

# Rockford East High School

## Student Handbook 2008-2009

2929 Charles Street  
Rockford, IL 61108

815-229-2100

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



## Table of Contents

Academic Eligibility for Athletes	39
Academic Information & Student Services	10
Advance Placement Courses	10
After School Detention	15
Alternative Learning Environment	15
Announcements	17
Athletic Awards	41
Athletic Code of Conduct	41
Attendance and Truancy Policy	16
Attendance	8
Behavioral Expectations	36
Board of Education	5
Cafeteria	20
Change of Personal Information	21
Classification by Grade Level	11
Closed Campus	21
Co-Curricular Activities	21
Computing Grade Point Average (GPA)	13
Crime Stoppers Program	37
Dance Rules and Regulations	21
Deliveries	22
Dress Code	17
East High Administrative Team	6
East High School Mission Statement	6
Field Trips	22
Final Exams and Exemptions	11
Fire and Tornado Drills	22
Free Lunch Program	23
Grading Scale	13
Grading System	12
Graduation Requirements	13
Guidance Counselors	7
Guidance Department	33
Hall Passes	23
Harassment of Student Prohibited	49
Health Services	23
High School Planning Guide	10

Homework Request	26
Horseplay	26
Important Phone Numbers	6
Library	34
Lockers	26
Lost and Found	27
Medical Excuses for Physical Education	27
Medication	27
Messages for Students	27
Out-of-School Suspension	28
Parking	28
Physical Education Exemption	34
Physical Education	28
Progress Reports	35
Public Displays of Affection	28
Rights Concerning a Student's School Records	52
Schedule Changes	35
Scholar's Diploma Program	15
School Song	7
Search and Seizure	29
Selling and Advertising	30
Sexual Activity	30
Sexual Harassment	31
Signs	31
Smoking Policy	31
Special Interest Organizations	45
Student Fees	9
Student ID's	31
Student Insurance	31
Student Records	35
Student Responsibilities	38
Telephones	31
Textbooks	10
Transcripts	36
Unauthorized use of computers	32
Uniform Grievance Procedure	46
Vending Machines	32
Visitors	32

Withdrawal from School	36
Work Permits	36

### **HANDBOOK DISCLAIMER**

Each student will receive a copy of the Student Handbook. Failure to read this handbook does not excuse students from the requirements and regulations described herein. The handbook may be amended during the year without notice.

# **ROCKFORD BOARD OF EDUCATION**

201 South Madison Street  
Rockford IL 61104-2092  
Telephone 966-3000

## ***Mission Statement of District 205***

The mission of the Rockford Public Schools, as an educational system committed to excellence, is to serve the community by equipping all of its diverse students with the tools necessary to: compete in a global marketplace, succeed in future educational pursuits, and contribute to society; this is accomplished by creating integrated learning environments that respond to the needs and aspirations of the individual student in partnership with family and community.

Superintendent of Schools

Mrs. Linda Hernandez

## ***Board of Education***

District A	Mr. Michael J. Williams
District B	Ms Jeanne K. Westholder
District C	Mrs. Alice Saudargas
District D	Mrs. Nancy Kalchbrenner
District E	Mr. Robert J. Evans
District F	<b>Mr. Harmon Mitchell</b>
District G	Mr. David L. Kelley

## ***East High Mission Statement***

*Through its proud traditions and dedicated staff, East High School purses EXCELLENCE with its mission to develop the talents and abilities of students and to encourage attitudes necessary for lifelong accomplishments.*

## **East High Administrative Team**

Mr. Earl Hernandez	Chief Operating Officer
Mr. Mark Wallace	Assistant Principal
Mr. Casey Ramas	Assistant Principal
Mrs. Rose Evans	Assistant Principal
Mrs. Deena Lantz	Assistant Principal
Mr. Larry Goodrich	Assistant Principal
Mrs. Leslee Dimkee	Assistant Principal

## ***IMPORTANT TELEPHONE NUMBERS***

Attendance Office.....	229-2143
Athletic Fax.....	229-2142
Athletic Office.....	229-2110
Counseling Office.....	229-2859
Main Office Fax.....	229-2113
Main Office.....	229-2100
Nurse.....	229-2111
Student Office.....	229-2182

## **East High School Song**

Three cheers for Rockford High School

Cheer, Rah, rah, rah.

We've got the team boys.

Cheer them on to V-I-C-T-O-R-Y

Faith to loyal fellows

They shall not lack.

Cheer them; they fight

For the Red and Black.

E-A-S-T H-I-G-H R-O-C-K-F-O-R-D

Yea East!

### ***GUIDANCE COUNSELORS***

Counselor #1	
Counselor #2	Lynn Buscemi
Counselor #3	Kris Hunt
Counselor #4	Brigette Coupar
Counselor #5	Linda Zachary
Counselor #6	Unassigned

## **ATTENDANCE**

### **ABSENCE FROM SCHOOL**

Absence from school is generally regarded as the greatest single cause for academic failure. Therefore, a student is excused only for valid cause. A valid cause for absence is illness, death in the immediate family, family emergency, and other situations beyond the control of the student as determined by the board of education (medical or dental appointments, court appearances, religious holidays, school sponsored activities), or such other circumstances which cause reasonable concern to the parent for the safety of the student.

