visit the College or Career Counselor, who can help assist with post-secondary college and/or career planning. Throughout the year, counselors will plan workshops, field trips and events focusing on aspects of college and career exploration and development.

Parents and students of all grade levels will utilize *SCOIR*, the District's post-secondary College and Career online program/app, to assist with researching post-secondary options, development, and planning.

HEALTH SERVICES OFFICE, ROOM 204

First aid, health records, P.E. medical excuses and all matters pertaining to student health are handled in the Health Services Office.

Any student with a note from either a doctor or parent/guardian prohibiting participation in physical education must present the excuse to the Health Services Office. A parent's/guardian's note will be honored for no longer than three days.

Medication Procedures: Parents/guardians are responsible for administering medication to their children. Temporary or chronic prescription medications should be taken in accordance with the directions on the label. Medications must remain in their specified containers with the directions remaining on the container. These medications should be taken home with the student either at the end of the school day or end of the prescribed medication administration period.

Students are not allowed to possess ANY medication in the school at any time during the school day without the express knowledge and permission of the Health Services Office. Medication Permission Forms, located at the Health Services Office, must be properly completed and signed by physician and parent/guardian to keep prescriptions and over-the-counter medications in school for a prolonged period of time.

Students will report to the Health Services Office at the designated time, take their medication as instructed, and return to class. Nothing in this policy shall prohibit any school

employee from providing emergency assistance to students, including medication administration.

Food Allergy Management Procedures: Parents/guardians of students with food allergies must complete an Allergy History Form and School Medication Authorization Form available in the school's Health Services Office and returns both forms to the Health Services Office. Parents/guardians are to work cooperatively in filing an Individual Health Care Plan with the school that outlines a food allergic student's needs, includes the precautions necessary for food allergen avoidance, and provides emergency procedures and treatments. This same information should also be included within the 504 Plan of any student possessing a 504 Plan.

Authorization to Provide Diabetic Care: Parents/guardians of students with diabetes and that require assistance with managing this condition while at school and school functions, must submit a Diabetes Care Plan to the Health Services Office. Parents/guardians are responsible for and must:

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

For further information, please contact the Executive Director of Student Services.

EXCLUSION

Students who are excluded are restricted from school attendance because concerns exist for health, safety or welfare pertaining to the individual student.

BULLETIN BOARD DISPLAYS

Bulletin boards are displayed throughout the building for student information. The posting of bulletins and posters must be approved by the Assistant Principal. These may be put up only on the bulletin boards provided.

Removal of the signs after the event, activity or election is the responsibility of the sponsor, club or individual and should be attended to in a timely manner.

STUDENT BULLETIN & NOTICE BOARD

School announcements will be displayed on TVs in the cafeterias and near the Bookstore, on the school web site, and read during advisory. Any school-sponsored activity may publish announcements of importance or concern to the student body. Requests for announcements should be made to the Assistant Principal's Office. The faculty sponsor of the activity must pre-approve announcements.

HOMEWORK ASSIGNMENTS

When a student is ill for less than three (3) days, parents/guardians and/or students are responsible for requesting homework by leaving the teachers a message on their voice mail or by sending the teachers an e-mail message along with checking Canvas for daily assignments. For illness of three (3) days or more, please contact Student Services at ext. 9352. **Please allow a minimum of 24 hours for teachers to respond to a request.**

Arrangements to pick up assignments and books are the student's responsibility. For absences, which will exceed two weeks due to extreme medical conditions with Doctor's notice, homebound tutoring is available through the office of the Executive Director of Student Services. For absences due to family vacations, a form is available in the Attendance Office, which must be filled out, teachers will provide the student with assignments and the form must be returned to the Attendance Office prior to the start of the absence.

HOMEBOUND INSTRUCTION

If a student becomes ill or injured and his/her doctor feels that he/she will be unable to attend school for two weeks or more, the student may request homebound instruction from the office of the Executive Director of Student and Specialized Services. Tutors are assigned to visit the home (or hospital) and provide instruction at no cost to student or parents/guardians. ***This service requires a doctor's statement to begin services and upon re-entry to school.*** It is very important that the student and/or the student's parent/guardian act quickly in requesting this service so that no time is wasted before instruction can begin. Successful completion of such work can prove helpful in maintaining school achievement while the student is on homebound. Contact the Executive Director of Student and Specialized Services for details.

TEACHER-ADVISOR PROGRAM

An integral part of the daily program for our students is the teacher-advisor program.

The goal of the advisor system is to provide each student with an advisor/advocate to nurture, inform, protect and promote each student's best interest. At the heart of the system is the relationship between advisor and student – where the student has a person who: knows him/her, defends him/her and will help him/her fulfill his/her educational and personal potential.

The teacher-advisor functions as:

1. MENTOR – provides important information on how the school functions and on how to make real life choices, helps the student plan his/her academic career, and helps the student to apply himself/herself to studies and to participate in the extracurricular life of the school.
2. EDUCATED FRIEND – listens, guides, and refers students to appropriate in-school and outside services.
3. ADVOCATE – serves when needed as a buffer/problem solver for students in need of assistance for coping with problems at home or with a large school system, which sometimes may seem to be arbitrary or indifferent.

Parents/guardians are especially urged to make use of this service in working with the school. The student's schedule will include the name of the teacher-advisor.

ADVANCED PLACEMENT TESTS

By passing the College Board Advanced Placement examinations, students may earn college credits or college placement above introductory courses while completing their high school requirements.

Advanced placement can produce tangible savings in both time and money and real potential to enter the job market or graduate from college earlier. The required AP examination fee is covered by the District. See the Course Guide for details.

TESTING

Another important service is a testing and inventory program for all students designed to uncover abilities and interests students may not know exist, as well as to bring to light any problem or learning concerns students may have. Testing is done for incoming freshman students and periodically through graduation. These results become part of the student's temporary records. District State Assessments will become part of the student's permanent record.

COLLEGE ENTRANCE TESTS

Almost all colleges now require examinations for entrance. There are two major organizations whose tests are used by most colleges: The American College Testing Program and the College Entrance Examination Board.

Students should consult the catalogs for the colleges in which they are interested to find what tests they require and the earliest and latest dates they will accept a student's test scores and application. A special schedule of testing will be published annually and distributed to students who desire it. The College Counselor is available for help.

LOST AND FOUND - ATTENDANCE OFFICE

The school cannot be held liable for lost or stolen items. Students are not to bring unneeded money and valuables to school. In the event of loss, parents/guardians should check their homeowner's policies for coverage.

Students who lose articles of clothing, keys and books can check at the Attendance window to see if item(s) have been found. Students who lose items are to report them on the special Lost/Stolen Report Form found in the Dean's Office. School personnel will make every attempt to assist the student in recovering the item(s).

Students who find any valuables in and around the school should turn them in to the Dean's Office. Unclaimed items are discarded quarterly.

MULTI TIERED SYSTEMS of SUPPORT (MTSS)

MTSS is the District's Response to Intervention (RtI) initiative to provide solutions for struggling students. MTSS is made up of administrators, school counselors, interventionists, and special service personnel. MTSS meets weekly to discuss student needs related to academics, social/emotional, attendance, and discipline. Students' advisors and teachers may be consulted as part of this process. Teachers, staff, administration, or parents/guardians may refer students to MTSS for review, investigation, and intervention. Applicable accelerations, enrichments, or interventions are assigned on a case-by-case basis and are reviewed for effectiveness by the team on a weekly, monthly, and quarterly basis in conjunction with the classroom teacher(s).

CONCUSSION PROTOCOL

District 126 follows required concussion protocols for Return to Play and Return to Learn. If your student has a concussion they may be required to follow steps that may include, but are not limited to, check-ins with the School Nurse and/or Athletic Trainer, and doctor's documentation.

SECTION 504 OF THE REHABILITATION ACT, 1973

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (1) has a physical or

mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Questions about the identification and placement of students should be directed to the Executive Director of Student Services at (847) 731-9340 or the student's counselor.

SPECIAL EDUCATION

Zion-Benton Township High School District 126 provides all students with disabilities a free and appropriate public education. Student's parents/guardians serve as team members with the public school in determining eligibility for and provisions of special education services. Every identified student will be assigned a case manager to facilitate registration, monitor state-required documentation and provide assistance to students, teachers and parents/guardians. The "Parent Guide—Educational Rights and Responsibilities: Understanding Special Education in Illinois" provides additional guidance and is available at <https://www.isbe.net/Pages/Special-Education-Parent-Rights.aspx>. Arrangements for the use of a service animal should be made through the Executive Director of Specialized Services and be in accordance with Illinois School Code.

Parents/guardians, an independent educational evaluator, or a qualified professional retained by or on behalf of the parents/guardians or student are afforded reasonable access to educational facilities, personnel, classrooms and buildings, and to the student, consistent with school district policy.

District 126 offers a full range of special education services required by law. Inquiries about services may be made to the student's counselor who will conduct a preliminary evaluation which includes a review of records with staff and other relevant resources. The counselor and the parent(s)/guardian(s) maintain close contact with each other on the progress of the review. If the parent(s)/guardian(s) and the counselor agree that special education services may be warranted, a referral for special education evaluation will be prepared by the counselor and submitted to the Executive Director of Specialized Services who will determine the educational assistance appropriate to the student's needs and acceptable to the parent(s)/guardian(s).

Special Education students are subject to and accountable for the same rules and regulations unless the behavior is related to or results from a disability listed in Article 14 of the School Code. Special Education students may be excluded or suspended from school if their behavior can reasonably be considered a danger to themselves, staff or other students.

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY (SEDOL)

District 126 is a member of a cooperative organization (SEDOL), which provides instruction and educational services for physically and emotionally handicapped students. Classes for the hearing-impaired, vision-impaired, physically challenged, and multiple-handicapped are offered by this co-op, which also assists in administering the homebound program. If a student has a need for any such services or knows of a high school age youth needing such services, please contact the Executive Director of Specialized Services at (847)731-9501.

TRANSFER STUDENTS

A student seeking admission to a District 126 school must meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by state law. A student must also present a "student in good standing" form from the school from which the student is transferring. To be admitted, the form must indicate that the student is not currently suspended or expelled.

Parents/guardians of a student transferring from the District should give the registrar written notification of their intent, pay outstanding fees or fines, sign a release of records form, and return all school owned property. See student's counselor for details. Refunds are not made unless this procedure is followed. Failure to check out within 30 days after the student's last day in school will cause the student to forfeit his/her refund.

If a student has attended Zion-Benton for the first 3 1/2 years of high school and moved away at the beginning of or during his/her final semester, he/she may petition to have his/her final semester's credits transferred from another accredited high school to apply toward this school's graduation requirements. In all cases, prior arrangements for such transfers must be made. See student's counselor for more information.

INTRA-DISTRICT TRANSFERS

The Board of Education policy regarding intra-district transfers will govern all intra-district transfer decisions.

TRANSCRIPTS

Official copies of students' high school records must be provided whenever students transfer to another school, apply for college admission or for other purposes. Requests for transcripts should be made to the Registrar at least two weeks in advance of the date on which they are needed.

WORK PERMITS AND CERTIFICATES OF AGE

State of Illinois work permits are issued by Student Services. Students under age 16 must present evidence of a physical exam, their birth certificate, social security card and a statement from their prospective employer before a work permit will be issued. ***A parent/guardian must be present to sign.***

Students over the age of 16 must present their birth certificate and a statement from their prospective employer to obtain a certificate of age if required by their employer.

All students must be passing all classes, as evidenced by the most current grade report in our computers, when they apply for the work permit/certificate of age.

STUDENT AND PARENT / GUARDIAN PROBLEM SOLVING PROCEDURE

Any student or parent/guardian having a question or complaint because of the application of an administrative rule, or because of the actions of a school employee, or who feels there are deficiencies in the school system, such as curriculum content, disciplinary practices, educational facilities, teaching methods, sexual harassment, etc., has the right to raise a question for attention.

Students should consult with their advisor, parent/guardian, counselor, dean or principal for assistance in selecting the best and most appropriate means for presenting a matter for consideration.

However, should the complainant engage in conduct or actions during the problem-solving procedures prohibited under Board Policy 8:30, then the provisions under Enforcement shall be utilized to address such conduct or actions. A copy of Board Policy 8:30 may be found on the District's website at www.zb126.org under the heading "About Us" - "Board of Education" - "Board of Education Policies."

STEP ONE:

1. The question or problem should be discussed at a personal conference with the staff member directly involved in the question or problem. A Dean will be involved

if it relates to a disciplinary action or upon the request of other appropriate personnel.

2. Any substantive complaint regarding an employee by a parent/guardian must promptly be called to the attention of the employee. The complaining party shall first discuss the matter with the employee with the intention of resolving the complaint. The Counselor and/or Dean if requested in advance by either party will attend the meeting of the complainant and the employee. A complainant's refusal to meet with the employee or present evidence may terminate any further action.

If the conference does not resolve the matter within ten (10) school days:

STEP TWO:

The following information will be needed, in writing:

1. Date, time and place of any situation causing the question or problem.
2. Specific nature of the question or problem for which remedial action is requested.
3. The remedy desired and why this remedy is felt to be appropriate.
4. Information as whether anyone else would be affected by the requested action.
5. Result of the original conference (Step One) and reasons for dissatisfaction with the conference result.

The question or problem may be taken to the Principal, who may bypass Step Two and refer the question to Step Three.

If the Principal feels there is no basis for the question or that the conference result was the proper resolution, he/she will so inform the complainant. If informed in writing, a copy will be sent to the Superintendent and/or other appropriate Zion-Benton staff.

If the Principal feels the question or problem merits further investigation, he/she will hold a conference with all persons involved and will make a determination as to whether further action is necessary. In any case, he/she will notify all involved with the situation of his/her decision. If informed in writing, a copy will be forwarded to the Superintendent.

If Step Two does not resolve the situation within ten school days:

STEP THREE:

The question or problem may be taken to the Superintendent for a review.

This procedure shall be the same as Step Two.

If Step Three does not resolve the situation within ten school days:

STEP FOUR:

The question or problem may be taken to the Board of Education for final review and decision. This procedure shall be the same as Step Two.

Information concerning the time, date and location of Board of Education meetings may be obtained from the Superintendent's Office.

STUDENT RECORDS

District 126 complies with rules and regulations governing the Illinois School Record Act of 1975, the complete text of which is on file in the school office. The following statements are required by that Act and the Rules and Regulations of March 24, 1976:

- I. The student records covered by this Act will include the following materials:
 - A. Permanent records of basic identifying data, academic transcript, grade average, rank, graduation date, state test scores, college entrance examination scores, attendance, accident and health record, record of releases of records, honors received and co-curricular activities.

