



# FLORA HIGH SCHOOL

## 2023-2024 STUDENT HANDBOOK

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**MESSAGE FROM THE PRINCIPAL**

PRIDE! TRADITION! EXCELLENCE! These words epitomize the feelings of our students, teachers, parents, and community members toward Flora High School. Pride in achievement, recognition of tradition, and an attitude of success are the keys to excellence and accomplishment. This attitude at Flora High School makes the pursuit of excellence a reality on the Flora High School campus.

We are proud of what Flora High School represents. Flora High School is the focal point of a large, rural school district that brings communities together to form lasting friendships and traditions.

The Flora High School community will afford you the opportunity to receive an excellent academic education and to participate in a variety of successful, extracurricular programs. We help students lay the cornerstones for their futures.

Parental support is an integral part of the educational experience. We hope that you stay involved in your student's high school career. The four years of high school go very quickly--we want you to enjoy them with your child.

Our curriculum is comprehensive and meets the needs of a variety of students. However, it is necessary for each student to accept the responsibility for his/her own education in order to maximize his/her opportunities in the academic environment. The administrators, teachers, and counselors are here to help each student, but in the final analysis, it is up to you. Your education and your school are what you choose to make them.

Please contact me or any of our staff whenever you have a question or if we can be of assistance.



Toby Pearce, Principal

## FLORA HIGH SCHOOL MISSION STATEMENT

Flora High School, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop strong self-esteem and to become engaged learners, informed decision-makers and responsible, considerate and contributing citizens in an ever-changing society.

## IMPORTANCE OF HANDBOOK

This handbook contains important information regarding the rules and regulations, which will affect all of the students and staff at Flora High School. Please take the time to carefully study this information. **THIS HANDBOOK IS ON THE SCHOOL WEBSITE FOR REFERENCE DURING THE YEAR.**

Disclaimer: This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a right. Your handbook cannot be, nor even presume to be, all-inclusive.

## NOTE TO PARENTS

This handbook is issued in order that students and parents become familiar with the general policies of the school. It contains information that should be known by all those concerned with the school.

**Home/School Cooperation**--Your child will spend a large part of his/her adolescent years in high school. The high school deals with the student during the crucial years when he/she is rapidly becoming an adult, when new stresses and strains are operating, when his/her social interests are at their peak, and when he/she is feeling the need to break away from adult control and stand on his/her own two feet. We are dealing with an emerging adult who must achieve independence, and who in the process, must be intelligently and sympathetically helped and guided. This is not always an easy task and requires full understanding and cooperation among the three parties concerned: the youth, the parent and the school. The desired cooperation between our school and your home can perhaps be better understood if we outline briefly what the parent has a right to expect of the school and what the school should be able to expect of the parent.

### WHAT THE PARENT MAY EXPECT FROM THE HIGH SCHOOL

1. That the high school be operated in a businesslike and responsible manner with reasonable requirements and regulations administered in an impartial manner.
2. That a reasonable regimen of work is established for a student and that progress in studies be given a first claim on the resources of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention, and that the school's response to these inquiries or complaints reflect a constructive and helpful attitude directed toward the best interests of the youth.
4. That teacher's grading be as fair and impartial as possible, and that the basis for such grading be understood by the students and parents.
5. That class assignments be definite and a reasonable amount of assistance be given in class, and, on the initiative of the student, as much individual help as resources will permit.
6. That we will do our best to maintain a wholesome school atmosphere and wholesome student behavior, and that we will not permit an individual or small group to upset the image or reputation of the fine young people who attend high school.

### WHAT THE HIGH SCHOOL EXPECTS OF THE PARENT

1. That the student's attendance is regular and punctual. If a student is to succeed in high school, regular attendance should be as much an obligation as it would be for employment.
2. That if the parents expect their student to be successful, they should demand a regular routine of home study. The amount of such study ought to be a minimum of one to two hours daily, though its distribution among the different subjects will have to be an individual matter. The importance of the regular home study cannot be overemphasized; it is essential to quality achievement.
3. That parental inquiries are welcome and may be registered with the principal, assistant principal, teacher, or guidance counselor.
4. That the parents demonstrate a positive attitude toward the school. A negative home climate toward the school will too often damage the student's outlook and affect his/her behavior and success.

**Discipline**--Good discipline originates in the home. The parents are the first teachers of their child and should develop in them good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others and for private and public property.
3. Arrange for prompt and regular school attendance and comply with the attendance rule and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

Your interest and support at home are important to your child and greatly appreciated by his/her teachers.

**Pupil/Teacher/Parent Conferences**--At no time should you be in doubt of your child's progress. You are notified of his/her progress through grade report cards and warning slips. If you still have questions or feel that there has been a misunderstanding, please call the school for an appointment with the teacher, counselor or principal. Students who wish to talk with a teacher about a problem should request a conference with the teacher before or after school, or at any time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings.

## RESPONSIBILITIES OF STUDENTS

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

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and school-sponsored activities.
9. To respect and not cause or attempt to cause damage or theft to any personal or school property, and to protect and care at all times for your own personal property while at school.
10. To refrain from violating or disregarding established rules and regulations for student conduct on school buses or to refuse to accept the established supervisory authority of the driver or other assigned person in charge.
11. Students upon entering school for the first time, sixth grade, and ninth grade shall present evidence of a recent physical examination. Students participating in interscholastic athletics shall have an annual physical examination.

## ATTENDANCE POLICY

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

Attendance and academic performance are closely related. Regular attendance is essential as a student misses an important part of his/her instruction when not in school. All students are expected to attend school regularly and to be on time for class in order to benefit to the fullest from the instructional program. The high school attendance policies are designed to develop student punctuality, self-discipline, and responsibility. It is for these reasons that the Board of Education has adopted the following attendance policy.

### I. Excusable Absences

Students are not to exceed ten days for the **entire school** year. Please call the school prior to 9 a.m. on the day of the absence. Students have two days to clear up any excusable absence. After 10 excusable absences, a parent/legal guardian must receive approval from administration for any additional absences.

- A. Illness verified by parent, guardian, or doctor within 2 days.
- B. Death in the immediate family
- C. Participation in a school-sponsored activity
- D. Weather which prohibits the normal operation of school buses
- E. Visiting a school counselor or other school official
- F. Parent or guardian-requested absences
- G. Mental Health Days

### II. Exempted Absences

All absences from a class, except those listed below, will count towards the ten allotted days for the entire year. Absences which will not count toward the excused absences periods are:

- A. Participation in a school-sponsored activity
- B. Suspension for disciplinary reasons
- C. Weather conditions which prohibit the normal operation of school buses
- D. An illness or doctor's visit verified by a doctor's note within two days of the absence.
- E. College visitation days approved by the principal. Arrangements must be made in advance with the Guidance Department.

### III. Unexcused Absences

- A. Oversleeping
- B. Missing the bus
- C. Student skips school
- D. Forging an excuse
- E. Going shopping
- F. Having car trouble
- G. Failing to comply with the pre-arranged absence policy
- H. Is sufficiently well to engage in social activities or work outside the home after school hours
- I. Fails to present a parental note explaining an absence (When a proper note is produced within two school days, this unexcused absence may be change to excused.)
- J. Needed at home the day before vacations
- K. Offers any unacceptable excuse for being absent

### IV. Attendance Intervention

It is our goal to work with parents and students in a positive manner to assure that students are well prepared for the future. Teachers will monitor student attendance closely. If appropriate, an administrator will be asked to assist the family in developing a plan to ensure better attendance.

### V. Procedure in Case of Absence

- A. Parents or guardians should notify the school by 9:00 a.m. whenever their child is absent from school. A call should be made for each day of absence unless the office has been notified of an extended illness. It will be assumed that the student is truant unless a call has been received. Flora High School will attempt to contact the parent to verify a student's absence if the office has not received a call by 9:00 a.m. If a parent does not have access to a phone, a note stating the reason for the absence must be presented to the office upon return.
- B. Students who expect to be absent for two or more days should request assignments. Contact the school secretary by 11 a.m..
- C. Students who expect to be absent two or more weeks due to a serious medical condition should contact the Administration to arrange tutoring.

## VI. Procedure Following an Absence

A student should report to the office when he/she returns following an absence. At that time if the absence is excused because of a parent note or phone call, the student's name will go on the excused list. If, however, no appropriate excuse from parents is presented, the student's name goes on the unexcused list. All teachers have been instructed to record grades of "0" for a student on any days of unexcused absence. In order to replace the grades of "0" with the earned grade on those days, the student must present an appropriate parent note at the office, receive an admit slip verifying an excused absence, and present it to each of his/her teachers. A student has two days after returning from an absence to complete this requirement. After that time, the grade of "0" will be considered the permanent grade. If a student arrives late or leaves and returns on the same day, he/she should come to the office for an admit slip before going to class.

## VII. Pre-Arranged Absences

A student may obtain a pre-arranged absence when he/she knows he/she will be absent in the immediate future. Prearranged absences must be approved by administration prior to the absence. A parent must call or provide written confirmation prior to the absence.

Examples include:

1. Trips with parents (**See total number of Excusable Absences**)
2. Civil court appearances
3. Funerals

The procedure for obtaining a pre-arranged absence is to bring a note from home or have a parent call at least one day in advance of the absence explaining the reason. If a teacher does not want to accept the pre-arranged absence, the final decision will rest with the principal.

## RELEASE TIME FOR RELIGION INSTRUCTION AND OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

## LEAVING SCHOOL DURING THE DAY

Any student leaving school during the day must first get permission from a member of the office staff, and secondly, must sign out in the office. If a student becomes ill or has an accident, he/she must report that fact to the teacher in charge and then proceed to the office. Office personnel will contact appropriate health professionals and/or parents. An ill or hurt student must follow the proper procedure for leaving school. Students leaving school without completing the proper checkout procedures should expect to be disciplined.

Students must be in attendance during the school day in order to attend after-school activities, unless prior administrative permission is granted.

## MAKE-UP WORK

If a student's absence is excused, exempted, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. **It is the responsibility of the student, however, to check with the teacher of each class missed to make arrangements for make-up work.** This is to be done on the day of the student's return to school. The make-up work must be completed and turned in within a period of time designated by the teacher, which should be no longer than one day for each day absent. Students who are absent on the day that any exams (including semester exams) are given, must follow the same procedure in arranging to make up exams. The teacher must be contacted on the day the student returns to school to arrange to take the exam.