A student's parent(s)/guardian(s) must provide telephone numbers to the Principal and update them as necessary, authorize all absences and notify the school in advance or at the time of the child's absence.

**Parents MUST call the attendance office at 229-2143** by the first hour of the day to report an absence in order for the student's name to appear on the teacher's excused absence list. Also, to request an early release from school, they must notify the attendance office **at least one hour prior** to either their anticipate arrival time or to the anticipated departure time of the student. Otherwise, no student will be allowed to leave the school building for any reason once the school day has started. There will be **NO EXCEPTIONS** to this rule. If any further explanation is needed please feel free to contact the administration team at 229-2100.

The Rockford School District discourages the scheduling of family vacations while school is in session. A student who leaves school for a family vacation may fall behind in their course work and as a result, may fail those courses.

If a student is ill and is expected to be absent from school for an extended length of time, a parent/guardian may call the student's counselor to request homework assignments. Counselors will need at least 24 hours to obtain the homework assignments.

### **ARRIVING LATE TO SCHOOL (TARDY)**

School starts promptly at 9:30 a.m. (8:30 a.m. for zero hour students) and all students are expected to be "on time." A student who arrives late to school for any reason will receive an unexcused tardy unless they can provide written proof that they had a doctor or dentist appointment or a court appearance during the time that corresponds with that portion of the school day that they

missed. These are the **only** reasons for which a tardy will be excused and **written proof is required: No exceptions.** Students who exhibit a pattern of chronic tardiness (4 or more consecutive unexcused tardies) may be referred for corrective intervention assistance.

## **ATTENDANCE REQUIREMENTS FOR CO-CURRICULAR ACTIVITIES**

Students must attend classes or be involved in school sponsored activities during the entire school day if they wish to participate in any school sponsored activities that occur after the school day ends. Exceptions may be granted upon prior approval of the administration, such as dentist or doctor appointments, funerals, etc.

## **ATTENDANCE AND TRUANCY POLICY**

### *A. Compulsory Attendance*

Children between seven and seventeen years of age residing in the School District must attend school the entire time it is in session during the regular school term as provided in 26-1 School Code

### *B. Definitions*

1. A **truant** is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or a portion thereof.
2. A **Chronic or Habitual truant** is a child subject to compulsory school attendance who is absent without valid cause from such attendance for 18 or more days during the school year.
3. A **truant minor** is a chronic truant 16 years of age or younger to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.
4. **Valid cause for absence** shall be illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control such as medical or dental treatment or required court appearances, or such other circumstances which cause reasonable concern to the parents for the safety or health of the student.

1) *Notification: The Parent or Guardian must*

- a) **Provide telephone numbers to the principal and update them as necessary.**
- b) **Authorize all absences and notify the school in advance or at the time of the child's absence.**
  - (1) A student who is absent for one or more class periods **without a valid excuse is truant.**
  - (2) Any East High Student who is absent without valid cause, the automated telephone system shall, within two hours of the last class period of the day, notify the student's parent or guardian of the absence. If the parent or guardian of a student absent without valid cause cannot be reached by telephone, other methods will be used to attempt notification.

*D. Chronic Truancy*

The Principal shall give notice by mail to the parent or guardian of all chronic truants that such child shall be in attendance at school on a date certain and that such attendance must be continuous and consecutive during the remainder of the school year. The Principal shall require the parent or guardian to bring the child to school on the date indicated to be interviewed to identify the cause or causes for the absenteeism. The parent or guardian and the student will be offered counseling and information about community services available to truants and their families. The Principal may also call upon the resources of outside agencies such as juvenile officers of the Sheriff's Department or the Rockford Police Department or the truant officer of the Regional Office of Education.

If a student continues to be truant after having been offered the counseling and apprised of the community services available, the Principal may remove the student from the attendance roll. If the student is a truant minor, the Principal shall also notify the State's Attorney that the student is a chronic or habitual truant and request court intervention.

*E. Discipline*

No punitive action including out of school suspensions, expulsions or court action shall be taken against chronic truants for such truancy unless available supportive services and other school resources have been provided to the student.

*F. Special Education*

No student receiving special education services shall be removed from the attendance roll for truancy without an IEP team meeting first having been conducted.

### G. Regulations

The Superintendent shall develop and adopt administrative regulations implementing this policy.

#### **SCHOOL FEES:**

**\$95.00\*** Mandatory fee for all high school students

##### **Items covered by this mandatory fee:**

The expenses in the five core classes – English, Social Studies, Math, Science and Physical Education. These expenses include lab fees, work books used in the labs, aprons, and safety glasses for Science, any workbooks used in English, Social Studies, and Math, and gym locks for P.E. This fee also covers the cost of **one laminated picture ID card and neck lanyard**, the use of a hall locker and lock (students may not put their own locks on hall lockers).