- B. Temporary records of family background, intelligence, aptitude and achievement test scores, teacher anecdotal records, disciplinary information, special education records of referral, placement, hearings and appeals, verified reports or information from non-educational sources of relevance to the student and records of release of temporary information.
- II. Maintenance of records
- A. Permanent records will be microfilmed and kept by the school permanently.
 - B. Temporary records will be destroyed according to the following schedule:
 - 1. Temporary records of students who have graduated will be destroyed five years following the date of graduation.
 - 2. Withdrawn or transferred student temporary records will be destroyed five years following June 30th of the year in which the student withdrew or transferred.
 - 3. A student has the right to request a copy of their records prior to destruction. Cost per sheet for copies is 35-cents.
 - 4. Temporary records of special education students will be kept on file for a period of five years following the date the student officially left school.
- III. Parents/guardians, or students age 18 or over, have the right to inspect and copy records. Cost per sheet for copies is 35-cents.
- IV. Parents/guardians have the right to control release of records and the right to a copy of information released, except as provided by law.
- V. When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.
- VI. Records may be released without parental consent or notification to local district staff, including the Special Education CO-OP, the State Board of Education, to approved research workers (20 U.S.C. §1232g(b)(1)(F); 34 C.F.R. §99.31(a)(6); 105 ILCS 10/5(1)(4)), or pursuant to a court order under ILL. Revised Statutes, 1975, Ch. 122, Article 50-6(a).
- VII. Parents/guardians or students age 18 or over have the right to challenge any entry except grades and reference to expulsion or out of school suspension in the school student record via direct written request to the school. In case of a dispute, a hearing may be requested before an impartial hearing officer. A formal hearing will be held pursuant to 9.03 of the Student Records Act. Any party has the right to appeal the local hearing officer's decision to the Superintendent of the Regional Office of Education. The school shall implement the decision of the Superintendent of the Regional Office of Education.
- VIII. Per Illinois law, directory information may be released without Parent/Guardian consent unless specifically prohibited in writing by the Parent/Guardian. This information includes: name, address, date of birth, period of attendance, honors received, activities and field of study, and diplomas awarded. This information is primarily requested by military recruiters, institutions of higher education, the Student National Clearinghouse, and other approved research workers.
- IX. No person may condition the granting of 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 records which such individual may obtain through the exercise of any right secured under the Act or these regulations.

- X. Confidential records that are maintained by a school employee or office solely for the carrying out of a school function; which are confidential information relayed by a student or parent/guardian; recommendations for college admission, employment or receipt of an honor or award; physician's, psychologist's or psychiatrist's reports are not included in the provision of this Act and will not be made available to a parent/guardian or student.

PROFESSIONAL QUALIFICATIONS

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, parents/guardians have the right to know the professional qualifications of the teachers who instruct their children and the paraprofessionals, if any, who assist them. Parents/guardians may request the following information about each of their child's classroom teachers and their paraprofessional assistants, if any:

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

If a parent/guardian would like to receive any of this information, please contact the District personnel office.

EQUAL AND EQUITABLE EDUCATIONAL OPPORTUNITIES

Zion-Benton Township High School is in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws, Orders and Regulations. Equal and equitable educational opportunities shall be available for all students without regard to color, race, nationality, language, religion, sex, sexual orientation, ancestry, age, height, weight, hair or other physical characteristics; physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, and 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.

Dr. Jesse Rodriguez or his designee is the Coordinator for Equal and Equitable Educational Opportunities. For additional information, please contact Dr. Rodriguez at (847) 731-9792 or write to Zion-Benton Township High School District 126, One Z-B Way, 21st Street and Kenosha Road, Zion, Illinois 60099.

EMERGENCY DRILL PROCEDURES

FIRE ALARM / DRILL

1. ALL PERSONS MUST LEAVE THE BUILDING
2. The fire alarm is a loud, continuous signaling device.
3. Leave your area immediately by the assigned exit as designated by the posted Disaster Plan. Promptly follow all directions given and remain with staff.
4. Have an alternative route in mind in case your assigned exit is blocked.
5. If traffic appears to be blocked or slow, do not push. Wait calmly in line. Be prepared to turn back and use alternative exits.
6. Turn off utilities used in class.
7. Proceed at a rapid pace. Do not wait for friends. No loitering or delaying in hallways or cafeterias.
8. Move AT LEAST 500 FEET away from the building.
9. DO NOT STOP AT EXITS - DO NOT GO TO LOCKERS
10. Take purses and valuables with you.
11. No unnecessary talking. Listen carefully for instructions throughout the evacuation.
12. The SIGNAL to RETURN to the building is an ANNOUNCEMENT on the intercom. (During fire drills the Signaling Device will be turned off after approximately two minutes. THIS DOES NOT MEAN IT IS CLEAR TO RETURN TO THE BUILDING. Everyone must remain outside until the end of the drill is announced.)

TORNADO / DISASTER DRILL

- A. When a Tornado/Disaster drill is in effect, all persons must move immediately to safer areas.
 1. The signal for the start of the tornado/disaster drill is an announcement over the intercom, or a prolonged and interrupted “beep” of the passing tone, or both. An announcement over the intercom ends the tornado/disaster drill.
 2. The Disaster Plan posted in every room will give directions as to where personnel are to report. (Rooms are required to have the fire/disaster plan posted. If missing, request a replacement from the Principal’s Office.)

LOCKDOWN / LOCKDOWN DRILL

District 126 will practice lockdown drill(s) annually. During a lockdown/lockdown drill, all students and guests should follow staff directions immediately. Directions on whether the lockdown is “soft” (concern outside of the building) or “hard” (concern inside the building) will immediately follow the initial notification of the lockdown/lockdown drill. Students who fail to comply with or disrupt an emergency drill, or attempt to incite panic or initiate an unauthorized emergency drill, are subject to disciplinary action, up to and including suspension or a hearing before the Board of Education.

ROLE OF PARENTS: ILLINOIS PLAN FOR RADIOLOGICAL ACCIDENT (I.P.R.A.)

The Illinois Department of Nuclear Safety and the Illinois Emergency Services and Disaster Agency have developed a comprehensive plan for student and staff in the event of any radiological accidents. In Lake County, the Regional Office of Education is responsible to notify affected school districts and recommend either TAKE SHELTER (remain indoors-

precautionary plan) or EVACUATION (transportation via evacuation routes to Congregate Care Shelter locations). Parents/guardians are advised to listen to radio stations listed for information and instructions. Please do not attempt to pick up students at the school. Students will be accompanied to Congregate Care Shelters where care will be taken to provide for student needs until they are reunited with their families.

ILLINOIS	AM 670	WISCONSIN	AM 1050
	AM 1220		FM 91.1
	FM 102.3		FM 95.1

EXTRACURRICULAR ACTIVITIES

Zion-Benton Township High School District 126 offers a variety of diversified activities for students to expand their knowledge and interest.

All students who participate in any of these activities are subject to the eligibility requirements, training rules and disciplinary guidelines as listed in this handbook.

Listed below are most of the activities currently available:

Academic Team	FBLA	Nor'Easter – Yearbook
Anime	Game Club	Prom Committee
Art Club	Garden Club	Robotics Team
Band	German Club	SAGA
Bass Fishing Club	HATT	Sister to Sister
Bee Leaders	Healthy YOUth	Spanish Club
Black Student Union	Homecoming Committee	Speech Team-Forensics
Brotherhood of	Key Club	Stinger–Z-B Newspaper
Extraordinary Young Men	Mosaics	SWARM (Spirit Club)
Choir/Swing/Musical	National Honor Society	Thespians
Class Officers	NJROTC – Drill Team	Weightlifting Club
Encore Players – Drama	NJROTC – Orienteering	Z-B Tech Crew
French Club	NJROTC – Rifle Team	Z-B TV

REQUIREMENTS / DISCIPLINARY GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

Students who wish to serve as class officers or advisory representatives and certain others (i.e., Student Government Day representative) must meet higher academic requirements and have no major referrals. In order to run for elected office: a “C” grade average in all course work must be maintained. Should a student not fulfill these requirements once in office, specific disciplinary procedures will be followed to help the student remediate the problem during a probationary period. Dismissal from office may occur should the student continue to fail to meet the requirements during the probationary period.

ACTIVITY BUS

An activity bus is available for students after school for clubs, activities and detention. All students who stay after school **must** be in direct supervision of a teacher, coach, or afterschool activity supervisor. Students must have a pass from the teacher, coach, or supervisor in order to ride the activity bus. Students will not be given an activity bus pass if the student isn't walked down by the teacher, coach or afterschool activity supervisor. Busses leave at 3:50 p.m. from the South Lobby. Students are to wait for the activity bus at the South Lobby ramp.

Students who stay after school without permission and abuse this privilege will lose the privilege to ride the Activity Bus. The length of time will be at the discretion of the Dean's Office.

MUSIC BOOSTERS

Membership is open to any adult who has an appreciation for vocal and instrumental music and who supports and promotes the school music program. Interested adults should contact the music instructors.

PARENT ADVISORY COMMITTEE

Parents/guardians are encouraged to become active members of the Parent Advisory Committee. The purpose of this organization is to welcome active planning and participation in the implementation of the district's strategic plan for improvement.

ATHLETIC BOOSTERS CLUB

Membership in the Athletic Boosters is open to any adult interested in the Zee-Bee athletic program. The club assists in furthering the proper purposes of athletics as a part of the school curriculum, improving the understanding between the home and school in regard to athletics, and carrying out special projects for the betterment of the total athletic program. For information, contact the office of the Executive Director of Athletics at 847-731-9361.

ATHLETICS FOR STUDENTS

A well-rounded program of athletics is provided for both male and female students. It includes the following sports:

Varsity: Badminton (girls), Baseball (boys), Basketball, Bowling, Cheerleading, Cross Country, Football, Golf, Soccer, Softball (girls), Swimming, Tennis, Track, Volleyball, and Wrestling.

Each of these sports has at least one underclass level (JV or Freshmen) and many have multiple levels of participation.

CHEERLEADERS AND MAJORETTES

Students desiring to become cheerleaders will have the opportunity to try out on a yearly basis. Cheerleaders will be selected in the spring of the previous year. Varsity and sophomore cheerleaders will cheer at all home and away football games. They will earn an award after the fall season. Those on the winter squad will also cheer at all home basketball games and earn an award. Freshman cheerleaders will cheer at home contests only and will only earn an award after completing BOTH the fall AND winter seasons.

Majorettes are selected the previous year and will need to perform at all varsity home football and basketball games to earn an award.

Participation in the above-mentioned sports/activities will involve some personal expense on the part of the students for personal items such as shoes and socks. Uniforms that remain with the school at the close of the season are paid for by the school or through fundraising efforts for a specific activity.

For participation in all the above sports/activities, students must have passed a recent physical examination, turned in all athletic permission forms, and must follow all District 126 athletic training rules and regulations.

ATHLETIC REQUIREMENTS

These requirements must be met annually by every student who wishes to participate in the athletic program:

1. Students must maintain passing work in (Add 2.5 credits)all subjects. (See Eligibility)
2. Students must have written permission from their parent/guardian on all forms provided by the school, including the student/parent permission form, the IHSA consent to random drug test form, the concussion information form, and the athlete emergency information form.
3. Students must pass a thorough physical examination by a medical doctor or nurse practitioner. Physical forms are available from the school for this examination. (Freshmen and transfer students do not need a separate physical examination for athletics. Upperclassmen must have a new physical examination each year before going out for athletics).
4. Students must follow all District 126 athletic training rules and regulations.

ATHLETIC TRAINING RULES / PENALTIES

Zion-Benton Township High School District 126 considers student participation in athletics as a voluntary, non-required activity. Students selected to represent District 126 in such extracurricular activities are offered a privilege by District 126, which may be revoked if the student violates established training rules. Training rules may be different from established school rules, since athletes represent the finest that District 126 has to offer. The status and high visibility of student athletes make them influential as school leaders and as public representatives of their school and community.

Any student desiring to represent District 126 in athletic competition must follow the following athletic training rules on a year-round basis. That means the student-athlete will be penalized for any violation that occurs on 24 hours a day, 365 day a year basis once any athletic permission form is turned in. All rules and penalties imposed on student athletes for violating training rules are subject to direction and interpretation by the Superintendent or designee. Penalties will carry over from one year to the next or from one sport to the next in which the student participates.

SMOKING, TOBACCO, ALCOHOL and OTHER DRUGS:

The use or possession of tobacco, nicotine, e-cigarettes, any vapor smoking materials, alcohol or any other drug, including steroids, that is not a prescription to an athlete, is strictly prohibited.

All smoking, tobacco, alcohol or drug offenses (including “reasonable suspicion” cases) will minimally be subject to the following consequences:

First Occurrence – *minimum* – suspension from competition for 1/4 of a season, mandatory testing for up to a year and enrollment in and successful completion of a counseling program.

Second Occurrence – *minimum* – suspension from competition for 2/3 of a season, mandatory testing for up to a year and enrollment in and successful completion of a counseling program.

Third Occurrence – *A career suspension from athletics.*

The reasonable suspicion threshold will be met when two members of the professional staff of the District substantiate a potential rules violation. If the reasonable suspicion is related to questions of use or being under the influence of drugs, the student-athlete may request a drug test at the time the allegations is brought forward by the administration of District 126. The school will pay for the test and make an appointment for the student. If the student-athlete tests negative, all allegations will be dropped. If the student-athlete refuses testing, the reasonable suspicion standard will be adhered to and the consequences of the policy will be implemented. Also, the Board of Education's policy is that all athletes will be subjected to the District 126 random drug testing policy, which is explained in detail in the Athletic Handbook.

STEALING: Any substantiated report of stealing, made by school personnel or law enforcement agency, will result in Athletic Department action. Penalty — possible career suspension to a minimum of one-week public service.

SCHOOL SUSPENSION: Any school disciplinary action resulting in school suspension will warrant Athletic Department action. Student-athletes receiving Out of School Suspensions (OSS) for 3-5 days will be minimally suspended for 5% of their next athletic contests. Student-athletes receiving OSS for 6-10 days will be minimally suspended from athletics for 10% of their next contests.

QUITTING OR BEING REMOVED FROM THE TEAM: Student-athletes who quit or are removed from the team by a coach, after the start of games for that sport, will be ineligible to participate in other athletic activities (like open gyms or weight room) until that sport season is complete or the head coach of that team clears the student-athlete.

UNSPORTSMANLIKE CONDUCT: Reported gross unsportsmanlike conduct before, during or after an athletic contest will result in Athletic Department action.

Penalty — IHSA guidelines will be used in the case of game ejection. This means the student-athlete is minimally ineligible for the remainder of the contest plus one additional contest. Other acts will result in a minimum of one-week public service.