Make-up time for tests/exams will also be arranged with the teacher and will not exceed the number of days of absence (with a maximum of 5 days) unless written permission has been obtained from the principal. Exams not arranged for or not made up within the allowed time periods will be recorded as a grade of "0."

## TEST OR QUIZ TAKING POLICY

When a student returns to school on the day a test or quiz is given, he/she must take the test or quiz providing the following conditions have been met:

1. The test or quiz must have been scheduled 24 hours in advance for the student to have known it would be given on that date.
2. The student must have had the opportunity to receive the basic instruction and/or the assignments which prepared the class for the test or quiz.

NOTE: It is the responsibility of the student to get whatever materials he/she needs to study for the test or quiz. Leaving the materials at school or elsewhere will not constitute an acceptable reason not to take the test or quiz. The student will be rescheduled for the test or quiz if the following conditions have been met:

1. The test or quiz was not scheduled 24 hours in advance for the student to know it would be given.
2. Instruction which was given during the student's absence covered new material included on the test or quiz.
3. Other very serious conditions existed which caused the student's preparation to be impossible.

NOTE: The fact that a student was home ill does not in any way qualify as a very serious condition under this policy.

## HOMEWORK

All homework assignments are expected to be completed. A student who submits a late assignment may, at the teacher's discretion, be given partial credit for the late work. A student who turns in homework assignments consistently late may receive disciplinary action.

## CUTTING CLASSES/TRUANCY

"Truancy" is usually defined as an unexcused absence from class. If a student is chronically or habitually truant, as defined by the local school district, action may be taken against the parents of the student. If parents do not cause the student to attend school after they have been notified of the truancy, the parents may be found guilty of a Class C Misdemeanor.

Being absent from class or classes without permission is an unexcused absence and/or an act of truancy. There is no legitimate reason for truancy.

Truancy is cause for one or more of the following: loss of academic points, failing grade, in-school suspension, suspension, closed campus, alternative learning classroom, or expulsion. The severity of the discipline will depend upon the record of the student and the frequency of the offense.

Until all punishments assigned have been served, the student may not be eligible to attend any school extracurricular functions.

## TARDINESS

**Tardiness to class is a disruption to the educational process and will not be taken lightly.** Students tardy to class will be subject to disciplinary action by the instructor and this may also have a negative impact on the participation portion of their grade. Students tardy to school must report to the main office and secure a tardy slip before being allowed to enter the classroom. Students tardy between classes should report directly to their scheduled class. Students are to be seated in their classroom when the tardy bell begins to ring. Teachers are to assign discipline referrals based on the following:

### Tardiness Steps

- 1<sup>st</sup>/2<sup>nd</sup> Offense Verbal warning to student; incident noted in grade book
- 3<sup>rd</sup> Offense One detentions
- 4<sup>th</sup> Offense Two detentions
- 5<sup>th</sup> Offense In-school suspension/parental contact
- 6<sup>th</sup> Offense In- school suspensions/parental contact
- 7<sup>th</sup> Offense Closed campus for a minimum of three weeks
- 8<sup>th</sup> Offense Closed campus for a length at the discretion of the Administration

## HIGH SCHOOL GRADE CLASSIFICATION

- 9<sup>th</sup> grade - Students will be considered freshmen when they have graduated from eighth grade.
- 10<sup>th</sup> grade - Students will be considered sophomores when they finish their freshman year with a minimum of six (6) credits.
- 11<sup>th</sup> grade - Students will be considered juniors when they finish their sophomore year with a minimum of twelve (12) credits.
- 12<sup>th</sup> grade - Students will be considered seniors at the end of the year in which they have taken their eleventh grade state exam.

## ACADEMIC LOAD AND REQUIREMENTS FOR GRADUATION

All students must maintain a class load of eight (8) subjects. Participating in the commencement ceremony and receiving the diploma will be contingent upon completion of all graduation requirements, as follows:

Students will need 28 credits and required community service hours for graduation. It will be possible to obtain 32 credits in four years of high school.

### Mandatory requirements for graduation from Flora High School:

Math (Algebra I, Geometry, Algebra II)	3
Science	3
English (Includes 2 years of writing intensive courses)	4
P.E.	4
History (Includes U.S. Hist. I & II PS/AP)	3
Art, Music, Voc. Educ. or For. Lang.	2
Consumer Science Requirement	½
Complete FAFSA or file FAFSA Waiver	
Intensive instruction in Computer Literacy will be implemented during English, Social Science, CTE, & Elective Courses which fulfills the state graduation requirement.	

### Community Service Requirements

All Freshmen through Seniors must complete 30 local community service hours. 10 of which must be during senior year.

Promotion of students must be based upon successful completion of curriculum, attendance, or other criteria established by the Board of Education. Remedial services, such as summer school, tutorial sessions, or retention are provided for students who fail classes.

## UNIT DISTRICT GRADING SCALE

A 95-100	B+ 93	C+ 85	D+ 76	F 0-68
A- 94	B 87-92	C 78-84	D 70-75	
	B- 86	C- 77	D- 69	

## WEIGHTED GRADES

Weighted grades started with the class of 2011. The weighted grading scale will be 5 = A, 4 = B, 3 = C, 2 = D, and 0 = F. In order for the course grade to be weighted a student must earn a B or higher in the class. Any student taking a weighted course receiving a C or below will not receive a weighted grade for that course.

### Courses to be weighted are as follows:

- English IV – Honors
- Pre-Calculus
- Calculus
- Chemistry II
- Genetics/Microbiology
- Physics
- Political Science/American Problems – Honors
- Spanish IV
- Accounting III
- Forensic Science

## **HONOR ROLL**

Grades for each semester will be averaged on a point basis. Students with an average of 3.5 or higher will be designated as receiving high honors and students with an average of at least 3.0 but less than 3.5 will be designated as receiving honors.

**NOTE:** Any D or F or I (incomplete) grade automatically removes honor roll status.

## **INCOMPLETE GRADES AND MAKE-UP WORK**

Report card grades may be recorded as "incomplete" if a student has not met all the requirements of a course for that particular grading period. It is the student's responsibility to complete the makeup work and get the "incomplete" changed to a grade. The time allowed will depend upon the student's situation. As a general guide, two weeks is sufficient to clear the incomplete.

## **FINAL EXAMINATIONS**

All students will take semester exams. Every semester should end with an accumulative exam worth 10% of the semester grade. This includes students in dual credit classes. Weighted classes will have a semester exam worth 20% of their semester grade.

## **GRADES AND REPORT CARDS**

Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the various military services are all interested in your high school records. Grades are available online at all times. Contact the main office at FHS if you do not have a password.

Grade cards are completed and made available to students and parents at the end of each semester.

Progress reports are available daily throughout the semester to inform parents of their student's progress. They can be found in our Information Now grade system online. However, teachers will call or email on a weekly basis to inform a parent if their student is failing a class. Parents may make appointments for conferences with teachers, counselors or the principal by telephoning the school office to discuss corrective action. Parents can request a user ID and password to access their student's grades on Information Now.

## **SUMMER SCHOOL**

Students, with the approval of the principal or counselor, may take an online course or a course in another school district if the course is needed for credit and will not be offered in this district. Summer class schedules will be announced before the end of school in May.

## **TRANSFER STUDENTS**

Transfer students are enrolled in classes that are transferred from their previous school. Because of the Flora High schedule, eight (8) classes must be taken. To complete a transfer student's schedule, classes of interest are selected upon enrollment at Flora High School. No make-up work is required. Credits are transferred and students are given every benefit in total amount of credits.

### **GENERAL TRANSFER CREDIT INFORMATION:**

1. The District grade weighting system will apply to only courses that are equivalent to the courses listed in the Flora High School Curriculum Guide. No weighted classes will be accepted from a 9th and 10th grade level.
2. The principal shall make the final determination regarding the placement of the student and the extent to which any credit will be granted.
3. Reasonable adjustment may be made in student classification and graduation requirements for transfer students. Special consideration will be given to students who transfer to Flora High School from school districts which do not use our 9 period school day.
4. Students transferring to Flora High School shall be assigned the total amount of credits they would have earned had they been a full-time student at Flora High School.
5. Any failing grades will be subtracted from that total. Example: A junior transfer student in mid-October may need to audit courses not previously scheduled or make up all work from the beginning of the semester (½ credit per semester).

### **TRANSFER FROM AN ACCREDITED INSTITUTION**

1. Credit from Accredited Institutions will be accepted after being evaluated and compared to FHS curriculum and course offerings on an individual basis by Flora Administration.
2. Any credits earned from a non-public accredited institution will be used to determine the grade placement for the student.
3. A student will not be placed higher than one grade above their natural grade level. Such a placement would forfeit any opportunity of student recognition as valedictorian, salutatorian, and Top 10 status.

### **TRANSFER FROM A NON-ACCREDITED INSTITUTION**

1. Credit from Non-Accredited Institutions will have NO guarantee of credit.
2. Any credit recognized from a non-accredited institution will forfeit any opportunity of student recognition as valedictorian, salutatorian, and Top 10 status.
3. A student must complete a minimum of last 12 hours of coursework at Flora High School in order to graduate.
4. A student will not be placed higher than one grade above their natural grade level.
5. All non-accredited transfer credits will be recorded with a grade of "Pass or Fail"; no letter grade will be recorded.

## **GRADUATION PARTICIPATION**

Graduation is a privilege not a right. Students may be denied that privilege.

## **ACTIVITIES**

Flora High School students attending activities and athletic events sponsored by the school are responsible to the administration and faculty of the school for their behavior and are expected to conform to the rules and regulations as stated in the Student Handbook.

Most of the dances and school activities throughout the year are sponsored by the school for the students. Persons who are not students at Flora High School will be admitted to these closed events only with the permission of the administration and/or sponsors of the event. Students must be full-time students in order to participate in school dances unless they are a guest of a full time student.