HATE SPEECH: North Suburban Conference bylaws define hate speech as any speech, gesture or conduct, writing or display which is forbidden because it may incite violence or prejudicial action against or by a protected individual or group, or because it disparages or intimidates a protected individual or group. Use of hate speech during athletic meetings, practices or contests is strictly forbidden. Penalty--minimal removal from game or practice, suspension for at least one additional contest, and school sanctions per the student handbook.

ABSENCE FROM SCHOOL: A student-athlete must be in attendance a minimum of four full school periods to be considered eligible for participation that day. Therefore, student-athletes cannot participate in a practice or athletic contest if absent for more than half of the school day unless excused by the office of the Executive Director of Athletics or the Assistant Athletic Director, by 4:00 p.m. the previous school day.

PRACTICE SESSIONS: All athletes are required to attend practice. Absences from practice will result in a team penalty. Each coach will inform the squad about the penalties for missing practice.

PERSONAL GROOMING: As representatives of District 126, the impression made on opposing teams and schools is important. The major emphasis on personal grooming will be "neat in appearance". The head coach, conferring with assistant coaches, will determine the appropriate attire for athletes.

HAZING: Initiation or harassment of students is prohibited by state law and school regulations. Incidents of this nature will cause appropriate athletic and school disciplinary action.

ELECTRONIC DEVICES: Any inappropriate or illegal use of any electronic device will cause athletic and school disciplinary action and possible referral to the appropriate law enforcement agency.

CURFEW HOURS: The City of Zion curfew laws will be followed. In addition, on nights of a game and the night before, the coaches may dictate special curfews. For special events, such as Homecoming, Prom, school plays, etc., extended hours may be granted if requested of the coach by the athlete.

Weekdays (Sunday thru Thursday)	11:00 PM
Weekends (Friday and Saturday)	12:00 Midnight

Situations involving athletes not covered under the current policy will be dealt with by the Superintendent or designee on an individual basis.

GROSS MISCONDUCT OR BEHAVIOR/CITIZENSHIP UNBECOMING OF AN ATHLETE: Student-athlete behaviors must be in compliance with acceptable standards of conduct as listed in the Parent-Athlete Handbook. Some examples of inappropriate behavior may include, but are not limited to, illegal acts, smoking, theft, criminal damage to property, fighting, agitation to fight, acts of violence, vandalism, aiding and abetting, lying to school officials, falsifying information/signatures on school forms, cheating/plagiarism, insubordination, gang-related activity, inappropriate use of a cell phone (including but not limited to sexting or taking inappropriate pictures), hazing, bullying, intimidation or harassment. Maintaining or being identified on a website (or social media site) that depicts illegal or inappropriate behavior will be considered a violation of this code. Penalty: career suspension to a minimum of one-week public service. The unauthorized or illegal possession of or use of firearms, explosives or other weapons as verified by law enforcement is considered particularly egregious, and may result in Athletic Department sanctions. Penalty: Athletic career suspension to a minimum of 50% of a season.

ATHLETIC COUNCIL: The council will consist of the Executive Director of Athletics as Chairman, a Dean and a blind draw of three head coaches. Two alternate head coaches will be blind drawn to serve in case a coach is eliminated due to sickness or is the coach of the sport in which the athlete is involved. Students-athletes who wish to appeal their athletic disciplinary action must do so, in writing, to the Executive Director of Athletics. The Executive Director of Athletics will convene the Athletic Council within 72 hours of receiving the written appeal to hear the appeal and render a verdict.

ATHLETIC COUNCIL HEARING: The Athletic Council will convene within 72 hours and follow the guidelines in rendering a decision listed below:

1. Statement of offense by Executive Director of Athletics.
2. Athlete has opportunity to express views.
3. Parent/guardian has opportunity to express views.
4. Questions are asked by both parties.
5. Determination of guilt or innocence.
6. Penalty imposed if finding is that athlete violated Training Rule.

PUBLIC SERVICE: Work assigned by the Athletic Department. Examples of Public Service would be: working at athletic contests, locker room clean-up, preparation of facilities (sweeping, raking diamonds, turning track pits), and officiating at home contests. Public Service will be assigned at the discretion of the Athletic Department. A rate of seven hours equals one week.

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

Eligibility Check Procedures:

1. Each week teachers will receive an eligibility checklist of all activity participants.
2. By the end of the week each teacher must submit the eligibility checklist to the Executive Director of Athletics.
3. On Friday or Monday morning coaches, sponsors, counselors, students and parents will be notified of ineligible participation.

Eligibility Guidelines

To be eligible for athletics, the Illinois High School Association requires that students be passing 2.50 credits on a weekly basis. Students' grades will be taken from teachers at midnight on Wednesday night/Thursday morning. It is the students responsibility to turn in assignments well in advance of (days before) deadlines to allow time for assignments and tests to be graded and recorded.

Semester Grades: Students must meet I.H.S.A. requirements (passing 2.50 credits in any previous semester of high school attendance) to be eligible for participation in the upcoming semester.

DRUG TESTING

On January 12, 1998, the Seventh Circuit Court of Appeals (covering Illinois, Indiana and Wisconsin) upheld a public school district's policy that required all high school students wishing to participate in any extracurricular activity to consent to random, unannounced urine testing for alcohol, unlawful drugs and cigarette usage. *Todd by Todd, et al. Vs. Rush County Schools, et al.*, 1988 WL 7352 (7th Cir. 1998).

ACADEMIC WARNING – NCAA

The National Collegiate Athletic Association (NCAA) has established certain guidelines by which athletes may be rendered ineligible for athletic participation at the collegiate level. These include a set curriculum of core courses which must be completed during high school, a minimum grade point average to be achieved in these core courses, a minimum proficiency level on National College Board examinations (ACT/SAT), and submission of a student release form to the NCAA Initial Eligibility Clearinghouse.

Students cannot wait until their senior year to be concerned with these requirements. Grade point averages and core courses begin when a student starts school as a freshman. Student Services, the College and Career counselors and the Athletic Office have more information.

STUDENT ATTENDANCE AND CODE OF CONDUCT

The Board of Education has the responsibility for providing a safe environment for all its students and an atmosphere that is free from disruptive influence and is conducive to learning. To accomplish this, reasonable rules and regulations will be established and enforced.

The rules and regulations governing student conduct will be reviewed annually by the Board of Education, the administration, and a Parent-Teacher Advisory Committee. The revisions will be included in the current Student-Parent Handbook.

The Board of Education expects students to be courteous to fellow students, staff members, and members of the community: giving directions, providing assistance, respecting basic rights, and the like. Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct is prohibited.

The Board of Education recognizes that self-discipline is preferable to external forms of control. All efforts will be made to assist students in developing the internal controls necessary for successful school citizenship and school achievement.

The Board of Education recognizes that when self-discipline fails, external forms of discipline are necessary and must be applied. These controls will be applied fairly and impartially and will not be influenced by race, color, sex, creed or social position of the student or parents/guardians.

The Board of Education further recognizes that all conduct problems are not the same. Insofar as is possible, minor disciplinary problems will be handled by utilizing in-school detention, assignment to closed study hall and after-school detention. Major or chronic disciplinary problems that demonstrate gross disobedience or gross misconduct will be cause for varying lengths of suspension and/or a disciplinary meeting with the Board of Education as determined by the Superintendent or his/her designee. A disciplinary meeting may result in a student's expulsion from school. The Board of Education authorizes the Superintendent or designee to develop guidelines distinguishing minor and major disciplinary problems for violations of district rules and regulations.

The guidelines are in effect for all school and school related activities during the 12 months of the year. They apply to "out of school" classes such as the Tech Campus, co-op programs, etc., plays, dances, practices, field trips, bus transportation, etc. They apply to all school sanctioned activities, whether on or off campus. All students on or about campus should be considered in school for disciplinary purposes.

SPECIAL NOTE

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. These are guidelines to be interpreted by specially trained, professional staff members at Zion-Benton Township High School District 126. Each incident will be considered according to the individual merits of the case.

As in any set of regulations concerning procedural operations, it is not possible to specify every conceivable situation. Thus, a student may be disciplined for unacceptable conduct even if such conduct is not specified in this handbook. Further, the Board of Education and the administration have discretion in determining the appropriate level of discipline for a given offense. The levels of discipline set out in this handbook are guidelines only, and discipline in a specific case may be greater or lesser than indicated in this handbook.

School rules published in this handbook are subject to such changes as may be necessary to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

This handbook is only a summary of the Board of Education policies governing District 126. The Board of Education policies are available to the public on the District's website www.zb126.org under "About Us" → "Board of Education" → "Board of Education Policies" → "Section 7: Students."

FORMS OF DISCIPLINE

I. Peace Room (Room 205)

- A. The goals of the Peace Room are to provide a space to assist students and staff in de-escalating and diffusing conflicts, violence, and challenging behavior while repairing relationships through restorative justice.
- B. The Peace Room provides a variety of services which include, create and implement conflict resolution and problem-solving skills, address staff/student conflicts that impede classroom functions, prevention of student conflict that could become destructive and impact learning, or provide a space for students to reflect and heal through the interactive processes of restorative justice.
- C. Students can ONLY access the Peace Room with a pass from their Dean, school counselor, or a social worker.

II. Lunch/Advisory Detention (LAD)

- A. Students assigned to Lunch/Advisory Detention (LAD) must report to the Peace Room (Room 205) during their lunch/advisory period. Once students arrive, accommodations will be made for students to purchase lunches if needed. Students are to arrive BEFORE the bell rings for the start of the period.
- B. Failure to serve LAD and complete required reflections will result in further disciplinary actions including multiple LAD assignments, SSC and or possible SPC/Suspension for frequent violations of this policy.

III. After School Detention (ASD)

- A. Detention meets four days a week, Monday through Thursday after school. If students are absent from school on the day they are assigned to ASD, they shall

serve their detention on the next day that they are in school. If students are assigned to more than one detention on the same day, the detentions will automatically be reassigned to be served on consecutive days.

- B. Failure to serve ASD will cause a referral to the student's Dean (and may cause SSC, additional ASD's or suspension).

IV. Student Support Center (SSC)

- A. The Student Support Center is issued to a student for chronic misbehavior, which provides a time for reflection and restorative practices to be implemented for student growth. Chronic behaviors and intervention support for this space will include:
 - a. Excessive Tardies and single period truancy
 - b. Excessive Hall Gathering violations
 - c. Re-entry option post out of school suspension
 - d. All violations of the student code of conduct in lieu of out of school suspension
- B. Students will be assigned to the Student Support Center by their Dean in accordance with the student code of conduct.
- C. The Student Support Center can be periods 1-4 or 5-8 (SSC) and/or periods 1-8 (SSX)

V. Suspension

- A. Suspension is a major penalty.
- B. Students who are suspended **may not** come to school, be on or around school property at any time, or attend school sanctioned activities, on or off campus, unless they have telephoned and received permission from a Dean or Principal. This includes the Tech Campus and work if in a co-op program. Violations of suspension regulations may cause another suspension or arrest for trespass or both.
- C. Students are allowed to make up work missed while on suspension. A maximum of five school days may be allowed for completion of assignments which were made and were due while the student was on suspension. Assignments, which were made prior to the suspension and are due during the suspension, must be turned in to the teacher on the first day back in class. Exceptions to this policy may be made by the administration. Parents/guardians of students may request homework for suspended students by contacting the Dean's Office.
- D. If a student is suspended for 2 (two) days or less, it is the student's responsibility to collect the homework from his/her teachers. The Dean's Office will request homework for students who will be on suspension for 3 (three) days or more. It is the responsibility of the parent/guardian of a suspended student to collect his/her requested work from the Dean's Office.
- E. The district will provide appropriate, available services to students who are suspended for more than 4 days.
- F. Upon re-entry to school, students must participate in a re-engagement process, which may include, but not limited to, a parent conference, reflection statement, counselor meeting and/or additional interventions.

VI. Administrative Review

Excessive disciplinary referrals or suspensions may lead to an administrative review. Administrative review is a step in the discipline process that is held when a student continues to demonstrate non-compliance with the student code of conduct and violates School Board policy. The administrative review meeting includes the student, parent/guardian, Dean, and administration; will include a review of the student's disciplinary history; and will result in the execution of a discipline contract/plan developed by the administration. The contract may include the student being assigned an alternative placement with parent consent until the student is able to demonstrate growth and appropriate behavior. Failure to agree to or comply with an administrative review contract may result in a hearing before the Board of Education for recommendation for expulsion.

VII. Expulsion

- A. The Administration may suspend students for one to ten consecutive school days. Only the Board of Education may remove students from school for a longer period. This is termed EXPULSION.
- B. If a student has received five suspensions in one year or is charged with gross misconduct and/or gross disobedience, there may be an administrative review for an alternative placement with parental consent or the student may be referred to the Board of Education for an expulsion hearing.
- C. The Board of Education may expel students for up to two calendar years from the hearing date.
- D. All recommendations for expulsion hearings with the Board of Education will be made by the administration to the Superintendent. The Superintendent, in his/her sole discretion, may offer the student and his/her parents/guardians the opportunity to continue his/her education in an alternative educational program for the period of the recommended expulsion, which if accepted would stay the expulsion proceeding. Any such stay of expulsion is contingent upon the student consistently attending and remaining in good standing in the alternative educational program. Failure to do so shall result in the expulsion hearing being reinstated. However, when the offense involves the possession of an illegal weapon; sale and/or intention to sell, possession, and/or under the influence of an illegal drug; or violence to student and/or staff resulting in significant injury, the matter must be referred for a hearing and only the Board may determine whether or not the student may attend an alternative educational program, if expulsion is found to be warranted.
- E. Students who have been expelled, or who are attending an alternative educational program in lieu of expulsion, **may not** come to school, be on or around school property at any time, or attend school sanctioned activities, on or off campus, unless they have received written permission from the Superintendent or the Building Principal.
- F. Students with expulsions that are held in abeyance may be eligible for additional district services, e.g. continued homework services, online coursework, access to special services staff, etc.

ATTENDANCE PHILOSOPHY

District 126 believes that student attendance is an integral part of the educational process. In addition, we believe that no classroom activity or experience can ever fully be replicated outside that time and place of its environment. As a result, students need to miss as few classes as possible. Student absences can hamper course progress and lead to increased work for students and teachers in attempting to make up for lost experiences. Every course emphasizes the participation of students and needs their committed, regular presence to allow for the greatest educational success. It is the responsibility of parents/guardians to ensure the regular attendance of his or her child. In partnership with the school, parents/guardians can instill the positive habits of responsibility and reliability in their student, which regular daily attendance fosters. The attendance policy outlined in this section of the handbook complies with Illinois School Code and is designed to develop the most responsible, successful student possible. Regular class attendance will help to develop habits of self-discipline and responsibility, which translate into greater achievement academically and in all areas of life.

COMPULSORY ATTENDANCE

The Illinois Compulsory School Attendance Law (Article 26 of the Illinois School Code) holds the parent/guardian responsible for the enrollment and regular attendance of children enrolled. District 126 expects parents/guardians to make responsible efforts to ensure the regular attendance of their students and to inform the school of any absence and the reason for the absence.

When absences become excessive due to illness, District 126 will require parents/guardians to present medical documentation of physical and/or emotional conditions causing a student's absence. Absences due to court appearance will necessitate authorized documentation.

State law identifies students who have been absent from school for 9 (5%) of the previous 180 regular attendance days without valid cause as "chronic or habitual truants." Excused absences for the purposes of Illinois' ESSA school accountability guidelines are limited to "medically certified home/hospital instruction." Students who are absent 9 or more of the previous 180 regular attendance days for purposes other than these exceptions may be reported to the Regional Office of Education for excessive absences.

ATTENDANCE PROCEDURE

Excused Absences

Section 26-2a of the Illinois School Code, considers VALID CAUSE for a student's absence to be:

1. Personal illness.
2. Observance of a religious holiday.
3. Death in the immediate family.
4. Family emergency.
5. Circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student.
6. Situations beyond the control of the student as determined by the Board of Education of the District via its designee, the school administration.

Participation in In-School Detention, Closed Study Hall, or a verified meeting with a staff member are considered an excused absence from class.

Students who have verified through the Executive Director of Student Services that they are living independently, without the supervision of a Parent/Guardian, are responsible for their own attendance. They must comply with regular attendance procedures, including the verification of any absences. Verification must be made on the day of the absence.

If there is no telephone at home, students must bring a note from their Parent/Guardian that lists all dates of absences and the reason why. The note is to be given to the Attendance Office.

Students are required to make up all work missed because of absence. It is the responsibility of students to contact their teachers to determine what make-up work is expected. Teachers will establish a reasonable deadline for this work to be completed.

1. **Excused All-Day Absence:**

Parents/guardians must call the Attendance Office, 847-731-9330 (freshmen & senior) or 847-731-9320 (sophomore & junior), to make arrangements for the student to be excused following the guidelines listed above. Whenever possible, the call should be made a day in advance.

2. **Excused Partial Day Absence:**

Any partial day absence due to circumstances, included but not limited to, court and/or medical appointments will only be excused with documentation verifying the appointment.

Parents/guardians must call the Attendance Office, 847-731-9330 (freshmen & seniors) or 847-731-9320 (sophomores & juniors), the day **before** the student is to leave the building for the appointment. On those rare occasions when there is an unavoidable last-minute reason for removing a student from school, a call from the parent/guardian must be made at least 30 minutes before the requested release time to allow the Attendance Office sufficient time to contact the student.

If any documentation is needed for a planned early release, (medical appointment, etc.) the student must report to the Attendance Office at the start of the school day and provide proper paperwork for early release approval. A pass from class for the appointment will be provided to the student.

Students must report to the Attendance Office and sign out before leaving the building.

Late Arrival:

It is the parent's/guardian's responsibility to notify the Attendance Office, 847-731-9330 (freshmen & seniors) or 847-731-9320 (sophomores & juniors), if the student will be arriving late to school. The call must be made prior to the student's arrival. If the reason for the late arrival is not a valid reason (see Unexcused Absences) the student will receive an unexcused tardy or absence on their record. ALL late students MUST enter and be scanned in at the front flagpole entrance.

3. **Illness During the School Day:**

If a student should become ill during the school day, the student must first secure a pass from their teacher and then go to Health Services, Room 204. The nurse will contact the parent/guardian. If it is determined that the student will go home, the student must report to the Attendance Office prior to leaving. A parent/guardian is responsible for arranging transportation home.

4. **Multiple and Prolonged Absences:**

For prolonged absences due to illness or emergencies, special arrangements may be made with the Attendance Office not to call in each day. If a student is able

to do homework, arrangements may be made through the Attendance, Dean's or Student Services Offices.

5. Pre-Arranged Extended Absences:

Vacations and participation in a non-school related activity or sport are not recommended when school is in session and may be counted towards excessive absences. Pre-Arranged Absence forms may be obtained from the Attendance Office. Approval of a pre-arranged extended absence will be limited to five (5) days and is subject to the completion of all required steps for approval. The form needs to be filled out for the following absences: college visits, vacations, or participation in a non-school related activity or sport. Students need to give themselves enough time, approximately a week, to complete this process in order to ensure that the absence will be excused.

1. The student must pick up the Pre-Arranged Absence form in the Attendance Office.
2. Fill out the top of the form with details regarding the reason for the absence and the relevant dates. Secure a parent/guardian signature.
3. Return with the form to school in order to: inform all the teachers of the absence, list on the form all homework that must be completed during that time, have each teacher sign the form after the homework is listed, and have the form signed by the counselor.
4. Turn the completed form in to the Attendance Office two days before the absence for approval by the Assistant Principal.
5. Parents or guardians will need to contact the Attendance Office in order to verify the absence.
6. If the form is not turned in/or on time for college visits, the absence will be counted in determining excessive absences.

Early Dismissal – Late Start

A shortened class schedule is permitted on a case-by case basis. School counselors must be contacted first for these special circumstances. The final decision regarding Early Dismissal/Late Start will be made by the Executive Director of Student Services. Students who have a shortened schedule are required to remain off campus until their scheduled time begins unless permission is granted from administration and must leave campus at the time of their scheduled dismissal. Students must have permission from a Dean or Assistant Principal to stay on campus or return to campus after their scheduled dismissal.

Emergency Dismissal – Late Start

Students are expected to remain in school for their entire school day. On occasion, doctor or dental appointments or emergency situations may necessitate leaving school early. (Students are requested to return with verification from their doctor or dentist.) In these cases, only parents or legal guardians may request early dismissal. No other relative or friend is legally authorized to act on the student's behalf. These calls must be received on or before the day and time to be excused. Students **must sign out** at the Attendance Window **before** they leave school. If they return to school, they must sign in immediately upon arrival. Failure to sign out or sign in may cause disciplinary action.

Unexcused Absences

If the Attendance Office has not received a phone call from the student's parent/guardian within 24 hours of the day of the absence, the student will be considered

unexcused. Unexcused absences are defined as those absences which are not authorized and/or school related.

In order to comply with School Code, the school reserves the right to determine if an absence is unexcused. The school considers the following reasons as examples of absences without valid cause, thereby resulting in an unexcused status:

- Oversleeping
- Car trouble
- Missing the bus
- Missing one class to study for another or make-up tests and quizzes
- Babysitting
- Shopping
- Personal
- Vacation
- Message on school voicemail with no reason given for absence
- Call outs for lunch or personal appointments other than those defined as an excused absence

The above list is used for illustrative purpose only and is not to be considered all-inclusive. Unexcused absences are subject to disciplinary action as follows:

Unexcused absences may result in, but are not limited to, the following:

- After School Detention
- Parent/Guardian Meeting
- Building/Event restrictions
- Parking Pass revoked
- Referral for truancy ticket
- Lunch/Advisory Detention

Chronic Absenteeism

Any student who is absent for 18 or more of the 180 school days with or without valid cause will be considered chronically absent (105 ILCS 5/26-2a) and may be reported to the Regional Office of Education. Exceptions are made for absences that occur for the purposes of “medically certified home/hospital instruction and absences pertaining to the death of a family member.” Absences that result from participation in a school-related activity will also not be counted in determining excessive absences; however, absences due to unapproved vacations and non-school related activities/sports may be counted.

Once a student has been absent for 3 school days, a doctor’s note (licensed M.D. or nurse practitioner) will be required for each absence before an illness-related absence will be excused. The doctor’s note must be an original, legible note on physician’s stationery signed by the doctor or nurse and presented to the Attendance Office upon the student’s return. The note must state the date(s) the student was not able to attend school.

A student who is chronically absent will be referred to the building MTSS team, which will develop an individualized intervention plan designed to remediate the attendance pattern. Chronic absences that violate state attendance expectations will be treated as truancy (See “Truancy from School”).

Unauthorized Absences/Class Cut

An unauthorized absence is an absence from class or assigned area while present in school that is not authorized by an administrator, health office personnel, teacher, counselor or other support staff.

1. Guidelines – Parents/guardians and counselors shall be notified at each step and available supportive services and other school resources will be used for corrective purposes.

1st Unauthorized Absence	Warning or 1 After School Detention (ASD) or Lunch/Advisory Detention (LAD)
2nd Unauthorized Absence	Student Support Center (SSC) or LAD
3rd Unauthorized Absence	May result in a SSC, LAD, or discipline up to a Suspension Pending Parent Conference as determined on a case-by-case basis.

Continued unauthorized absences may result in discipline up to and including suspension from school.

2. An unauthorized absence from a multiple period class will result in two unauthorized class absences. Penalty for an unauthorized class cut is as stated above in paragraph #1 Guidelines.

TRUANCY FROM SCHOOL

Illinois School Code 105 ILSC 5/26-2a defines a “truant” as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. “Chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% (9 days) or more of the 180 regular attendance days. Excused absences for the purposes of Illinois’ ESSA school accountability guidelines are limited to “medically certified home/hospital instruction.” Every effort will be made to notify parents/guardians within 24 hours of suspected truancy.

Additional examples of truancy include, but are not limited to:

- 1) If the Attendance Office does not receive a call reporting the absence, the absence may be considered truancy.
- 2) If parents/guardians were not aware of an absence at the time it occurred, the absence may be considered truancy.
- 3) Exclusion from school due to failure to meet state requirements for immunizations is considered truancy.

Frequent truancy or lack of parental cooperation in regard to truancy may cause referral to the Regional Superintendent of Schools for action under the truancy act of the Illinois School Code.

Truancy – Parent/Guardian Liability (122:26-10)

Any person having custody or control of a child, to whom notice has been given of the child’s truancy and who knowingly and willfully permits such a child to persist in his/her truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500 (105 ILCS 5/26-10). If a student is found to be truant, it may be required by District 126 for the parent/guardian of the student to accompany the student back to the school for re-admittance. Truancy tickets may also be issued by the local authorities.

Truancy Ordinance of the City of Zion Municipal Code

The truancy ordination of the City of Zion Municipal Code will be enforced (Chapter 19, Section 12(A), 12(B), 12(C), Ordinance No. 87-0-17). Any person violating provisions of this ordinance, parent/guardian and/or student, shall be “fined no less than \$25 and no more than \$500” for each day on which the violation occurs.

Chronic Truancy

Chronic truancy is considered gross misconduct and gross disobedience. It may cause referral to the Board of Education for possible expulsion from school. Truancy from school will be referred to the Student Engagement Specialist and/or the intervention team upon the student's return to school. Students with chronic truancy problems may be placed on an Attendance Contract. After an interview with the student, truancy will cause the following actions:

1 st Contact Truancy	3 days truant – warning and phone conference with parent
2 nd Contact Truancy	6 days truant – After School Detention (ASD) or Lunch/Advisory Detention (LAD) and phone conference with parent
3 rd Contact Truancy	9 days truant – After School Detention (ASD) or Lunch/Advisory Detention (LAD) or Student Support Center (SSC), phone conference with parent, and a truancy letter
4 th Contact Truancy	12 or more days truant – Suspension Pending Conference (SPC) attendance contract and a truancy ticket may be issued

District 126 will utilize available supportive services and other school resources for corrective purposes. These supportive services may include:

- a) Conferences with school personnel,
- b) Counseling services of school counselors, social workers and psychologists,
- c) Referral to the MTSS Team,
- d) Referral to community agencies for appropriate services, and/or
- e) Referral to the Regional Superintendent.

TARDINESS TO SCHOOL

Definition: Not present in class when the bell rings for the start of the school day.

Tardiness is not acceptable because it disrupts class, hurts morale of students who come to school on time, reflects a negative attitude toward the class, creates disruptive problems in the halls and develops a habit which could make future employment difficult. Therefore, all students are expected to arrive at school and class on time.

1. After the first period bell has rung, ALL late to school students MUST enter the building through the front flagpole entrance and have their ID scanned. Students will be given a pass allowing four minutes to get to their locker and to class. Failure to sign in immediately upon arrival will cause disciplinary action.
2. All tardies to school will be counted unless a student/parent/guardian satisfactorily accounts to the School Engagement Specialist or Dean for the lateness to school.
3. Students who are exceedingly and deliberately tardy to school may receive an additional penalty, such as loss of driving privileges.

TARDY/LATE TO CLASS, STUDY HALL OR ADVISORY

Definition: Not present in class when the bell rings for the start of class.

1. All tardies will be counted unless a student satisfactorily accounts to the teacher for the lateness to the class.

2. Students should explain their reason for tardiness. If a student has been with a teacher or other staff member, a pass should be presented explaining that tardiness.

The total or cumulative number of tardies for all classes for the entire semester is counted against the student.

An example would be as follows: A student is late for gym, the next day he/she is late for English and a week later he/she is late for History. The student has been late three times for the semester.

Students will be seen by their Dean based on the following steps:

- 8 Tardies/Lates during the semester: Warning w/Parent Contact
- 12 or 16 Tardies/Lates during the semester: After School Detention (ASD)—45 minutes or Lunch/Advisory (LAD) or Student Support Center (SSC) and Parent Communication.
- 20 Tardies/Lates during the semester: After School Detention (ASD)—45 minutes or Lunch/Advisory (LAD) or Student Support Center (SSC) and Parent Conference.
- 24 or more Tardies/Lates during the semester: Student Support Center (SSC) Periods 1-4 or periods 5-8 or Student Support Center Extended (SSX) Periods 1-8 (all day) or combination of disciplinary actions

Note: If a student is late to class 15 minutes or less without a pass, the student must be allowed to enter class and the must be recorded late in Skyward by the teacher. If a student is late to class 15 minutes or more without a pass, the student must report to the Dean's Office to check in and be given a pass to the Peace Room.

When a student is placed on a tardy contract, they must be accompanied by their parent/guardian to sign the contract with their Dean. Once the contract is signed the student is required to be on time to all classes. Violation of the Tardy contract may result in but not limited to: Lunch/Advisory Detention (LAD) and/or After School Detention (ASD) assignment of 1-5 days or Student Support Center (SSC) Periods 1-4 or periods 5-8 or Student Support Center Extended (SSX) Periods 1-8 (all day), SPC/Suspension.

Violation of the tardy contract will result in the loss of privileges and/or extracurricular participation such as field trips, dances, athletic events, driving, etc. Excessive violations of the tardy contract may result in further disciplinary actions as deemed appropriate.