### **ANNOUNCEMENT PROCEDURES**

Announcements from the office will be given in either written form or via the intercom system. Student announcements to be included in any form of office announcements must be authorized by a faculty member. All announcements will be posted on a tab on the FHS website at [www.floraschools.com/fhs](http://www.floraschools.com/fhs)

### **POSTERS AND STUDENT NOTICES**

There are several bulletin boards throughout our school. Any announcements placed on these boards must be approved by the office before being put on display.

All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must also be approved by the office. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape, or thumbtacks, and do not attach to painted walls or varnished surfaces. Do not tape anything to the lockers as it will remove the paint. It is understood that all signs posted will be taken down after a reasonable length of time.

### **PUBLICATIONS**

Our official publications are the newspaper--the Locust Log and the yearbook--the Harstan. If you desire to contribute and work on these publications, please enroll in the appropriate class.

### **ASSEMBLIES AND LYCEUMS**

Assemblies and lyceums are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

1. Do not take books or coats to the assembly, unless instructed otherwise.
2. Proceed to the assembly area quickly and promptly. Find your seat quickly.
3. When the chairperson of the assembly asks for your attention, give it to him/her immediately.
4. Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start conversation.
5. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
6. Do not leave the assembly until dismissed.

### **BELL SCHEDULE AND SCHOOL DAY HOURS**

The school day begins at 8:09 for all students. Students are not to be in the building until the doors are unlocked by the custodians unless special permission is obtained from a faculty member. Pupils are not to be in the main building after 4:10 p.m., unless they are working with a teacher or under a teacher's direction. All activities for students cease at 6 p.m. except scheduled evening activities, such as plays, athletic games, etc. Exceptions to this might be special rehearsals for plays, concerts, musicals, etc. which may be scheduled in advance through the principal. However, in any case, the activity on a school night must end after three hours or 10:00 p.m., whichever comes sooner.

The bell schedule for our normal school day is:

1 <sup>st</sup> Hour	8:09-8:54	(45 minutes)
2 <sup>nd</sup> Hour	8:58-9:43	(45 minutes)
3 <sup>rd</sup> Hour	9:47-10:32	(45 minutes)
4 <sup>th</sup> Hour	10:36-11:21	(45 minutes)
5 <sup>th</sup> Hour	<u>Lunch</u> 11:21-12:01	(40 minutes)
6 <sup>th</sup> Hour	12:01-12:46	(45 minutes)
7 <sup>th</sup> Hour	12:50-1:35	(45 minutes)
8 <sup>th</sup> Hour	1:39-2:24	(45 minutes)
9 <sup>th</sup> Hour	2:28-3:13	(45 minutes)

### **SCHOOL SECURITY MEASURES**

For purposes of access control to the school, the campus is equipped with magnetic door locks at the two allowable entrances. Students will use the main entrance (west) and new entrance (southeast) in B-Building. The B Hallway entrance is for students and staff only. All visitors must enter the main entrance (west). The new B-Hallway entrance will be available for student entrance and exit at 7:45-8:05 AM and at lunch from 11:21-12:01 PM. Students must use the west entrance at all other times of the day. Backpacks are no longer allowed in the classroom. They can be kept in the student's locker.

The entrances equipped with magnetic locks, along with the C-Building hallway of student lockers, are also monitored by a digital video camera system. These cameras are used to monitor student behavior during class and passing periods. Any attempt by students to circumvent the above security measures will result in severe disciplinary measures.

### **CARE OF SCHOOL PROPERTY**

If a student damages school property, he/she will be expected to pay for the damage.

Vandalism is the destruction or defacement of school property. Vandals and their parents will be responsible for the restoration of the property to its original condition. In addition, the vandal will be assigned custodial duties for a period commensurate with the amount of vandalism. These duties will be assigned for the period from 3:30 to 5:00 following the school day. Severe vandalism may result in suspension, alternate learning classroom, or expulsion for the remainder of the school term. **\*See Prohibited Conduct Levels**



## CLUBS AND EXTRACURRICULAR ACTIVITIES

Each student is urged to participate in one or more extracurricular, co-curricular, or club activity. Join activities that interest you. There are academic, honor, athletic, music, drama, subject-oriented clubs, student council, publications, and interest groups. When you commit yourself to an activity, you owe it your best efforts, not only to benefit the club, but yourself.

If you fall behind in your school work, extra help and teacher conferences take precedence over any extracurricular activity, and you may be requested to drop extra activities.

However, while there is no disputing the value grades hold in education today, the most vital factor is the total education an individual accomplishes. In order to take advantage of extra learning opportunities, plan your activity schedule carefully. Don't become overloaded. Obligations at home, church, and in the community should be considered before choosing a program that will be most suitable for you. Discuss this with your parents. They are to be fully informed of each extracurricular activity in which you participate, its hours, schedules, practice sessions, and performances.

Our club program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. All clubs meet in designated classrooms at times convenient to their members. The plans, activities, and functions of each club are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the leadership of the officers. A club is only as good as its members make it. Help make your club and your time fruitful by participating actively.

The recognized clubs available at Flora High School are:

- Art Club**
- Book Club**
- Business Club**
- Drama Club**
- FCCLA**
- FFA**
- FCA**
- National Honor Society**
- Pep Club**
- Science Club**
- Spanish Club**
- Student Council**

## HAZING AND INITIATIONS

This school does not and cannot give recognition to any fraternity or sorority, nor approve of the sales, pledging, hazing, or any activities they may initiate. Because this is a public, tax supported school, and because these organizations are not open to all in membership or under school supervision, they are asked to keep their activities entirely off school property.

Hazing of any student on or off school property is prohibited, whether conducted by school or non-school organizations. No initiations may be held outside of school organizations' regular meetings. Initiations held within meetings must be approved by the advisor and the administration. Any initiations which involve the slightest element of physical danger or poor taste are not permitted.

**\*See Prohibited Conduct Levels--**Points will be addressed based on actions; i.e. physical abuse, intimidation.

## NO PASS NO PLAY

Interscholastic and intramural athletics are available for both boys and girls. Organizational and regulative information will be released by the coaches and high school office as the respective seasons begin.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. In order to be eligible to participate in any school-sponsored or school-supported co-curricular, athletic, or extracurricular activity, a student cannot be failing more than **one (1)** course. Any student-participant failing to meet either academic criteria shall be suspended from the activity for 7 calendar days or until the specified academic criteria are met, whichever is longer. **Students who are ineligible three (3) times during the duration of the activity or season will be suspended as a member of that activity. Coaches, sponsors, and academic advisors will encourage the use of part of practice time for study sessions while a student is ineligible.**

**Flora High School students must pass seven (7) classes of high school work per week to be eligible to participate in school sponsored co-curricular, interscholastic, or extracurricular activities.** You must have passed and received credit toward graduation for seven (7) credits of high school work for the entire previous semester to be eligible at all during the ensuing semester. Ineligibility **WILL** be reported to the parent via the student involved in the activity. Individual coaches, sponsors, and faculty advisors are to inform the student of his/her ineligibility.

## SEX DISCRIMINATION

Recent Federal law places many restrictions on discrimination on the basis of sex. No educational services or programs may be denied on the basis of sex; all courses and classes that were traditionally "male" or "female" (such as industrial mechanics or home economics) must be available to all students, regardless of gender.

Extra-curricular activities also must be open to all students. The Department of Health, Education and Welfare has recently issued rules; however, they permit "separate teams of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport." Schools must provide equal athletic opportunity for members of both sexes, including the factors of programming, equipment and supplies, travel allowances, and other services and facilities.

## STATEMENT OF NON-DISCRIMINATION

Flora Community Unit District 35 does not discriminate in programs, activities, or employment on the basis of race, color, national origin, sex, or disability.

Flora Community Unit School District 35 complies with federal and state laws governing public schools, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, Americans with Disabilities Act of 1990, and P.A. 87-1103.

## **STUDENT GOVERNMENT**

Student government is open to all students who wish to participate. Students wishing to join Student Council may get petitions from the sponsors during the announced times. Typically, students will have 3-5 days to complete petitions and turn them back in, but specific dates are announced each year. It is the students' responsibility to listen for announcements concerning Student Council sign-up.

Students must maintain the appropriate percentage of points as defined by the Student Council contract in order to remain active members.

Students wishing to run for class office or Student Body President must be a member of the appropriate class and members in good standing of Student Council as defined by the Student Council contract, which is signed by each member. Students who are removed from Student Council for any reason will also be removed from office positions.

## **FUND RAISING**

All fund raising projects must be approved by the principal. Projects which involve selling merchandise to residents of our community should be limited. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations.

## **FIELD TRIPS**

Field trips are an extension of the regular classroom and should be designed with educational and academic purposes in mind. All school rules are in effect during all field trips. We have high expectations for positive student behavior during these trips. Before a student is allowed to participate on a field trip, his/her teacher/sponsor should check student grades, behavior, and attendance. Criteria for participation will be set by faculty and administration. Students will be expected to have all homework assignments completed by the next class period.

## **CORRIDOR COURTESY**

Proper corridor conduct is expected of each student. This means:

1. Any student in the corridors during class hours must carry a lanyard from a faculty member or office staff.
2. No running, throwing or dropping paper, loitering, blocking of traffic, or eating in corridors.
3. Students should avoid the practice of public displays of affection as defined in Public Display of Affection, etc. This applies anywhere on the campus and anywhere in the building.
4. Students and teachers must understand that any teacher has authority and responsibility to maintain discipline in the hallways regardless of whether or not the student is enrolled in a teacher's class.

## **COMMONS**

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Leaving the tables and floor around your place in a clean condition for others.
3. Keeping all food in the cafeteria.

## **DANCES/SOCKHOPS**

Dances and activities announced as sock hops shall be open to eligible students of Flora High School. School dances are meant for enjoyment of all who attend. To ensure the safety and well-being of those attending, certain rules regarding behavior must be established. Anyone attending the dance must abide by the following rules.