If a student is on contract first semester and reaches 12 tardies/lates during the second semester, an intervention plan will be created.

Hall Gatherings

It is the school's top priority to maximize classroom instruction time and teach the importance of being on time to class every day. Being prompt to each class is teaching our students a life-skill that will carry over in their lives after high school.

Hall gatherings will be performed daily during a randomly selected class period. If students are found in violation of a hall gathering they will be escorted to the ~~south~~ cafeteria and receive a short announcement from an administrator on the importance of being to class on time.

Once a student has been in a hall gathering, the following actions will be taken:

- 1st offense - After School Detention (ASD)

- 2nd offense - Suspension Pending Conference (SPC)
- 3rd offense - Student Support Center (SSC) Periods 1-4 or 5-8
- 4th offense - Student Support Center Extended (SSX) –Periods 1-8 (all day)
- Continued hall gathering offenses may include but not limited to: ASD, SSC, SSX and can involve multiple consequences listed above.

STUDENT CODE OF CONDUCT

CLASSROOM CONDUCT

Students are expected to conduct themselves in accordance with the behavioral expectations of their teacher and school. Teachers have the right to send students out of class who fail or refuse to meet these expectations. Failure to report immediately to the Dean's Office may cause disciplinary action.

If a conduct report is written the student will meet with his/her Dean prior to disciplinary action. Furthermore, it is suggested that students discuss all concerns related to disciplinary matters with their advisers on a daily basis as time permits.

Serious or chronic misconduct problems in a class will cause parental/guardian contact and may cause removal from that class by the administration and may include additional disciplinary measures. In such instances parents/guardians will be notified. Parents/guardians are urged to contact teachers on a regular basis.

MISCONDUCT BY STUDENTS WITH INDIVIDUAL EDUCATIONAL PLANS (IEP)

Behavioral interventions for a student with disabilities will incorporate procedures and methods consistent with generally accepted practices in the field of behavioral intervention and emphasize positive interventions that are designed to develop and strengthen desirable behaviors.

All students may receive behavioral interventions regardless of their status as a student with or without a disability. The District will properly document the need for and use of behavioral interventions in the process of developing individualized education plans for students with disabilities. A behavioral intervention plan for a student with disabilities may be developed when the IEP team determines that it is appropriate given student behavior, impact on learning and/or any change in placement over 10 school days in one school year.

Behavioral interventions shall be used in consideration of a student's physical freedom and social interaction and be administered in a manner that respects human dignity and personal privacy and that ensures a student's right to placement in the least restrictive educational environment.

The District will use proactive strategies to the maximum extent possible, and preferred to reactive strategies. Proactive strategies are designed to promote and strengthen desirable, adaptive student behaviors while reducing identified target behaviors.

Additionally, nonrestrictive interventions have a lower risk of negative side effects and place a high priority on behavioral modification and will also be preferred as appropriate. When appropriate, restrictive behavior interventions will be used, but when used restrictive behavior interventions will be temporary and implemented consistent with these procedures and applicable laws.

The District will monitor the use of restrictive behavioral interventions through the legally required documentation and consistent with Board Policy including notice to parents/guardians and when applicable to the Board of Education for student suspensions and expulsions.

The District will also monitor the use of emergency restrictive interventions through the legally required documentation and consistent with Board Policy and procedure including notice to the State Board of Education and parents/guardians. Whenever isolated time out, time out, or physical restraint is used notice to the State Board of Education will include events leading up to the incident, what alternative measures that are less restrictive and intrusive were used prior to the use of isolated time out, time out, or physical restraint, why those measures were ineffective or deemed inappropriate, the type of restraint, isolated time out, or time out that was used, the length of time the student was in isolated time out or time out or was restrained, and the staff involved. The use of corporal punishment, mechanical or chemical restraints are prohibited.

The District will implement behavior interventions for special education students in accordance with applicable laws and:

- Student IEPs and Rtl plans
- District policy and procedure
- The District's crisis intervention programming and training

PEER MEDIATION

Peer mediation is voluntary. Students may request mediation when they are involved in a dispute, or they may be referred by teachers, administrators or parents/guardians. When both parties agree to mediate, an assigned peer mediator arranges a meeting with the students.

MAJOR DISCIPLINARY PROBLEMS

The appropriate law enforcement agencies will be notified of any infraction of school rules and regulations which are contrary to the laws of the State of Illinois and/or to the municipal code of the City of Zion. This reporting is mandated by the State of Illinois effective January 1, 1994. (Illinois School Code 105 ILCS 5/10-20.14)

The parents/guardians of any student who is victimized by another person while on school property or at a school activity, either physically or through loss or damage to personal property, should contact the appropriate law enforcement agency or file a report on the incident.

GROUP A: VERBAL AND PHYSICAL CONFRONTATION

Disputes between students in school should be resolved by immediately contacting a teacher, advisor, counselor or dean. Physical confrontation includes pushing, shoving, wrestling, etc., and may be considered fighting. If students are involved in a physical confrontation, they should be prepared to receive the consequences of such behavior as identified in Section A-2. Any incidences of fighting and/or disorderly conduct may cause arrest by the appropriate law enforcement agency.

A-1 Attack / Assault

A physical attack or assault or agitation for a physical attack or assault on any person authorized to be on District 126 property or protected by District 126 may cause disciplinary action up to a suspension and/or a referral to the Board of Education for an expulsion. The appropriate law enforcement agency may be notified.

A-2 Fighting

1. Fighting may cause disciplinary action up to a suspension. A student's first fight may cause up to a 5-day suspension and possible arrest.
2. Agitating a fight may cause a suspension up to 3 days and/or arrest. Agitation may be verbal or physical.
3. Any fight or disorder that necessitates a staff member to use physical force in order to restrain or control a student may cause an additional suspension, arrest, and may cause an expulsion hearing with the Board of Education.
4. Refusal to obey a staff member's order to stop fighting may cause a longer suspension. In addition, this may cause an expulsion hearing with the Board of Education.
5. In all cases, a second physical fight may cause up to a 10-day suspension and may cause an expulsion hearing with the Board of Education.
6. In all cases, a third penalty for fighting will cause up to a 10-day suspension and may cause an expulsion hearing with the Board of Education.

A-3 Group Disorder

A group disorder is when more than one student participates in an egregious act that causes significant disruption to the normal function of the school day, as defined by *School Code*, and/or school activities and events.

1. Participation in a group disorder may cause a suspension, arrest and may cause an expulsion hearing with the Board of Education.
2. Verbally or physically agitating before, during or after a group disorder or precipitating a group disorder may cause disciplinary action up to an expulsion hearing with the Board of Education.
3. If a student is considered to be a part of a group, disciplinary action for that student will be based on the actions of that group.

A-4 Attempted Intimidation, Bullying, Extortion, Harassment, Threats

Harassment, attempted intimidation, extortion, either verbal, written, or physical threats, to or about students or staff may result in disciplinary action including a suspension and may cause arrest and an expulsion hearing with the Board of Education.

A-4a Cyber Bullying and Social Media

105 ILCS 5/27-23.7 (2010) prohibits bullying (as defined in the statute) in the school environment and includes in its definition of bullying electronic communications. Bullying is specifically prohibited through the transmission of information from a school computer a school computer network, or other similar electronic school equipment.

Violation of Policy A4 may result in a suspension pending a Parent Conference and the student may be placed on a bullying/harassment contract.

A-4b Sexual Harassment

It is the policy of the Board of Education that sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Students who are the victims of sexual harassment are encouraged to notify the School District through their Dean. Such report is requested to be made in writing detailing the specifics and should be submitted within one school day.

Examples of sexual harassment may include such actions as: sex-oriented verbal “kidding”, teasing or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching or intentionally brushing against another’s body; sexual violence or demands for sexual favors.

Harassment directed towards students or staff, either verbal or physical, will not be tolerated. Such actions on the part of any person(s) will cause disciplinary action and may cause an expulsion hearing with the Board of Education. Refer to School Board Policy 720R.

A-5 Threats and Injury to Staff Members

Any physical contact, or verbal threats, to or about any District 126 employee, may cause suspension, referral to the local law enforcement agency, and possible hearing before the Board of Education. This includes, but not limited to, intentional or accidental contact during a physical/verbal altercation, verbal threats to staff member, family member, or personal property. Any physical act, or intimidation, towards a District 126 employee, may result in suspension, referral for a possible hearing before the Board of Education.

A-6 Inflammatory or Derogatory Materials or Statements

Possession, distribution, or display of materials or clothing considered to be inflammatory or derogatory toward any race, religion, culture, or ethnic group may cause suspension, arrest and may cause an expulsion hearing with the Board of Education. Verbal slurs, racial slurs, symbols, and acronyms of the same nature will be penalized in the same way.

GROUP B: POSSESSION

B-1 Cigarettes / Tobacco / E-Cigarettes / Vapes/JUUL

1. Students may not be in possession of or use tobacco, tobacco products, e-cigarettes, or vaping devices/cartridges while on or about school property or while in attendance at school sanctioned activities, on or off campus. If a student is in possession of any of these items, the Dean’s Office will confiscate the items.
2. Examples of “smoking/tobacco/vaping” violations (it is understood that these are not the only examples):
 - a. Possession of a lighted cigarette
 - b. Exhaling smoke
 - c. Smoke in an area which a student(s) is/was the only occupant(s)
 - d. Students concealed in an area in which smoking is/was taking place
 - e. Students alone in an area with a lighted cigarette on the floor (or ground)
 - f. Any staff observance of student(s) using smokeless tobacco
3. Penalty for use/possession:
 - 1st Offense
May result in disciplinary action including or up to SSC, Suspension Pending Conference and notice to the appropriate law enforcement agency.
 - 2nd Offense and Thereafter:
May result in Suspension Pending Conference or Suspension and notice to the appropriate law enforcement agency.

4. Penalty for use/possession of vape cartridges or JUULS containing THC:

1st Offense

May result in disciplinary action including or up to 1-3 day Suspension, Suspension Pending Parent Conference, and notice to the appropriate law enforcement agency.

2nd Offense or More

May result in disciplinary action including 3-5 day Suspension, Parent Conference and notice to the appropriate law enforcement agency.

These guidelines apply to tobacco look-alike products and lighting materials.

B-2 Alcohol and Other Drugs - Controlled Substances

1. Being under the influence of, possessing, using, transferring or distributing any controlled substance, including but not limited to marijuana, anabolic steroids, alcohol, performance enhancing drugs, inhalants, and prescription drugs not prescribed by a physician to the possessor, at school, on or about school property, or at any school sponsored activity is strictly prohibited. This same prohibition applies to counterfeit drugs and look-alike substances. See Board Policy 7:190 for further details.

Any student under the influence, possessing, using or transferring any controlled substance (illegal drugs) at school, on school grounds, or at a school activity may be referred to the Board of Education for an expulsion hearing. It is our intention that our high school, be “drug-free zones”.

Evidence may include actions by the student and/or odor of the substance, which causes reasonable suspicion on the part of school personnel. Quantities greater than personal use may indicate that the student possessed the substance for the purpose of sale, transfer or distribution to others. Students believed to be in the process of sale, transfer, or distribution of an illegal substance to others may be suspended up to 10 days and be referred to the Board of Education for an expulsion hearing.

Penalty for Use/Possession

May cause out of school suspension of up to 10 days, referral to the Board of Education for an expulsion hearing, and referral to the appropriate law enforcement agency.

Upon re-entry to school, the student and parent(s) may be required to participate in an Administrative Review, Through this process a behavior contract may require the student/parents(s) to participate in interventions such as, but not limited to; monthly drug testing, drug counseling and daily check-ins with Dean/Counselor.

Any further violations to this policy/behavior contract may result in an expulsion hearing before the Board of Education.

* Possession of Drug/Alcohol Paraphernalia (Examples include, but are not limited to: Papers, roach clips, syringes, flasks, etc.): Confiscation of the material and disciplinary action up to a suspension of 4 days.

This same prohibition applies to counterfeit drugs, look-alike substances and the misuse or abuse of prescription drugs, nonprescription drugs and inhalants.

2. Being under the influence of, possessing using, transferring or distributing **alcohol** at school, on or about school property, or at any school sponsored activity is strictly prohibited. Evidence may include actions of the student and/or odor, which cause

reasonable suspicion by school personnel.

1st Offense

May cause an out of school suspension of up to 10 days and referral to the appropriate law enforcement agency.

2nd Offense (during high school career)

May cause an out of school suspension of up to 10 days, referral to the appropriate law enforcement agency, and may cause an expulsion hearing with the Board of Education.

Any student who causes reasonable suspicion to exist that s/he is under the influence of alcohol or some other drug and denies that s/he is under the influence can prove innocence by having a drug test at a certified laboratory facility. Any cost incurred will be the responsibility of the student and his/her family.

3. **Self-Referral** - The use of illegal drugs and the unlawful possession and use of alcohol is wrong, harmful and against the law. Assistance and information for drug/alcohol counseling and treatment may be obtained by self-reporting, contacting advisers, teachers, class counselors or administrators, Health Office or any ZBTHS staff member. Students who self-report, thereby seeking assistance, will have disciplinary penalties held in abeyance as long as they commit to and successfully participate in a school or community based student assistance program approved by the Dean.

GROUP C: DANGEROUS MATERIALS/ITEMS

C-1 Weapons

Firearms and/or live rounds are strictly prohibited on school district property and at school related events. Any student, staff member, or guest of the school district is required to immediately report to the Building Principal, security staff member, or other administrator if they have knowledge of someone in possession of a firearm.

1. Any student who brings or is in possession of a firearm, other deadly weapon, or look-a-like weapon on to or about school premises will be subject to suspension, arrest and expulsion, absent extenuating circumstances.

2. Use of any weapons, or any dangerous device which is interpreted to be a weapon (potential weapon) to threaten, to intimidate, or to attack another person may cause disciplinary action up to a suspension and may cause an expulsion hearing with the Board of Education. If the administration/threat assessment team determines that a person may pose a "clear and present danger" to himself, herself, or to others, the administrator shall notify the appropriate law enforcement agency within 24 hours of the determination.

3. Examples of weapons and potential weapons (it is understood that these are not the only examples):

- a. Weapons: (Immediate confiscation) Knife, straight razor, gun, metal knuckles, nun-chucks.
- b. Potential Weapons: (Immediate confiscation) Knife, chain, self-defense apparatus, club, other dangerous items not appropriate to have in school.
- c. Potential Weapons: (Possible confiscation) Broken glass, nail file, hair pick, bat, bottles, pencils, metal, plastic, glass or wood devices, spiked or studded belt, bracelets and the like, and any other device which may be interpreted as a potential weapon.

- d. All confiscated weapons and potential weapons will be impounded and the Dean or Executive Director of Security and Prevention shall notify the appropriate law enforcement agency. The weapon may be disposed of at the discretion of the administration.

C-2 Explosive Devices, Chemicals or Incendiary Devices

Possession or use of an explosive device, chemicals, or incendiary device will cause a 10-day suspension and may cause an expulsion hearing with the Board of Education. Examples: cherry bomb, M-80, etc. The appropriate law enforcement agency will be notified.

C-3 Firecrackers - Smoke Bombs

Possession or use of firecrackers, smoke bombs, or similar items may cause a suspension of up to 10-days and may cause an expulsion hearing with the Board of Education. The appropriate law enforcement agency will be notified.

C-4 Use or Possession of Mace, Tear Gas, or Other Noxious Gases

Possession or use of mace, tear gas, pepper spray, or other noxious gases or chemicals may cause a 10-day suspension and may cause an expulsion hearing with the Board of Education. The appropriate law enforcement agency will be notified.

GROUP D: INSUBORDINATION

D-1 Insubordination-Disrespect

Definition: Insubordination is defined as the refusal to submit to the authority of school personnel in the exercise of their duties or responsibilities.

1. Students who are insubordinate or disrespectful toward a school employee or are part of a group who are insubordinate or disrespectful toward a school employee will be disciplined and may be suspended from school. Gross or chronic misbehavior of this type may cause an expulsion hearing with the Board of Education.
2. Examples of insubordination or disrespect (it is understood that these are not the only examples):
 - a. Students are expected to identify themselves and others upon request. Students are to present a bona fide identification card (or other valid form of identification). Students are expected to surrender identification to a staff member upon request.
 - b. Students are expected to follow instructions as given by a school employee.
 - c. Students are expected to refrain from making objectionable or obscene statements or gestures to or about a school employee on or about school property. (For example: names, obscenities, etc.)
 - d. Students are expected to leave a classroom or other area immediately when so instructed by a school employee and must report immediately to the Dean's Office.
 - e. Students are expected to report immediately to the Dean or Principal's Office when so instructed by a school employee.
 - f. Students are expected not to interfere with or prevent staff members from the performance of their duties.
 - g. Students are expected not to act as "look-out" for students who are breaking school rules, or warning them when a staff member approaches.

D-2 Interrogations and Search

The right of inspection of students' automobiles, lockers, and/or of articles carried upon their persons, in purses, etc., is inherent in the authority granted to the Board of Education. The "in loco parentis" relationship with students requires that school districts employ every safeguard to protect the safety and well-being of all students in their care. Alleged, unauthorized, contraband material or substances considered being harmful or potentially harmful cannot be allowed in areas for which the school has jurisdiction or responsibility. Therefore, authority is granted to the Superintendent or designees to conduct search, seizure and interrogation during the school day and all functions before, during and after the school day.

Any unauthorized or suspected items found during a search will be confiscated and impounded by the school authorities. Disposition of these items will be made at the discretion of the administration. Appropriate school disciplinary action will be taken.

Maximum efforts will be made to protect each student's constitutional rights and resolve doubts, when possible, in favor of the student. Refusal to allow inspection (search) or interrogation by authorized school personnel may cause a disciplinary action including up to a 10-day suspension and may cause a disciplinary hearing with the Board of Education, which could result in expulsion.

105 ILCS 5/34-18.12 Inspection of Drugs

The Board of Education is empowered to authorize school officials to request the assistance of an appropriate law enforcement agency for the purpose of conducting reasonable searches of school grounds and lockers for illegal drugs, including searches conducted through the use of specially trained dogs.

D-3 Students who have been Suspended or Expelled or who have Withdrawn from School

1. Students who have been suspended or expelled are not allowed in the school building, on or about the grounds of the campus, or at any school activities on or off campus during the time designated or they may be subject to an additional suspension and/or arrested for trespassing or both.
2. Students who have been suspended or expelled or who have withdrawn from school but have legitimate business requiring their presence on school property must call the Dean's Office and request and receive permission before coming on school property. Failure to follow the above may cause an additional suspension and/or arrest for criminal trespass. Students must call the Dean's Office to arrange to have textbooks and/or Chromebooks returned to the Bookstore.

D-4 Misconduct at School Activities

Any form of misconduct or unsportsmanlike behavior at school sanctioned activities, on or off campus, including away contests, may result in exclusion from participation in and/or attendance at all athletic and extracurricular activities. All school rules apply, and appropriate school disciplinary action will be taken.

When a student is on suspension, they are not allowed to attend any school sanctioned activities or athletic events. This includes away games.

D-5 Regulations and Policies for School Sponsored Dances, Social Events and Banquets

1. In order to purchase a ticket to the event, the student must have a valid Zion-Benton Student ID card. (See Attendance Office)
2. Unless otherwise noted, all official dance and/or event tickets are pre-sold through the Bookstore. Only these tickets will be honored at the door of the event for admission.
3. Only single tickets are sold. There are **no “couple” tickets**.
4. All participants are responsible for their own tickets – **NO REFUNDS OR EXCHANGES**. Neither school nor the sponsoring club/organization/committee is responsible for lost or stolen tickets.
5. This handbook serves as policy and notification that event participants may be subject to security scanning prior to admission. This includes students as well as their guests.
6. In order to purchase a ticket the student must have no outstanding financial obligations to the school. (See Bookstore)
7. Only those students and their guests who are between the ages of 14 – 20 will be admitted. Absolutely no one below the ninth grade will be admitted.
8. All participants must show their Zion-Benton student ID and event ticket for admission. Guests must show a valid Driver’s license or photo ID and event ticket for admission. It is required that guests arrive and enter the event with their Zion-Benton host student. Guest forms are available in the Attendance Office. These must be completed before ticket purchases can be made.
9. School-sponsored prom and/or dances are limited to Zion-Benton students and guests. Zion-Benton students may bring no more than one (1) guest per event. The host student will be responsible for the behavior of his/her guest and Zion-Benton rules and regulations apply to all participants.
10. Participants choosing to ignore rules and regulations and/or who demonstrate inappropriate behavior will be asked to leave the event.
11. Participants choosing to leave an event early for any reason will not be allowed to re-enter.

GROUP E: OTHER DISCIPLINARY PROBLEMS

E-1 Theft - Vandalism - Damage to Property

1. Theft, attempted theft or vandalism of school or personal property may cause suspension and may cause an expulsion hearing with the Board of Education. The appropriate law enforcement agency may be notified depending on the student’s intent/action and the amount of property damage.
2. Theft, vandalism and accidental damage to school property requires full restitution of the cost of repair or replacement.
3. Students who accidentally damage property are required to report the accident to the Dean’s Office. Failure to report the accident may cause a suspension from school.
4. Full and complete restitution may be taken into consideration as total or as partial fulfillment of the penalty to be imposed.
5. Possession or sale of lost/stolen property may cause suspension and may cause an expulsion hearing with the Board of Education.
6. The above applies to all school related vandalism, theft, and damage to property.
7. Inappropriate use of permanent markers will result in disciplinary action.

E-2 False Fire Alarms - Unauthorized Use of the Fire Safety Equipment

Students involved may be suspended and may face an expulsion hearing with the Board of Education. The appropriate law enforcement agency will be notified.

E-3 Safety Violations

Students who violate safety protocols, including but not limited to: students who chronically do not wear their ID, who prop open outside doors, and/or who do not follow drill procedures, may be subject to disciplinary action.

E-4 Threats or Comments

Individual-directed threats of violence or harm that are communicated to create fear of physical harm to a specific individual or individuals may result in a suspension, possible referral to the appropriate law enforcement agency, and may cause an expulsion hearing before the Board of Education or its appointed Hearing Officer.

Building-directed threats of violence or harm, direct or indirect in communication, with the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons, or visitors may result in a suspension, possible referral to the appropriate law enforcement agency, and may cause an expulsion hearing before the Board of Education or its appointed Hearing Officer.

E-5 Defamation and False Accusations-

Students who falsely accuse another student or staff member of wrong-doing will be subject to disciplinary action which will include SUS and SUS.

E-6 Washrooms

No more than one (1) student allowed in bathroom stalls and/or All-Gender designated washrooms at a time.

E- 7 Other Disciplinary Problems

Any other forms of disobedience and/or gross misconduct not specifically included in this policy or in the current Student-Parent Handbook may cause disciplinary action, up to and including a suspension or an expulsion hearing with the Board of Education.

GROUP F: FIVE SUSPENSIONS/EXCESSIVE REFERRALS

F-1 Five Suspensions

A student's FIFTH suspension in any one school year may be up to 10 school days. This FIFTH suspension may result in an Administrative Review, which could lead to an expulsion hearing with the Board of Education.

F-2 Excessive Referrals

A student may be suspended up to 10 school days for accumulating excessive referrals. This suspension may result in an Administrative Review, causing a Dean's contract to improve student behavior. More than 20 referrals in a given school year or a combined total of more than 60 referrals in the high school career are considered excessive. In the event a student's behavior is NOT corrected by reduced referrals, a disciplinary hearing with the Board of Education may result in expulsion from school based upon gross misconduct and disobedience.

F-3 Dean's Contract

Students re-entering school, transferring or students with a history of discipline and attendance problems may be required to sign a Dean's Contract. The contract is tailored to the student's past problems. Any violation of a Dean's Contract may result in a 10-day suspension and an expulsion hearing with the Board of Education.

OTHER RULES AND REGULATIONS

Other misconduct problems may cause assignment to CSH, assignment to ASD, ISD or other forms of discipline. Serious or chronic situations may cause suspension.

SUBSTITUTE TEACHERS

Students are expected to show full cooperation and courtesy to all substitute teachers and any form of disrespect will be disciplined.

ASSEMBLY CONDUCT

At all assemblies, students are expected to: enter and leave the assembly in an orderly manner and within a reasonable amount of time; sit in assigned seating sections; give proper respect and courtesy to those involved in the presentation; behave in an appropriate manner; and stay seated until dismissed.

FREEDOM OF EXPRESSION

School-Sponsored Publications: School-sponsored publications 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.

Non-School Publications: Students are allowed freedom of expression, subject to the Freedom of Expression Policy (Board Policy 7.310). This policy covers bulletin boards, distribution of written and printed materials, petitions, symbols, etc. Violations of the Freedom of Expression Policy shall be considered gross misconduct and offenders shall be subject to administrative discipline, suspension, or expulsion. Copies of the policy are available online at <https://www.zbths.org/Page/14>.

PROBLEMS CAUSING DISCIPLINARY ACTION

Examples of misconduct (it is understood that these are not the only examples):

1. **Students may not move through the corridors, lobbies, etc., without a pass except during passing time.** Students will not be allowed to wander the halls. A student caught wandering the halls may receive LAD, ASD, SSC, SSX or further disciplinary action.
2. Forgery of passes, fake telephone calls, and the like.
3. Objectionable language, racial slurs, etc. may not be used or worn.
4. Students may not be in any unauthorized area unless they have official business there and receive pre-approval from their Dean.

5. No more than one (1) student allowed in bathroom stalls and/or All-Gender designated washrooms at a time.
6. Students may not play cards, use dice, or use any kind of gambling system at school. Cards, dice, or gambling paraphernalia will be confiscated.
7. Students may not consume food or beverage, anywhere in the building other than in the cafeteria during authorized times, unless permission is granted by the administration. Students are allowed to carry water bottles in their book bags.
8. Electronic devices, e.g. cell phones, must be set on silent. Responsible use of such devices is allowed with teacher permission for relevant educational activities within the classroom. Use is also allowed before and after school, during passing period, and during lunch time in the cafeteria. Students who do not have permission from their teachers to use their electronic devices during classroom time will be sent to the Dean's Office to turn in their device. Progressive discipline will be followed.
9. Acronyms (abbreviations of the names of clubs, organizations, mottos, symbols, etc.) which are objectionable, offensive, or in bad taste, may not be used, publicly displayed or worn.
10. Skateboards/Roller Blades are not permitted on or about school property.
11. Unauthorized use of telephone and other electronic devices.
12. Participation in pranks/vandalism may result in loss of privileges up to and including prom and graduation in addition to appropriate disciplinary action(s).

AFTER SCHOOL EXPECTATIONS

All students are to exit the building immediately after school is dismissed. Students are allowed to stay after school ONLY IF they are with a teacher, coach, an extracurricular activity supervisor, attending an athletic study session, or have 9th hour Credit Recovery. Once a student is no longer supervised they MUST go to the front lobby to wait for their ride or to the south/bookstore lobby to wait for the activity bus. Students are NOT allowed to wander the building or loiter in the athletic area.

FALSIFIED EMERGENCY REPORTS

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 may result in suspension, referral to the Board of Education for an expulsion hearing, and/or arrest.

POLICY PROHIBITING GANG AND GANG ACTIVITIES

The visibility of gang and gang-related activities in the school setting can cause a substantial disruption to the learning process and activities in any school. Students in violation will be required to sign a contract that deals with gang activity. Refusal to sign the contract may result in a 10-day suspension. Gangs and gang-related activities are prohibited on or about school property and all school affiliated activities.

No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, head cover, coats (outdoor jackets/coats designed for outdoor temperatures) or other items which is evidence of membership or affiliation in any gang, or flash gang signs.

No student shall become a member of, join, promise to join, become pledged to become a member of, solicit any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, or secret society.

Penalties for Violation

A student violating paragraphs 1 or 2 of this policy may be required to attend a parent conference with the Dean who may involve other school officials and the appropriate law enforcement agency. Subsequent related violations of the policy can and may cause an expulsion hearing with the Board of Education.

ID CARDS

1. Students **MUST** always wear a current Zion-Benton ID card on a lanyard, which is to be worn around the neck and not tied to book bags. IDs (regular and temporary) will be visible as soon as the student enters the building and must only be worn on the front chest of the top layer of clothing. If a student forgets their ID, they must go immediately to the Attendance Office to get a temporary ID.
2. Any student defacing his/her ID will need to secure a replacement ID.
3. Students may not give their ID to any other person (unless requested by a staff member).
4. No student may be in possession of any other student's ID.
5. If a student loses his/her ID card, he/she must get a replacement.
6. If a student has a schedule change, he/she must get a replacement ID card (at no charge).
7. The lanyard must be of breakaway material in order to ensure student safety and must be worn as-is without any knots. No clip-ons or any other display holders are to be used.
8. Using more than three replacement IDs in one semester will result in a referral to the Dean's Office.
9. Students will be allowed two IDs in their possession, one in their locker and one worn by the student.
10. Temporary IDs are only good for the day they are issued. If too many temporary IDs are issued, the student will need to obtain a new permanent replacement ID and lanyard.