1. Students wishing to bring an out-of-school guest need to obtain a permit slip from the office. After the parents have signed the permit slip, the guest must be approved by the principal or assistant principal.
2. Flora High School students who bring an out-of-school guest are responsible for the conduct of that guest at the dance. Students that do not attend Flora High School full time are required to fill out permit slip.
3. Students below high school age will not be permitted at the dance.
4. Once you arrive at the dance, you are not permitted to leave the building until you depart for the evening. If you do leave, you will not be permitted to reenter the dance. In an emergency, the dance supervisors may grant special permission for one to leave and reenter. This permission must be obtained prior to the departure.
5. Tobacco, drugs, or alcohol are not permitted at the dance. This also includes the consumption of either drugs or alcohol prior to attending the activity.
6. Decorations are not to be removed until the end of the dance. They were put up for the enjoyment of all and not intended to be souvenirs until their purpose has been served.
7. Outside drinks are not permitted in the gymnasium.
8. Inappropriate behavior is not allowed, including, but not limited to, disturbing the scheduled activities, sexual activity, loud and boisterous actions, etc.
9. Dances are school functions. Therefore, all of the rules regarding conduct that apply at school also apply at the dance.
10. School dances are for FHS students that enrolled full time.

Failure to comply with the aforementioned rules may result in one or more of the following:

1. Removal from the dance
2. Notifying the police
3. Notifying the parents
4. Removal of the privilege to attend school activities for a period of time
5. Suspension

## STUDENT DISCIPLINE

### Prohibited Student Conduct<sup>1</sup>

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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

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

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

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

### **Re-Engagement of Returning Students**

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

### **Alternative Learning Program**

Students can be placed in alternative learning classroom for multiple reasons. A student who is serving a single or multiple day In-School Suspension. A student might also be placed in this educational setting as an alternative to sending them to an off-campus alternative education center.

### **Alternative Learning Classroom Guidelines**

1. Students assigned to the program on given days or periods of time shall report directly to the Alternative Learning Classroom upon arrival by bus, vehicle, or on foot. Any student not reporting directly or caught loitering on school grounds shall be reported to the administration directly. If the student is going to eat breakfast, he or she shall report to the classroom before receiving breakfast.
2. All materials necessary for the daily routine shall be kept and brought to the classroom by the student. Previous arrangements for all materials shall have been made by the student/parent/guardian when the program is assigned.
3. Student shall follow all school district rules and regulations according to the student handbook. Failure to follow these rules shall result in further discipline dependent upon the severity of the act.
4. All students will be given adequate bathroom time, and will receive breakfast (if desired) and a school lunch. Students are not to communicate with other students nor stray from their supervisor while getting breakfast or lunch. Breakfast and lunch will be eaten in the Alternative Learning classroom.
5. Students may be assigned specific time to meet with a guidance counselor or other intervention personnel provided by the district.
6. Student and teacher are responsible for communicating with parent/guardian regarding behavior, academic progress or failure, and status in the program.
7. Students will not be able to attend or participate in any extracurricular activities while in the Alternative Learning program.
8. Students will not be allowed to park on campus if they are in the alternative learning classroom in lieu of an expulsion.
9. For gross misconduct or a severe discipline case, a student would be placed in the alternative classroom for a minimum of 18 weeks. The length of stay can be adjusted/extended based on student’s academic progress and behavior in the alternative room.

## **Prohibited Conduct Guidelines**

### **5 Points**

- 1<sup>st</sup> Abuse of Hall Pass/Agenda
- 1<sup>st</sup> Book Dress Code Violation
- 1<sup>st</sup> Minor Failure to Adhere to Issued Classroom Rules
- 1<sup>st</sup> Late to Closed Campus
- 1<sup>st</sup> Public Display of Affection

### **10 Points**

- Cheating/Plagiarism
- Disrespect toward staff & property
- Fictitious Phone Call
- Forgery
- Horseplay/Rough housing
- Inappropriate use of technology
- Leaving in-school without permission
- Lying to staff
- Misconduct under a substitute teacher
- Missed Closed Campus Lunch
- Missed Detention (Original Detention must be served)
- Possession of tobacco products including e-cigs or vape pens
- Profanity/Obscenity/Pornography
- Refusal to follow directive

### **15 Points**

- Misconduct under substitute teacher (Removed to Office)
- Inappropriate items at school

### **20 points**

- Hacking into the school server/software

### **30 points**

- Defiance of Authority
- Fighting/Physical Abuse Toward Students
- Theft
- Use of Tobacco Products including e-cigs or vape pens
- Vandalism/Property Damage

### **40 points**

- Gesture/Obscenity toward staff
- Harassment/intimidation of student

### **50 points**

- Assault/Battery of Student
- Threat/Intimidation/Harassment toward staff

### **60 Points**

- Assault/Battery of Staff Member
- Bomb Threat
- Drug-alcohol abuse/possession
- Explosive Device
- False Fire Alarm
- Weapons possession/use
- Look-A-Likes/Synthetic Drugs

<b><u>Points</u></b>	<b><u>Consequence Ranges</u></b>
5	Verbal Warning to Detention
10	Verbal Warning to 1 to 2 Detentions
15	Verbal Warning to 1 to 2 Detentions
20	Detention to In-School Suspension (1-3 Days)
25	Detention to In-School Suspension (1-3 Days)
30	Detention to Out of School Suspension (1-3 Days)
35	Detention to Out of School Suspension (1-2 Days)
40	Detention to Out of School Suspension (1-5 Days)
45	Detention to Out of School Suspension (1-5 Days)
50	ISS to Out of School Suspension (1-5 Days)
55	ISS to Out of School Suspension (1- 5 Days)
60	ISS to Out of School Suspension (1-10 Days)

The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose MORE severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction. Furthermore, the administration reserves the right to impose LESS severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct system.

## **Search and Seizure**

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

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

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

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

## **Students Searches**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

## **Seizure of Property**

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

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

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

## **CLOSED CAMPUS LUNCH**

The campus will be closed over lunch for any student failing two (2) or more classes. The weekly eligibility check will be the official record to determine failures. The first day of the week, students failing two (2) or more classes will be informed. The student must report to a specified room during their lunch period prior to the 2<sup>nd</sup> bell. Students will **ONLY** be allowed to purchase school lunch. Skipping or being late to the closed campus lunch area may result in suspension. Teachers will be monitoring the closed campus lunch area. Students must follow posted rules.

## **SUSPENSION AUTHORITY**

The Administration is authorized to suspend students from school upon finding that the student has engaged in gross disobedience or misconduct.

## **EXPULSION AUTHORITY**

The Board of Education may expel a student upon finding that the student has been guilty of gross disobedience or misconduct.

## **DETENTION**

There are different forms of detention which may be assigned. Individual teachers may assign detention for classroom infractions. The time, duration, and place of classroom detentions are to be established by the teacher. Records of classroom detentions will be accumulated for purposes of later suspensions, but may be kept in the student's file on request from the teacher. The second form of detention is one assigned through the office for more serious offenses or repeated infractions.

Detention will not be kept the same day of assignment unless agreeable to student. All students assigned detention to the designated detention hall will be issued a written detention slip listing time, place, and date with copy filed in the office.

Detentions issued shall be held on Tuesday or Thursday for a period of thirty-five minutes beginning immediately after the close of school, before school, or on Saturday morning for one hour.

Detentions not kept by the student, without having proper and prior excuse by the principal or assistant principal, shall result in two detentions being assigned for each detention missed in such manner. Misbehavior during a detention shall result in two additional detentions assigned for the misbehavior. Missing detention is an act of insubordination which can result in suspension.

## **PROBATION**

Probationary status may be defined as the denial of the privilege to participate in all extracurricular activities. Students may be placed on probation as a result of serious misconduct, excessive tardiness, and truancy.

## **SUSPENSION**

Pupils may be suspended from school in compliance with Chapter 122, Section 10-22.6 in the Illinois School Code.

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a.) A threat to school safety, or
      - b.) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a.) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b.) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c.) That the student's continuing presence in school would either:
        - i. Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii. Substantially disrupt, impede, or interfere with the operation of the school.
        - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
  5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

#### **Suspended students will not be permitted on school grounds or allowed to participate in extracurricular activities during the period of suspension.**

Length of suspension will be determined by school authorities.

#### **EXPULSION**

Pupils may be expelled from school in compliance with Chapter 122, Section 10-22.6 of the Illinois School Code.

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The



student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

## STUDENT DISCIPLINE RESPONSIBILITIES

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

1. To become informed of and adhere to reasonable rules and regulations established by your local school Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators, and teachers.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience, or misconduct, or misbehavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

(Taken from Illinois State Board of Education 1979 publication, Students and Schools: Rights and Responsibilities)

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

1. On or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or any educational function.

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

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

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

**Nondiscrimination Coordinator:**

**Dr. Joel Hackney**  
630 Vincennes  
618-662-2412  
[jhacknev@floraschools.com](mailto:jhacknev@floraschools.com)

**Complaint Managers**

Toby Pearce 600 South Locust 618-662-8316 tpearce@flora schools.com	Bobby McNeely 600 South Locust 618-662-8316 bmcneely@floraschools.com
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Bullying reports can be retrieved from: [https://www.floraschools.com/cms\\_files/resources/Bully%20Report.pdf](https://www.floraschools.com/cms_files/resources/Bully%20Report.pdf)

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

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

**SAFE SCHOOL ACT**

All students have the right to an education free of threats or intimidation. Persons interfering with a child's attendance by using threats or intimidation could be sentenced up to a one-year jail term.

**DISMISSAL FROM CLASS**

If a teacher finds it necessary to send you from the classroom because of disruptive behavior, report immediately to the office. To be reinstated in the class, you must confer with an administrator and the teacher concerned. Your parents will be informed. If a second eviction from the same class occurs, a conference must be held with an administrator, the teacher, and your parents. If a third eviction occurs, you will be dropped from that class for the rest of the semester with a failing grade. In particularly grave situations, a student may be removed by an administrator before a second or third eviction.

**ALCOHOL, TOBACCO, CANNABIS, LOOK-A-LIKE, ILLEGAL OR PRESCRIPTION DRUGS**

The use, possession, purchasing or selling of alcoholic beverages, tobacco materials including e-cigs or vapor pens, cannabis, illegal drugs, and/or look-a-like drugs, or drug paraphernalia by students during times they are under school supervision or on school property will not be tolerated. This includes synthetic drugs, inhalants, mind altering substances, intoxicating compounds, or any items which are not for human consumption. Students who are under the influence of any prohibited substances are not permitted to attend school or school functions and are treated as though they had the prohibited substance in their possession. This includes possession or taking prescription drugs illegally. The offense will result in suspension or expulsion.