AUTOMOBILES, OTHER VEHICLES AND PARKING LOTS

Violation of vehicle regulations may result in one or more of the following: a ticket by the appropriate law enforcement agency; the vehicle towed away; loss of driving privileges; ASD, LAD, SSC or SSX, SPC, or suspension. "Loss of driving privileges" means that the student may not drive and that his/her vehicle may not be on campus. Since driving is a privilege, any administrative personnel may restrict automobile operation.

1. The school district is not responsible for theft, vandalism, or damage to student vehicles. Students are encouraged to lock their vehicle.
2. In order to drive at any time during the school year a student must obtain a parking sticker from the Attendance Office and place it on the vehicle as directed. Stickers will be given to eligible Seniors (16 credits) and Juniors (11 credits). Eligible Sophomores (5 credits) will be put on a waiting list for any remaining spots. **Senior Student Parking** is in the lot closest to the school and will be assigned to Seniors only. Juniors and Sophomores will be assigned to park in the parking lot closest to the football and softball fields. Violation of this rule may result in loss of parking privileges.
3. Parking stickers are restricted to Sophomores, Juniors and Seniors. In order to qualify for a sticker, students must have a "C" average for the previous semester.

- Grade weighting is not used in computing the grade average for driving privileges. Students who have previously abused their driving privileges or who have a poor discipline or poor attendance record may not be allowed to obtain a parking sticker. Students with excessive tardies will lose their parking privileges.
4. When registering for a parking sticker, students must provide the following; drivers license, a valid (current) insurance card for the vehicle they will be driving to school, know the make, model and year of the vehicle, and know the license plate number of the vehicle. Every vehicle parked in the student lot MUST have a sticker permanently attached to the left side of the rear window (NO tape).
 5. Parking permits are not transferable. They are good only for the vehicle to which they have been registered. If a student wishes to change vehicles, he/she must bring the old permit to the Attendance Office. A new permit will be issued to the student free of charge when he/she returns the original sticker. (Limit of 3 changes).
 6. If students drive a vehicle to school that doesn't have a school parking sticker (emergency basis only) they must register the vehicle with the Safety Staff at the pool entrance immediately upon arrival to school. When the student signs in the vehicle, they will need the license plate number, make, model, and year of the vehicle. This temporary procedure is good for a maximum of seven (7) school days.
 7. Students who use their vehicles to assist others in breaking school regulations will be assigned the same penalty as those who break the regulations and may lose their driving privileges.
 8. Student vehicles may be parked only in the student parking lot and must be within the yellow lines. Use of visitor or faculty parking areas is prohibited from 7:15 to 3:15 p.m.
 9. Once students have parked their vehicle in the school parking lot, they may not remove it until the end of the school day unless they have permission from the Dean's/Attendance Office.
 10. To deter theft, vandalism, and other parking lot problems, students must leave their car immediately upon arrival at school and enter the school building. No one is allowed to remain in an automobile for any reason unless authorized by the Dean's Office.
 11. Students are not allowed to go to the parking lot during the school day unless they have permission from the Dean's Office.
 12. Do not park in the "No Parking" and "Handicapped" zones.
 13. The speed is 10 miles per hour. In all cases, pedestrians have the right of way.
 14. Students MUST obey the directions of the parking lot supervisors at all times.
 15. Reckless driving is a serious offense. Examples are: spinning wheels, driving beyond the speed limit, driving too fast for conditions, improper turns, failure to have a vehicle under control at all times.
 16. Students must obey all Rules of the Road while on campus. This includes obeying all stop signs, one-way traffic signs, no parking areas and bus stop arms, etc.
 17. When a safety hazard exists, District 126 Administrative personnel reserve the right to have any vehicle towed at owner's expense.
 18. Secure all bikes to a bike rack, using only one slot per bike.
 19. Snowmobiles and dirt bikes may not be driven or parked on school property.
 20. **Any unauthorized vehicle may be towed.**

BUS REGULATIONS

1. State statute requires that bus transportation be provided if a student lives 1 1/2 or more miles from school. Currently all students may ride the bus. A copy of the bus schedule will be available upon the opening of school.
2. Students may board or ride the school bus only with a valid bus pass (ID card). Students MUST get a temporary ID from the Attendance Office prior to boarding their assigned buses any day school is in session.
3. Only Zion-Benton students may ride the school bus. No other persons will be allowed on the bus.
4. In all cases, the District's first concern is to maintain the safety of school bus transportation. All school buses are equipped with video and audio surveillance while transporting students to and from school and school sponsored activities. The privilege of a student to ride the school bus must be placed second. For student welfare and safety these rules must be followed:
 - a. Board bus in an orderly fashion.
 - b. No smoking on the bus.
 - c. Remain seated. No standing while the bus is in motion.
 - d. Emergency doors are not to be opened or "fooled with" except for emergencies.
 - e. Loud or rowdy behavior is not acceptable.
 - f. Student language must be acceptable.
 - g. No objects are to be thrown while on the bus.
 - h. No eating or drinking on the bus.
 - i. The bus driver is in charge. Student conduct must be acceptable to the driver. If not, action will be taken in order to insure the safety of all students on the bus.
5. If students do not follow the above guidelines, or fail to accept the driver's authority and follow instructions, the students' privileges to ride the bus may be suspended.
6. School rules and regulations are in effect for all bus students. Appropriate school penalties will be applied.
7. Bus evacuation drills will be held yearly. All students are required to participate in these drills.
8. An activity bus will be available Monday through Thursday. Check with student's adviser for specific times and departure locations.

BUS ACCIDENT PROCEDURES

In the event a student becomes involved in a bus accident, the following procedures will take place:

1. An Emergency Medical Service (EMS) provider will respond to the scene.
2. Assessment by the EMS at the scene will determine if there are any injured children at the scene. Any injured children will be transported to local hospitals.
3. After assessment of all non-injured students aboard the bus, the EMS will allow the children to be returned to school. An appropriate form will be completed at the scene of the accident for discharge of uninjured children to school officials.
4. It is the policy of Zion-Benton Township High School District 126 not to release students to parents/guardians at the scene of the accident.
5. Once the student arrives at Zion-Benton, school officials will then contact parent(s)/guardian(s) by phone of the accident. The parents/guardians of the student will be asked to come to the school and pick up their students.

CAFETERIA - LUNCH HOUR REGULATIONS

1. Students may be in the cafeteria only during their scheduled lunch period.
2. Students must wear their ID card during their lunch period.
3. Cafeteria supervisors are in charge. Student conduct must be acceptable to cafeteria supervisors. If not, appropriate action will be taken. This includes the right to assign the student to a specific table or seat.
4. Throwing of food/objects is prohibited and may result in suspension. Do not move chairs or tables around. Do not move from one table to another.
5. Students may purchase food, eat in either cafeteria or visit the bookstore during their lunch period. Please dispose of trash in the containers provided. Food must not be taken from the cafeteria.
6. Students are to remain in the cafeteria until the bell rings for dismissal.
7. Students are not permitted to have food delivered from local restaurants, Door Dash, and Uber Eats at any time during the day. These items will be confiscated upon arrival. Parents/guardians may drop off lunch in cases of emergency ONLY when a student forgets his/her lunch. This will not be allowed on a daily basis. Students will NOT be allowed to wait at the front door for their food to be brought to them. Students are to go to class until they are called to pick up their food from the Attendance Office.
8. Students will be entitled to one reimbursable meal for breakfast and lunch each day. Students must choose to purchase ala carte items. These can be paid at the register, in advance using their Skyward Family Access account. Student accounts are not allowed to go into a negative balance.
9. Payments made to student lunch accounts will carryover each year but will not be refunded at the end of the senior year.
10. In accordance with federal law, students must take all components of the federal approved lunch or the student's account will be charged for the individual food items taken.

COURTYARD

The rules of behavior in the courtyard are the same as those for inside the building. It will be open only during lunch periods as weather permits. Students may eat their lunch in the courtyard as long as all trash is disposed of in the containers provided.

INSTRUCTIONAL MATERIALS CENTER (IMC)

The purpose of the Instructional Materials Center (IMC) is to offer resources for class assignments, research, and leisure reading in a conducive learning environment. It serves as a quiet and independent study and reading space, with specific areas designated for audio/visual use and group activities, available as needed. The IMC invites academic classes and is available for study hall periods for all students who possess a valid ZBTHS School ID. Students are encouraged to bring all necessary materials with them to the IMC, and hall passes will only be issued in special needs situations, as decided by the IMC staff.

The IMC adheres to all school rules outlined in the Student Parent Handbook and follows District 126 policies and procedures. Being in the IMC, like all other learning spaces, requires respectful behavior towards staff, other students, and the space. A student in violation of proper Zee-Bee behavior will result in their Dean's intervention.

GUIDELINES FOR USE OF COMPUTER RESOURCES AND THE INTERNET

Computer resources and the Internet are provided for students to conduct research and communicate with others. Their use is limited to class assignments, and they are not to be used for non-school related activities. Independent access to computer resources is provided to students who agree to act in a considerate and responsible manner. Permission is required from a staff member. **Access is a privilege, not a right.** Access implies responsibility.

Computer storage areas may be treated like school lockers. Network administrators and/or administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Users should not expect that files stored on district servers or on individual disks will always be private.

As much as possible, access to district computer resources will be designed in ways, which point students to those resources, which have been reviewed and evaluated prior to use. Computer use will be monitored, but students are responsible for following the District's guidelines for appropriate use and will be subject to the consequences for misuse.

The following are unacceptable and not permitted:

General:

1. Accessing, displaying, printing or sending pornographic or offensive materials, whether written or graphic.
2. Accessing, displaying, printing or sending information inflammatory or derogatory toward any race, religion, culture or ethnic group.
3. Misusing, abusing, tampering with or vandalizing computer hardware.
4. Tampering with or copying school-owned software; loading personal software onto school-owned computers.
5. Tampering with or damaging computer networks, systems or security measures.
6. Intentionally wasting limited resources, e.g. unnecessary printing
7. Trespassing in others' folders, work or files
8. Using others' accounts or passwords
9. Employing the network for commercial purposes
10. Using resources for non-school related activities without permission
11. Under no circumstances are students to download games using a flash drive or CD onto the schools computers.

Communication:

1. Using obscene or abusive language.
2. Harassing, insulting or attacking others
3. Revealing the personal addresses or telephone numbers of yourself or others.
4. Sending anonymous messages
5. Sending inappropriate messages for public viewing; e-mail is not private and may be viewed by others.

Illegal Activities:

1. Downloading copyrighted material for other than personal use.
2. Transmitting material in violation of any U.S. or State regulation
3. Posting material authored or created by another without his/her consent.
4. Gaining unauthorized access to resources or entities.
5. Students choosing proxy sites to obtain web pages. (e.g. Facebook, etc.)

Failure to follow these guidelines will result in a Parent Phone Conference, Parent Conference, or more significant disciplinary action if warranted.

Students will be responsible for full restitution for any physical damage/vandalism to equipment and/or software. When necessary, the appropriate law enforcement agency will be notified.

GUIDELINES FOR USE OF ELECTRONIC DEVICES

Students are extended the privilege of possessing personal electronic devices, e.g. cell phones, while on school grounds. These devices must be set on silent. Responsible use of personal electronic devices such as cell phones are allowed with teacher permission for relevant educational activities within the classroom. Students who do not have permission from their teachers to use their electronic devices during classroom time will be sent to the Dean's Office to turn in their device. Teachers will follow up with a referral or email to the Dean's Office. Failure to follow the above will result in the following consequences:

1st Offense

May result in confiscation for 1 period, warning, and call to Parent

2nd Offense

May result in confiscation for the rest of the day, Parent/Guardian pick-up, and Student Support Center (SSC)

3rd Offense

Confiscation for the rest of the day, Student Support Center (SSC), and/or Parent Phone Conference

4th+ Offense(s)

Confiscation for the rest of the day, Student Support Center (SSC), or Student Support Center Extended (SSX), Suspension Pending Conference, and Parent **must** come in to sign for the phone.

At no time should cell phones or video imaging devices (including but not limited to: camera phones, cameras, video phones, smart watches, etc.) be used:

- in areas of expected privacy (bathrooms, locker rooms, etc.);
- to invade the privacy of, violate the rights of, or engage in harassment of any other student, staff member or community members;
- in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules or the law;
- for creating, sending, sharing, viewing, receiving, or possessing inappropriate messages, pictures, graphics or other materials including indecent visual depictions as defined in State law, i.e. sexting (possession is prohibited regardless of whether the depiction violated State law); or
- **for videoing, and/or sharing student fights included but not limited to social media, texting, email, etc. Students who do so shall be subject to suspension.**

Taking, distribution and/or uploading to any on-line site pictures/video of any student, staff member or community member without their permission is strictly prohibited.

Any cellular phone or electronic device may be searched and/or seized upon reasonable suspicion of inappropriate use including sexting. All sexting violations will require school administration to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Any inappropriate or illegal use may cause a disciplinary action and/or an expulsion hearing with the Board of Education and possible referral to a local law enforcement agency.

It is recommended that items of value be left at home. If there is a need to bring these items to school, it is recommended the items be left in the hall locker for security purposes.

Laser Pointers:

No student shall use or be in possession of any laser pointer or laser sighting device.

Calculator Usage Policy:

We are strongly committed to the use of graphing calculators to enhance learning in some of our courses. National and state standards emphasize calculators as necessary tools to prepare students to compete in an ever-changing technological world. Calculators assist students in making connections, learning concepts more quickly, and preventing arithmetic errors. Students must learn basic skills without a calculator. Use of a calculator and the calculator model deemed appropriate for each individual course shall be at the discretion of the teaching team.

Students are expected to demonstrate the utmost personal integrity in using the calculator.

Inappropriate uses of the calculator include, but are not limited to:

1. Playing calculator games during class.
2. Storing formulas and/or answers or using programs unauthorized by the teacher.

Inappropriate use may result in disciplinary consequences. The teacher reserves the right to take steps to avoid inappropriate use by erasing memory, having students put away their calculators, confiscating the calculator or any other measure necessary. Infractions may cause a conduct referral to be written.

BULLYING, HAZING, INTIMIDATION, HARASSMENT, AND TEEN DATING VIOLENCE

School Board Policy 7:180 regarding the prevention of bullying, intimidation, and harassment can be found at www.zbths.org – Our District – Board Policies. Students experiencing or observing bullying, hazing, intimidation, harassment, or signs of teen dating violence should immediately contact an administrator to report the matter.

105 ILCS 5/27-23.7 (2010) prohibits bullying (as defined in the statute) in the school environment and includes in its definition of bullying electronic communications. Bullying is specifically prohibited through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

105 ILCS 135/1-2 (2008) defines harassment through electronic communications. The definition includes “making any obscene comment, request, suggestion or proposal with an intent to offend” and “threatening injury to the person or to the property of the person to whom the electronic communication is directed or to any of his family or household members”. Violation of the provisions of the statute will result in a class B misdemeanor.