The school may contact police, parents, and request a drug test for cases of Reasonable Suspicion of being under the influence.

The district may suggest alternatives or a combination of that above with a rehabilitation program where all participants involved and the parents of the student agree.

Any student having possession of or having used alcoholic beverages, cannabis, look-a-like and/or illegal drugs at extra-curricular activities will be suspended from attendance or participation in all extra-curricular activities according to the athletic policy.

Unacceptable behavior during any of the above may result in one or more of the punishments administered on the first or any offense. **\*See Prohibited Conduct Levels**

**EXTRACURRICULAR RANDOM DRUG TESTING POLICY**

Recognizing that observed and suspected use of alcohol and other drugs by Flora Unit #35 students is evident, a program of deterrence has been instituted as a proactive approach to a safer and drug-free school. The purpose of this program is threefold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. The program is non-punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting help when needed.

Students who choose to participate in athletics, school clubs, extra-curricular activities, or park on campus will be required to submit the Random Drug Testing Consent Form signed by a parent/guardian. The entire policy can be read in the Extracurricular Random Drug Testing Policy booklet which is handed out at Central Registration, the Athletic Handbook meeting, or can be picked up in the office.

**DISRUPTIVE DEVICES**

Flora High School recognizes the importance of electronic devices in our modern, technological world. We believe it is important for students to learn the responsibility of proper use of this technology in a school and professional setting. As a result, students will be allowed to carry devices such as a cell phones, mP3 players, and iPods before school, during lunch, and after school. They can be used during class for educational purposes only after a student obtains permission from their classroom instructor. The recording capabilities of these devices can only be used with the permission of the building administration or the classroom instructor. **Improper recordings or social media posts can lead to discipline consequences.**

**Electronic devices are not to be used after the 8:09 bell. Students will be permitted to check their phones during passing periods while in the hallway. These devices must be put away before entering the classroom. At lunch they are not to be used after the 12:01 bell until school is over at**

**3:13 p.m.** If such a device is visible or audible during class periods, it will be confiscated, regardless of the device's ownership.

These items become a Disruptive Device if they are not used properly. Examples of a disruptive device would be but not limited to cell phones, digital cameras, cameras, iPods, MP3 players, pagers, beepers, and games. Any device, when not used properly, that disrupts the educational environment or the daily routine and operation of the school is also considered a disruptive device.

Devices that violate this policy will result in the device being confiscated. It will be held for the number of days listed below including any weekend days falling during that time. Devices will not be returned on a weekend or holiday. The exception to this is during an extended vacation of an entire week of school. **These devices can be picked up after the following penalties are complete:**

**1st Offense:** A written warning is issued; the device is confiscated and returned to the student at the conclusion of the school day.

**2nd Offense:** The device is confiscated, and will be returned only to the parent/guardian at the conclusion of the school day.

**3rd Offense:** The device is confiscated for 3 calendar days, and will be returned only to the parent/guardian at the conclusion of the 3<sup>rd</sup> calendar day.

**4th Offense:** The device is confiscated for 5 calendar days, and will be returned only to the parent/guardian at the conclusion of the 5<sup>th</sup> calendar day.

**Any refusal to surrender a device may result in a loss of open campus privilege and in-school suspensions.**

iPads, Tablet, and Laptop usage: These items must be brought to the office for approval and will be approved by the Administration. These items are to be used for educational purposes and approved by the classroom instructor. **A student will not be allowed to use these mobile electronic devices in a way that is in violation of the Disruptive Device Policy.** If these items are abused and not used for educational purposes they will be treated as a Disruptive Device.

Mobile electronic devices are popular theft items. The District is not responsible for the loss, theft, damage, or vandalism to student mobile electronic devices.

#### **TELEPHONE USE**

Students will be allowed to use the school telephone UPON PERMISSION FROM OFFICE PERSONNEL. Accepted reasons for use would be illness, request by a teacher, or forgotten lunch money. Forgotten books, homework, musical instruments, etc. are not emergency calls. Students remaining after school should arrange transportation in advance. Activity ending times and activity locations are announced in advance.

#### **ANTI-LOITERING POLICY**

Loitering in and around school owned parking lots and all streets adjacent to the school is not permitted before school, during the school day, and after school. Students may pass through these areas briefly while going to and from school, but may not remain in these areas. Students violating this policy may receive a suspension from one to three days and/or be reported to local police for violation of city ordinance.

#### **WEAPONS**

Possession, use and/or transfer of any weapon or instrument capable of inflicting bodily injury on school property is prohibited. This includes, but is not limited to, guns, knives, clubs, or any object intended to or altered to be used as a weapon, which could cause harm to any student, teacher, or staff member. The Gun Free Schools Act allows school boards to expel students for not less than 1 calendar year and not more than 2 calendar years for weapons violations. An expulsion hearing will be held when weapons are found on any student at Flora High School.

The board may expel a student for a period of time not to exceed 2 calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case by case basis. For purposes of the Section, the term "weapon" means possession, use, control or transfer of, any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code. **\*See Prohibited Conduct Levels**

#### **RECIPROCAL AGREEMENT WITH LAW ENFORCEMENT**

Recent legislation requires that each school district establish a RECIPROCAL reporting system with local law enforcement agencies. The Flora Unit 35 Parent-Teacher Discipline Advisory Committee has entered into such an agreement with the probation and law enforcement agencies.

#### **DRESS CODE AND STUDENT APPEARANCE**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including jewelry or other accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including jewelry or other accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, hoodies, coats, bandannas, sweat bands, sunglasses, or any head cover may not be worn in the building during the school day. (Security Issue)
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing excessive skin and/or undergarments may not be worn at school.
- The length of shirts, shorts, or skirts must be appropriate for the school environment. (Crop tops are not allowed)
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- No book bags or backpacks are allowed to be taken to class. They should be stored in the student's locker.

- P.E. Uniforms will be required for all P.E. students. Uniforms must not be altered.

Due to safety and security concerns, school administration reserves the right to change and/or adapt rules accordingly to promote a healthy environment and benefit students and staff.

Students violating dress code guidelines will be asked by faculty-staff to correct the problem. A discipline report may be filled out for administration review. The student may be sent home to change into appropriate clothing and/or assigned detention and/or suspension. **\*See Prohibited Conduct Levels**

### **CLASSROOM MISCONDUCT**

Classroom misconduct includes repeated disruptions, failure to do or complete assignments, or failure to cooperate with the teacher and/or follow teacher-designed classroom rules.

The degree of misconduct and other factors will be considered before disciplinary action is taken. Repeated disruptions and willful misconduct will not be tolerated. When students are sent to the office by their teacher for a disciplinary reason, the following consequences may occur:

1. The student may be sent back to class after a successful conference with the Principal or Dean of Students.
2. After school detention may be assigned.
3. Suspension from class may be assigned. Students will spend the class period in the office, and they are responsible to do all make-up work.
4. A parent conference may be requested.
5. Alternate classroom setting may be assigned.

### **PLAGIARISM POLICY**

Plagiarism is defined as any of the following:

- \* Copying exact wording without proper documentation
- \* Cutting and pasting from the internet without proper documentation
- \* Writing the same thing but changing a few words without proper documentation
- \* Using ideas or theories of another without proper documentation
- \* Copying the work of another student

#### Consequences of Plagiarism or Cheating

Any student(s) who plagiarizes or cheats on a paper or essay will receive a zero for that assignment until it is resubmitted to the teacher without plagiarism. Students must resubmit their assignment by the next class period, or time set by the teacher. Once the assignment is resubmitted, it can earn a grade no higher than a 75% D. Any student who plagiarizes or cheats on a homework assignment, test, or quiz will receive a grade of zero and will fall subject to teacher's classroom policy.

### **SUBSTITUTE TEACHERS**

Substitute teachers have a difficult task, and students are expected to cooperate with them. In general, disciplinary measures assigned to a student for misbehaving for a substitute teacher will be severe. **\*See Prohibited Conduct Levels**

### **OFFICE BEHAVIOR**

Students who are in the office waiting to see the principal or assistant principal are expected to be quiet and orderly. Disruptions will result in further disciplinary action. Students should not come past the counter without permission.

### **PUBLIC DISPLAY OF AFFECTION OR INAPPROPRIATE SEXUAL CONTACT**

Students are asked to respect the rights of other people. Public displays of affection and/or any contact of a sexual nature are considered in poor taste and will not be tolerated. Parents will be contacted and further disciplinary action may result. School administration will consider the extent and nature of the contact when determining the severity of disciplinary action. **\*See Prohibited Conduct Levels**

### **SEXUAL HARASSMENT**

Sexual harassment is a kind of discrimination that will not be tolerated at Flora High School. It is treatment based on gender. Actions or words that are directed at a person because of his/her sex are uninvited, unwanted and unwelcomed, cause a person to feel uncomfortable or offended, create an environment that makes learning difficult.

There are several types of sexual harassment: physical, verbal, and nonverbal (graffiti). Incidents of harassment will be reported to parents and local authorities. **\*See Prohibited Conduct Levels**

### **VISITORS**

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

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

## **GANGS & THE OCCULT**

Articles of paraphernalia, printed materials, symbols, slogans, or anything else related to gang activity, Satanism, and/or the occult are not to be brought on school property or to school events. Such items will be confiscated and not returned. In addition, other disciplinary action may result and law enforcement authorities may be notified.

Students who display graffiti, gang signs, or gang tattoos will be disciplined and asked to remove or cover such symbols. Gang activity is any behavior which displays evidence of membership in or affiliation with any gang. This includes: both verbal and non-verbal communication (graffiti, gestures, handshakes, colors, etc.) as well as the wearing of symbols, emblems, or other adornments associated with a gang or clothing characteristics associated with a gang. Gang activity includes any effort to recruit for or further the interest of a gang or to intimidate any other student on behalf of a gang. Violations will be addressed on a case by case basis; i.e. dress code, harassment, and intimidation.

## **BUS REGULATIONS**

Students riding buses to and from school are directly under the supervision of the route bus driver and the Unit No. 35 rules and regulations that the driver and riders must follow. Violators are to be reported to the office for disciplinary action. The right of pupils to ride the bus is conditional on their good behavior and observance of the rules and regulations. Should any pupil persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the school administrator, and after due process has been given to the pupil, the school administrator may then forbid such pupil the privilege of riding the bus until the pupil is reinstated.

All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty member. All students are required to return to the school on their assigned bus. Reasonable dress and conduct appropriate to the situation are expected. Visual and audio recording devices will be in use on the school buses operated by Flora C.U.S.D. #35. Such recordings will be made on the interior of school buses when transportation is provided for any school related activity.

1 <sup>st</sup> Offense	Warning/detention
2 <sup>nd</sup> Offense	3-day bus suspension
Subsequent Offenses	10-day bus suspension

## **TRANSPORTATION GUIDELINES FOR EXTRACURRICULAR ACTIVITIES AND EVENTS**

All students must use authorized transportation when participating in extracurricular activities held away from Flora Community School District 35.

Authorized transportation will be bus transportation unless the number of students to be transported can comfortably ride in one vehicle or van. The owner of the vehicle must understand that he/she has the primary coverage of the insurance and that students riding in such vehicle must be fully covered with insurance. The driver of the vehicle must be an adult and directly connected with the school district of the extracurricular activity. Any alternative to bus use must be approved by the building principal.

Guidelines for Supervisors and Students Riding Buses to Extracurricular Events:

1. All pupils participating in school events such as athletic contests and band and chorus contests at out of town locations must ride buses to and from the events.
2. Pupils riding buses may be picked up and dropped off at prearranged locations. The Building Principal will designate such locations before extracurricular trips are taken. If parents are not waiting for their child at these locations upon return, buses will bring pupils back to school.
3. Supervisors must remain with students at school drop off locations until all riders have left the school.
4. Students riding buses must ride to and from events on school buses unless parents request that their child be permitted to ride home in the parent's car. Requests to the supervisor must be made by the parent in person.
5. School phones may be used by pupils to notify parents of their return from an extracurricular trip.

## **EMERGENCY SCHOOL CLOSING**

Any situation causing the closing of schools due to severe weather conditions or national emergencies will be announced over the radio station WNOI, district Facebook page and on the school/district website.

## **FEES AND TEXTBOOK RENTAL**

All basic texts are loaned to students on a rental basis for their use during the school year. Special class projects and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Be sure your name, grade and school are written in the books in case they are misplaced. A fine based on the office or teacher's judgment is charged for abuse, misuse, or lost books.

Students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardian to pay textbook or other school fees. The parent is legally responsible for such indebtedness, not the student, and any action taken by the school to collect such fees should be taken against the parent.

## **APPLICATION FOR FEE WAIVER**

Pursuant to Illinois Revised Statutes, Ch. 122 par. 10-20.13, students are eligible for school fee waivers and free and reduced price meals if they are currently receiving aid under Article IV of the Illinois Public Aid Code or are from households whose gross income is at or below set levels. Application for

fee waivers and free or reduced-priced meals are available in the Flora High School office.

## **FINANCIAL ELIGIBILITY**

Flora CUSD #35 has developed a program called Financial Eligibility. This program is designed to control "delinquent fee accounts" of any kind. Students will not be denied educational services or academic credit due to the inability or unwillingness of parents/guardians to pay school fees. However, students will not be eligible to participate in or attend any athletic event, club, non-academic field trip, or extracurricular activity until delinquent fees are paid. Any fee not paid within seven days of notice or due date, will result in the student's inability to participate in school activities not associated with academic requirements. Parents/guardians arranging payment schedules with their respective school(s) will prevent their student(s) from being ineligible to participate in non-academic activities.

Examples: a) Any student that accumulates more than \$20.00 in lunch charges will be provided a substitute meal until fees are paid and will not be eligible to participate in or attend any athletic event, club, non-academic field trip, or extracurricular activity; b) Regular fees, including lunch charges, must be paid before fees associated with athletics or other extracurricular activities; c) Transcripts will be held for graduating students until all fees are paid; d) Transcripts will be held for transfer students until all fees are paid; e) Students will not be denied participation in graduation or promotional exercises until all fees are paid.

## **WELFARE FUND**

We have an established welfare fund available to provide students with required school items they cannot afford. If you need assistance from this fund, contact any faculty member or the office.

## **FIRE AND DISASTER DRILL INFORMATION**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions in addition to the posted fire drill instructions.

Disaster alert instructions are also posted in each room. We hope we never have a tornado or such disaster, but since we live in a geographic area with a high probability for severe storms, we must be highly conscious of them.

The fire drill signal is a continuous blast, whereas the disaster signal is broken up into short intervals. The District Crisis Management Plan is in effect and available for preview and reviewed periodically.

## **ASBESTOS MANAGEMENT PLAN**

Please be informed that on or after September 1, 1992, our formal Asbestos Management Plans for all district school buildings and unit office are available for inspection by any interested individual by appointment made through the Superintendent's office at least one working day in advance. Because of the importance that we attach to the Management Plan and its extreme size and complexity, a staff person familiar with the plan must be present to assist you in your examination of the plan in our office.

## **GRIEVANCE PROCEDURES**

While many school districts have no formal process established for appeal of grievances, by tradition the process for appeal is:

1. The student or the parents should discuss the matter with the person or persons directly responsible for the grievance.
2. If no satisfaction is attained, the matter should be directed to the building or school principal, and then to the district superintendent. If the grievance is against the principal, the district superintendent should be contacted, after talking with the principal as explained in step one.
3. If the matter is serious and a satisfactory solution is not realized, the student or parents may then wish to request permission of the school board president to speak on the matter at the next meeting of the local board of education.
4. The appeal agent after the local board of education is the Superintendent of the Education Service Region, and then the Illinois Office of Education. Only matters involving controversies (or grievances) arising under THE SCHOOL CODE OF ILLINOIS may be appealed to the Educational Service Region and the Illinois Office of Education.

## **GUIDANCE SERVICES**

Guidance services are available for every student in the high school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselors.

Students wishing to visit a counselor should contact the secretary in the Guidance Office to arrange for an appointment.

Mailboxes are available in the guidance office for all seniors. Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the mailboxes on individual scholarship amounts and necessary qualifications. Seniors should check the mailboxes weekly.

## **CHANGE OF SCHEDULE**

Changes can be made or a course dropped through the first three school days of classes:

1. If possible, in terms of your existing schedule and the change will not overload a particular class.
2. The change results in a reasonable program of studies in terms of the established program.
3. The change is approved by parent, teacher, counselor, and/or principal.

After the first week, a course dropped may be recorded as a withdrawn failure.

To drop a course, a conference may be required with an administrator, the student, parents, subject teacher, and guidance counselor. Permission to drop a course is difficult to obtain. When you elect a course, you are expected to complete it.

Students failing a course first semester may drop that course for second semester with parental approval. A parent conference will be required.

## **WITHDRAWAL AND/OR TRANSFER**

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer note from your parent or guardian.
2. Obtain appropriate forms from the Guidance Office.
3. Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.
4. Take completed forms to the Guidance Office for final clearance.

## STUDENT PRIVACY PROTECTIONS

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

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

### Surveys Requesting Personal Information

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

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

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

### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

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

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## STUDENT RECORDS

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>**  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**  
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>**

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

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

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

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

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

## RECORDS PRIVACY ACT

On your eighteenth birthday, Federal Law makes you the sole owner of your records. We should not discuss your records with other persons, outside the educational system, without your permission. This would include your parents, employers, etc.

You may allow the school personnel to talk with your parents, if you sign a waiver for that purpose. This waiver can be found in the Guidance Department. No other school rules or regulations are changed because you are eighteen. The policies set forth in this book are for all regardless of age.

## RELEASE OF INFORMATION

At various times throughout the year, the school may release to various agencies certain information concerning students at Flora High School. This information would normally be name, address, age, height, and weight of athletes. If for any reason you or your parents do not want information of this type released, please contact the office.

## BIOMETRIC RECORDS

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## LOCKERS, LOCKS, AND CARE OF VALUABLES



Each student is assigned a locker for personal contents. Sharing lockers is not advised. The school will furnish locks for P.E. classes at no charge to students; however, the school will not furnish locks for hall lockers. Students wishing to lock and secure their items in hall lockers will be expected to furnish their own locks.

Money, purses, and other valuables are the responsibility of the student. Do not leave any valuables unlocked and unprotected. Keep these items locked in the C Hallway lockers where the cameras are able to film any thefts.

A student's locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want others to find.

Searches of a student's person, his or her personal possessions (including; locker, purse, duffel bag, etc.), shall be conducted by the principal, or his designee, if the principal has a reasonable basis for believing that the student is concealing material which is prohibited by federal, state, or local law or the provision of the school code.

School authorities are allowed to inspect and search places such as lockers, desks, parking lots, and other school property as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. School authorities may request the assistance of law enforcement in conducting the searches.

### **MARRIED STUDENTS**

Married students shall have the same educational opportunities--curricular and extracurricular--as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

### **LEARNING CENTER/COMPUTER NETWORK**

Students will conform their behavior to the instructions of the Learning Center Director or the Aide, who will be regarded as teachers in an academic classroom.

Students must sign in and out of the Learning Center/Computer Labs. No food or drinks are allowed in the Learning Center.

1. Talking in the Learning Center will be allowed only with the permission of the Learning Center Director or Aide.
2. All materials must be checked out and in of the Learning Center. A student is charged a fee or replacement cost for overdue or unreturned items. A charge may be assigned for excessive or unnecessary printing on the computer network.
3. An appropriately signed AUP must be on file at FHS for a student to use the computer lab/network. Each student must log in and out of the network using his/her personal user's name and unique password.
4. No personal e-mail, messaging, or games are allowed.
5. Students utilizing the Learning Center/Computer Labs with their teacher or a class group are primarily under the supervision of the classroom teacher. The Learning Center Director or Aide may, however, assist the teacher in supervision if needed.
6. Each student coming to the Learning Center/Computer Labs from a class must have a teacher-signed pass in his/her agenda book and a clear assignment of class work.
7. A student wishing to leave the Learning Center/Computer Labs during a class block must secure a pass from his/her teacher or the Learning Center Director or Aide.
8. Each student is responsible for clearing library areas after his/her use.
9. Detentions may be assigned for misuse or abuse of the library or materials or for failing to follow Learning Center/Computer Labs guidelines.