If there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy, including but not limited to, cyberbullying, school officials must investigate whether the activity has a nexus to school. If there is a nexus to school, the school official will investigate and determine if disciplinary

action is warranted. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Bullying, hazing, intimidation, harassment, and instances of teen dating violence by students is prohibited by state law and school regulations. Such incidents are not acceptable in any form, create serious disruptions to the educational environment, and are taken very seriously. Incidents of this nature will cause swift and appropriate disciplinary action. Student, staff, parents/guardians, and community members are encouraged to report such incidents to the administration immediately. School Board Policies 7:180 and 7:185 further define these infractions and the seriousness with which they will be taken.

Students are prohibited from harassing or intimidating a student based upon a student's sex, gender identify, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Students are prohibited from hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct, including, but not limited to, social media sites not under governance of the school or district. Teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students are prohibited from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Events that take place outside of school property, which carry over to the school setting causing a significant disruption to or interference with the educational process are prohibited and subject to disciplinary action. This includes, but is not limited to, cyber bullying through the use of personal electronic communication devices. These types of incidents will result in the administration: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

Bullying, hazing, intimidation, and harassment may result in a suspension pending a Parent Conference, and the student may be placed on a bullying/harassment contract.

Students experiencing or witnessing bullying should immediately contact their Dean or the Safety Office for assistance. Reoccurrences of incidents should continue to be reported to the appropriate Dean or Safety Office so that appropriate interventions and/or discipline can take place.

BUILDING USAGE

1. Students are not to use any classroom, gym, shop, laboratory, resource center or IMC at any time unless there is a staff member present to supervise.
2. Students are not to enter the building before 7:00 a.m. and **MUST** leave the building when school is dismissed unless they have credit recovery, an athletic study session, or a pre-approved meeting with a faculty member. Students who arrive prior to 7:00 a.m. must enter through the front flagpole entrance and **MUST** meet in the North Cafeteria unless prior arrangements have been made with a staff member.

FUNDRAISING

All District 126 fundraising must be pre-approved by the Assistant Principal. Online fundraising (GoFundMe) and selling of any items for non-school organizations or self-profit is strictly prohibited.

VISITORS

1. Students may not bring children, friends, guests or relatives with them to visit school, and these individuals may not come to school to visit with students or other individuals.
2. Visitors will receive a pass from the receptionist and must wear the pass on the front of their coat, shirt, etc.
3. Alumni are welcome to visit with teachers after school hours or by a prearranged appointment with the teacher. They will receive a pass from the Safety and Attendance Office and wear the pass on the front of their coat, shirt, etc. The pass must state which teachers they are visiting and the approximate length of stay.
4. All persons who do not attend school or work at the school must have a visitor's pass from the Attendance Office prominently displayed in order to be in the building. The appropriate law enforcement agency will be notified and they may be arrested for trespassing.

MESSAGES

Messages will be delivered to students on an emergency basis from parents or legal guardians only. Please inform friends, employers, etc., that communication with students must be through their parents or legal guardians. Students are not allowed to generate, check for, or respond to electronic communications, e.g. email, phone calls, text messages, etc. during instructional time. Should there be a family emergency, please contact the Safety or Dean's Office with the emergency message.

TRESPASS

1. Persons who do not attend or work at District 126 high schools may not be in the building or on the school property without permission. This includes any person who has been excluded from either campus for any reason. If unauthorized persons are on campus, a complaint may be signed against them for criminal trespass, resulting in arrest and court appearance. Students who assist or accompany non-authorized persons may be subject to disciplinary action.
2. No person should be on or about school property when classes or activities are **NOT** in progress. Students who violate this provision may be subject to disciplinary action and/or arrest.
3. It is prohibited by law to commit criminal damage to school property, to vandalize school property, or to distribute/deliver written or printed solicitation within 1,000 feet of school property for the purpose of inviting students to an event in which a significant purpose is to commit or solicit illegal acts or will otherwise be held in or around abandoned buildings.

CLOSED CAMPUS

After students arrive on campus they may not leave until the end of their school day. Failure to abide by closed campus regulations will cause disciplinary action. Students may not be outside the building without permission. Students are not to leave campus for lunch

unless they have been awarded lunch privileges. Call outs for students to leave campus for lunch are not allowed.

GYMNASIUM - BLEACHERS

Students may not climb, stand, sit or suspend themselves from bleachers when they are closed. This form of stress will break or damage welds and may cause a hazardous situation when the bleachers are in use.

DRESS, GROOMING AND CLEANLINESS

DRESS CODE POLICY

District 126 believes that its high schools should prepare students for success both in and beyond high school, whether that be college, the military, or the world of work. District 126's dress code is designed to ensure that students demonstrate dignity and respect for themselves and others and promote genuine pride in our schools.

Dress code must meet reasonable standards of safety, modesty, decency, must be appropriate to the school setting, and must not be disturbing or disruptive to the educational atmosphere of the school.

Examples of unacceptable dress, include but are not limited to clothing, hats and or masks with alcohol, tobacco, vaping, marijuana, drugs, gangs, guns, satanism, cults, obscenities, sex and/or violence in its messaging or graphics.

Head coverings will not be worn in the building and should be in the student's locker upon arrival to school. No sunglasses, or full-face coverings (full face masks, ex: ski masks or gators, full face paint, etc.) No hoods/hoodies, hats, doo rags, or other forms of head cover, hair picks, or combs are allowed. Scarves may be worn as long as some of the hair is showing. Students must be recognizable at all times. Exceptions will apply at administrations discretion. This includes religious and/or medical reasons.

Shoes must be worn at all times. Shoelaces must be worn at all times and must be the same color. House slippers are not allowed as acceptable footwear.

Examples of inappropriate dress include but are not limited to:

- Totally bare midriffs (includes crop tops and half shirts that reveal undergarments)
No tube tops
- Excessive exposure of cleavage
- Transparent blouses/t-shirts/dresses
- Holes, rips, slashes and tears in inappropriate areas
- Spikes
- Gloves
- Underwear/shorts above the waist of the pants (sagging pants)

Clothes must be worn in a way that no private parts or undergarments are visible.

Flannel pants can be worn as long as they do not have the button fly/open fly.

Blankets cannot be carried, used, or worn in school.

Sagging pants are prohibited. If a student is sent to the Deans office for sagging pants, they will be required to rent a belt and wear it for the remainder of the day. Students are to return the belt at the end of the day. If the belt is not returned, a reminder will be sent to the student. The student's account will be charged for an unreturned belt.

No totally bare midriffs are allowed. Underwear must be covered by clothing (bottoms and/or tops). Transparent blouses/t-shirts where the undergarment is exposed are **NOT** allowed. Excessive cleavage and totally bare midriffs are **NOT** allowed. Also, (tightly fitted or sheer) clothing that reveals undergarments, or lack of, are **NOT** allowed.

Consequences for violating this policy will be assessed at the time of violation and will include consideration of previous infractions. Students who ignore these regulations will be sent home to change clothes and then return to school. If they refuse, students will be retained in the Peace Room until the end of the school day.

Upon availability, the Dean's Office will have shorts, shirts, or belts for students to rent. Students are to return rented items after they have been washed. If the item is not returned, a reminder will be sent to the student. If the item is not returned after the reminder, the student's account will be charged for the unreturned item(s).

Students who are in violation of the dress code policy will be required to remove all inappropriate head coverings and/or masks, as well as correct any inappropriate dress. This violation will result in a warning. Students who repeatedly violate the dress code will be subject to additional disciplinary interventions including, but not limited to, required parent conferences.

Students who use head coverings as a gang identifier or gang affiliation will result in the loss of privilege and may be subjected to disciplinary action as outlined by our Gang Policy found on page 64 & 65.

This policy applies to all school sponsored events including field trips and athletic and extracurricular activities occurring on or off school grounds.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not appropriate in school. This includes embracing, kissing, and body contact. Standards for acceptable behavior are the same as those for acceptable behavior at a place of work. Students who are unable or unwilling to accept this "time and place" concept of appropriate behavior will be referred to the Dean.

SAFETY - LABORATORY CLASSES AND INDUSTRIAL ARTS

The safety of all students is of the utmost importance. Therefore, in all laboratory classes, safety rules will be announced and strictly enforced. In order to assure the safety of all students, those who violate safety rules or regulations may be removed from class temporarily or permanently, and therefore, may lose credit in that subject.

ADDENDUM

During the course of the school year it may become necessary to change or add to these guidelines. When this takes place the student body will be notified.

It is understood that the Deans have the discretion to use alternative discipline strategies for students who have failed to develop the self-discipline necessary to follow the traditional attendance and discipline policies.

POSSESSION

As used in this policy, the term "possession" is defined as being on the person, in purses or clothing, in lockers, in or on vehicles, and in or on any other areas or items for which the individual has or shares responsibility or control.

FLOWERS/BALLOONS AND DECORATED LOCKERS

Students are not allowed to carry balloons during the school day. If flowers and/or balloons are brought to school or delivered to school, they must be kept in the Attendance Office. Students can pick their items up at the end of the day. Students are also not allowed to put any kind of decorations or writing on lockers.

EMERGENCY HELP!

Emergency counseling and support services are available for students and parents/guardians out of school through a variety of agencies. Listed below is a sample of services:

- 24 Hour Crisis and Referral Hotline (For crisis and suicide interventions) 1-800-784-2433
- Big Brother/Big Sister of Lake County 1-707-263-7281
- Child Abuse Hotline 1-800-252-2873
- Lake County Council Against Sexual Assault 1-847-872-7799
- Substance Abuse Services - Nicasa 1-847-872-2830

Notice: Information regarding the District's policy on Suicide and Depression Awareness and Prevention (Policy 7:290) can be accessed at www.zb126.org under "About Us" → "Board of Education" → "Board of Education Policies" → "Section 7: Students."

Community Notification Laws

Information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry: www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry: www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders: www.isp.state.il.us/sor/faq.cfm

Do you know there are support systems to get help for yourself or a friend?

Anonymous Alerts®

Report sensitive student issues immediately. Students or parents can submit any suspicious activity, bullying, mental health or other student concerns to a ZBTHS administrator(s). The system allows for 1-way or 2-way anonymous encrypted communications between submitters (students, parents, or community members) and district administration and/or school staff. Users of the system have the option to remain anonymous or to reveal their identity when submitting a report.

How do I make a report? Three easy ways...

1. Go to ZBTHS homepage and click "Anonymous Alerts" link under "Shortcuts"

OR

2. Send a report to: <https://www.anonymousalerts.com/zionbentonths/>

OR

3. Send a report from your phone:

-Download the Anonymous Alerts® app for free from the Apple, Google Play, or the Chrome store

-Start the App, enter login: zionbentonths and password: zionbentonths



This system will be monitored during students' scheduled school days. Any reports submitted outside of these hours or during holidays/weekends will be responded to during the following scheduled school day.

TEXT-A-TIP

Text-A-Tip is a 24/7 anonymous system for individuals needing immediate mental health assistance for themselves or a friend.

- Download the "Lake County Help" App, available for free on Google Play and the Apple Store
- Select the 24/7 Text-A-Tip hotline
- Send a message to a dedicated number
- Receive an immediate response from a licensed clinician while remaining anonymous.

Safe. Anonymous. Always Available.



PARENT HANDBOOK COMMITTEE

Annually, a panel of teachers and administrators propose changes in the Student-Parent Handbook for Board of Education consideration. We thank the members of the committee for their efforts in helping to create “a productive and enjoyable living and learning experience” for the students at Zion-Benton Township High.

PARENTS

Mrs. Kathy Cardenas
Mrs. Kari Torola

FACULTY AND STAFF

Mrs. Karen Corona
Mrs. Jodi Lindemann
Mrs. Colleen Newton
Ms. Kirsten Barlett
Ms. Latoya Barnes
Ms. Crystal Villalobos
Ms. Michelle Rymer
Mrs. Jennifer Marhefka

ADMINISTRATION

Mr. Derrick Lee
Mr. Omar Orozco
Mr. Brian Valerugo
Dr. Joaquin Stephenson
Mr. Michael Wollney

FIRST CLASSES AT ZBTHS CHOOSE SCHOOL SONG AND COLORS

The school song printed here was chosen by the first student body at Zion-Benton in November '39 at a school assembly. Students had been encouraged to write lyrics. There were five songs submitted which were sung by the cheerleaders. The winning song was written by Leland Noll and sung to the tune of “The All American Girl”. In an earlier contest, the student body chose maroon and white as the school colors.

SCHOOL SONG:

Hurray for Zion,
We know you're tryin',
To bring us all to victory.
We know you're loyal,
Through all your toil,
And to good old Z.B.T.
RAH! RAH!
Throughout the ages,
We sing your praises,
As we fight on for your name.
We got a rooter,
In every village,
To bring us All American, All American
All American fame.
Hey RAH, RAH, RAH, RAH, RAH,
Hey RAH, RAH, RAH, RAH, RAH,

Hey RAH, RAH, RAH, RAH, RAH,
TEAM, TEAM, TEAM!

ZEE-BEE HONOR CREED

Preamble

Honor and personal integrity are my greatest assets. I can control the extent and quality of these traits. It is important to me now and in the future to be a member of a school whose record for high honor is outstanding. Only by constant and voluntary effort on my part can Zion-Benton High School attain a position of unexcelled reputation, which I seek.

In order to further my personal position as an individual of high honor and in order to make my school outstanding in every respect, I shall do my best to abide by the order of the creed.

Creed

1. I will at all times treat my fellow students in the same manner I expect them to treat me, having full respect for their property and rights.
2. I will intelligently follow the leadership of all properly elected student officers and abide by such decisions as they have been empowered to make by the will of the majority.
3. I will respect the authority of my teachers. I will make a special effort to be helpful and cooperative at all times a substitute teacher is in charge, for I realize a substitute is in fact my guest.
4. I will make every effort to protect my school property and maintain its appearance, for I appreciate the fact that my school is frequently judged by its appearance and the appearance of its surrounding grounds.
5. I will neither give help nor receive help from another student during a test or examination. I will make sure that all my work submitted as a part of a test or examination is honest in every respect.
6. I will do my best to do my homework at all times, for I realize that homework is a means for me to learn. Any help I seek in accomplishing my school-work assignments will be for the purpose of increasing my understanding and will not include copying from another student's work nor having anyone else do my work for me.
7. I will maintain high moral standards and will do my best at all times outside of school to act in such a manner that it can only bring honor to my home, school and community.

Adopted by vote of the student body in 1962 on recommendation of the Student Council.

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