Any act of theft or vandalism will result in loss of Learning Center/Computer Labs privileges and referral to the office for proper disciplinary action.

### **ACCEPTABLE USE POLICY**

Access to the school wide network, as well as the **Internet**, will be available to students and staff who qualify. To qualify, students and parents must read, sign, and return the Acceptable Use Policy.

The staff of Flora Community Unit #35 strongly believes in the educational value of technology and recognizes its potential to support the curriculum and students learning in facilitating resource sharing, innovation and communication. We will make every effort to provide quality experiences to students and teachers using these services; however, inappropriate interaction with any information service or inappropriate use of computer equipment is strictly prohibited.

### **PRE-ENROLLMENT DENIAL FOR STUDENTS**

Flora High School will deny re-enrollment to any student above age 17 who has dropped out of school and could not because of age and lack of credits graduate before his or her 21<sup>st</sup> birthday. Flora High School will provide counseling to such students and direct them to alternative education programs.

### **VEHICLE USAGE, PARKING, AND REGISTRATION**

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must park properly in designated parking areas. Parking in NO PARKING zones or faculty areas may result in vehicle being towed away at the owner's expense.
2. The parking areas on the south, east, and west sides at Washington School are on school grounds. All school rules apply.
3. DO NOT back into parking spaces.
4. Speeding or careless driving on the school grounds and on streets bordering the school will not be permitted.
5. Sitting in cars during the school day is not permitted.
6. Sounds from vehicle motors, stereos, sound equipment, etc. cannot be disturbing to faculty, students or neighbors during school hours or school functions.

### **STUDENT PARKING PERMITS**

The school parking lot does not have enough spaces to accommodate all student vehicles driven to school. A vehicle registration system with a car tag will be required to park on school property. Vehicle registration forms will be filled out and tags will be handed out the first week of school. Seniors will receive tags first, followed by juniors, sophomores, and freshmen. When the lots are full, no more tags will be issued. Parking should then be at the football field parking lot. Rules for driving and parking at school are as follows:

- \* Park in a designated spot for students in the north lot and around the building or in an orderly fashion in the east lot
- \* A \$20 fee will be required for a parking tag.
- \* The tag must be displayed while the vehicle is parked. The tag should be hung in the top corner on the passenger side of the windshield.
- \* A lost tag will result in the purchase of an additional tag
- \* No parking in handicapped specified spots
- \* The penalty for not having the tag displayed, parking in lots with no tag, or parking in the wrong area and reckless driving will be as follows:
  - \* 1<sup>st</sup> violation – Verbal or Written Warning
  - \* 2<sup>nd</sup> violation – 1 Detention
  - \* 3<sup>rd</sup> violation – 2 detentions – Potential loss of parking privileges
- \* Parking for untagged vehicles should be at the football field area
- \* Using someone else's tag will result in forfeiture of the tag plus 2 detentions

## **WORK PERMITS**

If you are under 16 years of age, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you do, the hours, and under what conditions you may work. An application and all necessary information may be obtained from the ROE office located in the Clay County courthouse.

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her school work. If a job deprives a student of his/her study time and participation in school activities, he/she might not be able to maintain a satisfactory school record.

## **TEACHERS' PROFESSIONAL QUALIFICATIONS**

Parents/guardians may have the right to request their students' classroom teachers' professional qualifications. This is also applicable whenever their student is assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **ACCIDENT REPORT**

The school will make every effort to inform the parents of any accident or illnesses occurring at school that may need care or observation at home. However, no student will be sent home unless a responsible adult is notified.

Any accident that occurs in school or in connection with a school-sponsored activity is to be reported immediately to the teacher in charge. If medical attention is required a claim form must be filed.

## **INSURANCE**

High school students are covered by accident insurance as a school service. Neither the school, nor anyone connected with it, profits in any way from the plan. Students may purchase additional 24-hour coverage.

Whenever a student is injured while under the supervision of a member of the high school staff, the faculty member will file an accident report with the office. Further instructions will then be given to the student by the office.

### **Health Requirements And Concerns:**

The Illinois State Board of Education and the Illinois Department of Public Health requires each student to be in compliance with health record requirements.

## **VISION EXAMINATIONS**

All students entering an Illinois school for the first time beginning with kindergarten are required to have a vision examination performed by an eye doctor by October 15 during that school year. If entering Illinois for the first time after the school year has begun, appropriate time will be given to meet this requirement. The Illinois school vision form must be used and signed by the doctor.

### **Physical Examination**

Students entering ninth grade must have had a health examination within one year of entering school using the date of the first school attendance day for that school year. If the student is transferring into the district from an Illinois school, health records can be requested by completing the appropriate form at the Flora High School office. If the student is transferring into the district from outside the state, a health examination must be obtained and recorded on the Illinois school health form. Students transferring into the district have 30 days from enrollment to comply with the law, and the physical examination must be performed within one year of their enrollment date. The current Illinois Certificate of Child Health Examination form, last revised November, 2015, is the only acceptable physical form, and must be signed by a physician, advanced practice nurse, or physician's assistant. The Health History section of the form must be completed by the student's parent or guardian.

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year<sup>1</sup> will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the first day of the school year, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Health Concerns**

Please notify the Nurse's Office if your child is known to have a serious health concern. This information is helpful to the school district so the student can receive the best possible care if a serious situation occurs. At registration parents are also asked to list health concerns, in general, on the appropriate form. All health information on your child is important to the staff, i.e., fractures, new glasses, surgery, etc. The information may be helpful in creating classroom arrangements. If your child has any new health information anytime during the school year, please contact the Nurse's Office.

### **Administering Medication in School**

State guidelines regarding medication dispensing in school are as follows:

- School personnel are not allowed to give prescription or non-prescription medication without a written order from the child's licensed prescriber as well as a written request from the child's parent or guardian requesting the medication be given during school hours.
- Only those medications that are necessary to maintain the child in the school and must be given during school hours shall be administered.
- The form for the written order/request can be obtained from the student's school office, the Nurse's Office, or online at [floraschools.com](http://floraschools.com).
- Orders for medication shall be renewed each school year.
- Changes in medication shall have written authorization from the licensed prescriber.
- It is the parent's/guardian's responsibility to assure that the completed Permit to Give Medication in School form and the medication(s) are brought to the school.
- Prescription medications must be brought to school in a container appropriately labeled by the pharmacy or licensed prescriber. Non-prescription medications ordered by the licensed prescriber shall be brought in with the manufacturer's original label listing the ingredients and the child's name on the container along with the form completed by the licensed prescriber and the parent/guardian requesting medication be given during the school hours. All the medication must be turned in to the school office by the parent/guardian or a designated adult and remain in the school office for dispensing.
- The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of the medication in the presence of a witness.

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

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

### **Self-Administration of Medication**

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

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

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

## **Undesignated Medications**

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

## **Emergency Aid to Students**

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

## **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (000) 000-0000.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

## **Special Needs with Meals/Milk Program**

If a student has an allergy or illness and should not receive certain food or milk products, the student's doctor must write a note specifying what is to be omitted and, if applicable, the substitutions that are needed (i.e. juice instead of milk). If there is a subsequent change, a note from the student's parent/guardian or their doctor is necessary before the regular meal or milk is permitted. The request is effective only for the school year in which it is presented and must be renewed each school year.

## **Fever**

A fever is a warning sign that all is not right in the body, which includes an oral temperature of 100 degrees or greater. While a student cannot catch a fever, they can catch whatever reason is causing the fever. If a student has a fever of 100 degrees or greater, he/she must stay home. A child is not allowed to return to school until he/she has been fever free (without medicine) for 24 hours.

## **Vomiting and Diarrhea**

If a student is vomiting or has diarrhea, he/she must stay home. The child may return to school once he/she has been symptom free for 24 hours.

## **Rash**

If a student has a body rash with itching or a fever, he/she must stay home. The child may return to school once he/she has been free of the rash, itching, fever, or if they have been evaluated and cleared by their primary care provider.

## **Conjunctivitis**

If a student has redness, itching, and/or pus draining from their eye, he/she must stay home. The child is clear to return to school once they have been free from drainage and/or have been evaluated and cleared by an optometrist or their primary care provider.

## **Head Lice (Pediculosis)**

According to the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN), "no-nit" policies should be discontinued from the school setting (Centers for Disease Control and Prevention, 2015). However at Flora C.U.S.D. #35, while we no longer abide by the "no-nit" policy we feel it is necessary we develop a policy, which outlines our guidelines regarding head lice. Therefore, the purpose of this policy is to create a protocol for the administration, faculty, parents, and students of Flora C.U.S.D. #35 to follow in the case where live lice are present.

When a case of head lice is reported or suspected indicating possible infestation the nurse will investigate the case. Each student who is found with live lice is to be excluded from school and logged into the lice logbook. The student must be treated as instructed by the nurse to the parent/guardian. Before re-admission to school, the student must be taken to the school nurse's office for a head check from which they will be permitted to return to school if no live lice are found. Upon returning to class, the nurse will check them off of the lice logbook as being allowed to return.

When the school nurse identifies a case, they must notify the child's parent or a family member to pick up the student and transport them home. In the event that a parent or family member cannot be reached, the child will remain in the nurse's office and then be released at the end of the day as usual.

When a student is excluded, all household contacts in the district will be checked as soon as possible. In the elementary school, upon identification of live lice the student's classroom will be checked as well.

When a student or household contact is excluded, the nurse will notify the principal of the building. If the student rides a school bus, the nurse will notify the transportation administrator. He/she will then notify the bus driver that the student may not board the bus for transportation back to school unless he/she is cleared by one of the school nurses.

Students will be allowed to return to school after completing appropriate treatment. Before re-admission to school, the student must be taken to the school nurse's office for a head check from which they will be permitted to return to school if no live lice are found. Parents will be required to come to school with any returning student and remain with the student until the child has been rescreened. Upon returning to class, the nurse will check them off of the lice logbook as being allowed to return. The nurse will also do follow-up head checks throughout the school year as needed.

## **References:**

Centers for Disease Control and Prevention. (2015, September 2). Head Lice Information for Schools. Retrieved from <https://www.cdc.gov/parasites/lice/head/schools.html>

## **Narcan (Naloxone)**

Narcan is indicated for the reversal of an opioid overdose induced by natural or synthetic opioids and exhibited by respiratory depression or unresponsiveness. Narcan is delivered by intranasal administration. It is the policy of Flora C.U.S.D. #35 to provide assistance to any person(s) who may be suffering from an opioid overdose through the delivery of Narcan.

## **Suicide and Depression Awareness and Prevention**

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

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

#### **Safe2Help Illinois is available 24/7**

**Safe2Help Illinois offers students a safe, *confidential* way in which to share information that might help prevent suicides, bullying, school violence, or other threats to school safety. This program is not intended to suspend, expel, or punish. Rather, the goal is to encourage students to "Seek Help Before Harm."**

**If you are aware of threats to other students or have thoughts of harming yourself, please don't hesitate to contact us. Trained staff are available 24/7 to confidentially talk with you one-on-one.**

**If this is an emergency, please call 9-1-1 for immediate assistance.**

**Email [INFO@SAFE2HELPI.IL.COM](mailto:INFO@SAFE2HELPI.IL.COM)**

**Phone: 844-4-SAFEIL**

**Text: 7223**

**Email: [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)**

#### **National Suicide Prevention Lifeline**

**We can all help prevent suicide. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States. Call 1-800-273-8255**

### **EQUAL EDUCATION OPPORTUNITY AND SEX EQUITY**

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

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

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

Toby Pearce  
600 South Locust  
618-662-8316  
[tpearce@floraschools.com](mailto:tpearce@floraschools.com)

Bobby McNeely  
600 South Locust  
618-662-8316  
[bmcneely@floraschools.com](mailto:bmcneely@floraschools.com)

#### **Accommodating Individuals with Disabilities**

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

#### **Education of Students with Disability**

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

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

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

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

For information contact our Special Education Coordinator:

Tonya Behnke  
445 Emory St.  
618-662-2014  
[tbehnke@floraschools.com](mailto:tbehnke@floraschools.com)

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

##### **Behavioral Interventions**

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

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

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

### **HOME AND HOSPITAL INSTRUCTION**

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

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

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

For information on home or hospital instruction, contact

Toby Pearce  
600 South Locust  
618-662-8316  
tpearce@flora schools.com

Bobby McNeely  
600 South Locust  
618-662-8316  
bmcneely@floraschools.com

### **Exemption from PE Requirement**

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

A student in grades 11-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.<sup>1</sup>

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

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined in student's IEP.

### **Harassment and Teen Dating Violence Prohibited**

#### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited**

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

#### **Teen Dating Violence Prohibited**

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

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

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

**Nondiscrimination Coordinator:**

**Dr. Joel Hackney**  
630 Vincennes Ave  
618-662-2412  
[jhackney@floraschools.com](mailto:jhackney@floraschools.com)

**Complaint Managers**

Toby Pearce  
600 South Locust  
618-662-8316  
tpearce@flora schools.com

Bobby McNeely  
600 South Locust  
618-662-8316  
bmcneely@floraschools.com

**MISCELLANEOUS LAWS & NOTICES**

**HOMELESS CHILD’S RIGHT to EDUCATION**

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

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

**School Visitation Rights**

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

**PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Toby Pearce  
600 South Locust  
618-662-8316  
tpearce@flora schools.com

Bobby McNeely  
600 South Locust  
618-662-8316  
bmcneely@floraschools.com

**SEX OFFENDER NOTIFICATION LAW**

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

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

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

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

A violation of this law is a Class 4 felony.

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

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

**Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

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

### **Warning Signs of Grooming Behaviors**

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

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

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

### **Warning Signs of Boundary Violations**

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

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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



Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

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

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

## EMPLOYEE CONDUCT STANDARDS & BOUNDARIES

The following links are from Flora Unit #35 Board Policy

[Employee Conduct Standards](#)

[Employee Boundaries](#)

## SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy--toward teachers, fellow students, and officials of school athletic activities.
2. Pride--in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship--the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school.

A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

## SCHOOL SONG

### ‘LOYALTY’

We’re loyal to you, Flora  
High We’re orange and  
blue, Flora High.

We’ll back you to stand against the  
best in the land, For we know you  
have sand, Flora High, Rah! Rah!

So, snap out the ball,  
Flora High We’re  
backing you on, Flora  
High

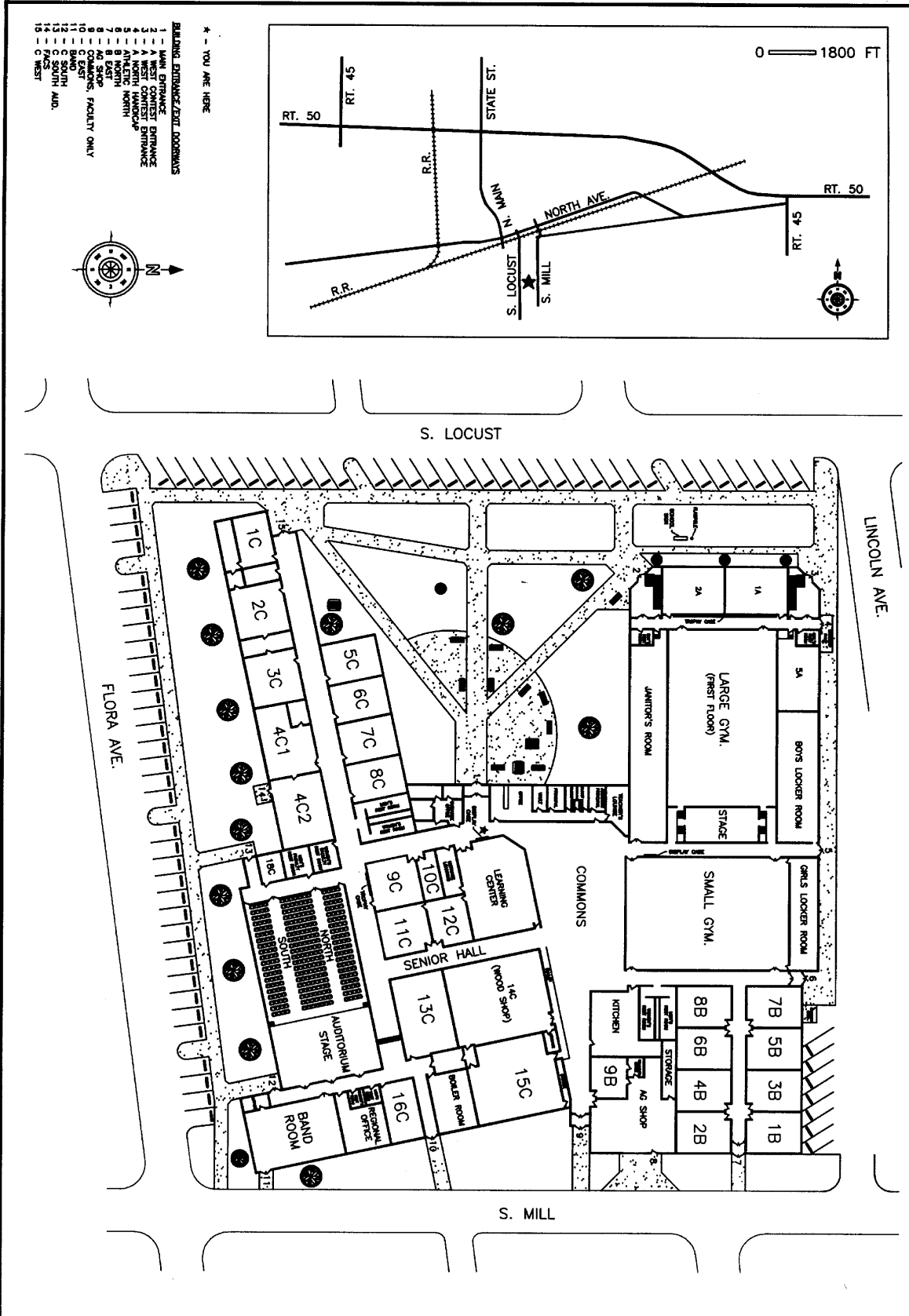
Our team is our famed protector,  
On, Team, For we expect a  
victory from you, Flora High.

Bring out that dear old flag of orange and blue,

You’ve got your sons and daughters  
fighting for you Like men of old or  
giants, facing reliance,  
Shouting defiance, Oske–Wow–Wow!  
Amid the broad green plains that nourish our land.

For honest labor and for  
learning we stand And unto thee  
we pledge our heart and hand,  
Dear Alma Mater, Flora High

CAMPUS MAP



<b>TITLE</b> <b>FLORA HIGH SCHOOL</b>		<b>DRAWN BY:</b> DERRICK COLCLASURE, RYAN KECK & KJ HILLYARD	
600 S. Locust, Flora, IL 62839		<b>DATE:</b> APRIL, 2002	
<b>SPECIAL THANKS TO:</b> FHS DRAFTING DEPARTMENT & HELLA ELECTRONICS CORP. LES O'DELL, PAUL ROSE, MATT HANNER AND BRIAN BULLARD		<b>SCALE:</b> 0 50 FT	

**PARENT NON-CONSENT FORM**  
**FOR RELEASE OF CONTACT INFORMATION**

(RELEASE of STUDENT NAME, ADDRESS and PHONE NUMBER)

Colleges, universities, employers and the military request school districts to release student contact information, including the names, address and phone numbers of high school students to them. Federal law requires that if school districts release such information to colleges and universities, they must also release that information to the military upon request.

The law allows parents and guardians to decide not to release a student's contact information to one, some or all of these groups. If you don't want the school district to give out your child's contact information, please fill out the form below. If you don't turn in this form to your child's school, his or her contact information may be provided to colleges, universities, employers and the military upon request.

I hereby request that the contact information, including name, address and telephone number for this student, (print name) \_\_\_\_\_, **NOT** be released by Flora Community Unit District #35, without prior written parental consent, to the following entities:

**(Check one or more boxes below that apply)**

- \_\_\_\_\_ Military (United States Army, Navy, Air Force, Marines) and military schools
- \_\_\_\_\_ Colleges, universities and educational institutions
- \_\_\_\_\_ Prospective employers

\_\_\_\_\_  
Print Name of Parent or Legal Guardian

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Signature of Student

Date: \_\_\_\_\_