**\$25.00 Text Book Deposit – Refundable:** The refundable book fee is \$25.00. This is payable at the time of registration and will be refunded only when East High books and property are returned in the same condition as issued at the end of the school year and all fines are paid.

**\$40.00 Athletic Gate Admission Pass:** Allows attendance to District regular season athletic Events. The picture ID card will be marked in a unique way to indicate that this fee has been paid.

**\$100.00 Athletic Participation Fee -** Students will be charged for each sport they choose to participate in. This is paid to the Athletic Department.

**Additional Usage Fees –** These fees are for elective classes to cover the cost of consumable supplies. They will be collected by the Classroom Teacher sometime within the first two (2) Weeks of the class.

Art	\$25.00
Band/orchestra /Choral/Drama	\$25.00
Band Uniform rental*	\$15.00
Computer classes (all levels)*	\$10.00
Construction (plus equipment)*	\$15.00
Driver Education (Behind the Wheel)	\$250.00
Foreign Language*	\$12.00
Introduction to Technology*	\$10.00
Music Instrumental Rental	\$30.00
Orientation to Production Tech*	\$7.50
Parking Fee	\$60.00
<b>PE Uniform</b>	<b>\$20.00</b>

**Items not covered by this mandatory fee:**

Book rental	Classroom fees
Field trips (if voluntary)	
Repair of Textbooks and Broken Equipment	
Lost or Damage School Property	
Yearbook (purchased at the beginning of school)	

**Replacement/duplicate Fees:**

A fee is charged to students for the following:	
Replacement ID	\$5.00
Replacement Lanyard	\$2.00
Duplicated Book Cards	\$1.00
Transcripts: One final transcript	no charge
Additional transcripts	\$5.00

\* Fees are subject to change

**Textbooks**

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Student should write their name and the name of their teacher on the label of each book in case the book is misplaced. **Students are required to pay for lost or damaged books. The average cost of a new text is \$80.00**

**ACADEMIC INFORMATION AND STUDENT SERVICES**

**HIGH SCHOOL PLANNING GUIDE**

***The District Curriculum planning guide***

Please refer to this guide for additional information on the following items:

Graduation requirements	Career Information
Fees	College Preparation
Special programs	ACT/SAT Dates
Testing and Assessments	NCAA Eligibility
Advance Placement Courses	Athletic Eligibility
Guidance Services	Course Descriptions

### **ADVANCED PLACEMENT COURSES**

Advance placement courses are college level classes, which can qualify successful students to take one of the A.P. exams. A.P. examinations are taken at the student's expense, administered at East and scored by college professors.

#### **EXCEPTIONS:**

- No student will be required to take more than three AP tests per year.
- Students enrolled in more than three AP courses may determine which three AP tests they will take.
- Students may opt to take more than three AP tests.
- Students taking more than three AP courses per year who do not opt to take more than three AP tests will still receive quality points for all the AP courses they are taking that school year.
- If a required AP test is not taken, the AP designation will be removed from the student record and the student will receive the grade attained and no extra quality point will be given for the course. Student will sign a contract in the spring, regarding their understanding that they are required to take the AP tests.

Students receiving passing grades from Rockford Public Schools will be awarded an extra quality point, after successful completion of these classes in the determination of class rank. Make-up exams follow AP regulations. EXCEPTION: Students who do **not** take the required AP test will not receive an extra quality point.

### **CLASSIFICATION BY GRADE LEVEL**

**The following is to determine high school student classification:**

<b>YEAR</b>	<b>Credits successfully completed</b>	<b>Classification</b>
<b>1<sup>st</sup></b>	<b>0 – 10</b>	<b>Freshman</b>
<b>2<sup>nd</sup></b>	<b>11 – 20</b>	<b>Sophomore</b>
<b>3<sup>rd</sup></b>	<b>21 – 30</b>	<b>Junior</b>
<b>4<sup>th</sup></b>	<b>31 – 40</b>	<b>Senior</b>

**\*\* Reclassification of students is done only during the summer prior to the start of the current school year.**

### ***FINAL EXAMS AND EXEMPTIONS***

In order to qualify for final exam exemptions, students must have a 3.5 or above grade point average (GPA) for the first/third quarter. Students must also have an "A" average in the subject(s) for which they are requesting exemption. Freshmen and sophomores can only be exempted from one course per semester. Juniors can qualify for two exemptions. Seniors (first semester) can exempt from two exams. Seniors who meet or exceed subjects matter on the PSAE (Prairie State Assessments Exam) and/or ACT may exempt from that subject if they are receiving a "B" or higher.

Students select the course(s) they qualify for, and have it approved by teacher with signature(s). The teacher will determine if student's grade during the present quarter is an "A". Students may want to take the final to assure their grade will be an "A" for the semester. All qualifying students must return the forms with the required signature (parents and teachers) to the student office by the designated date and time. Students **CANNOT EXEMPT FROM THE SAME CLASS BOTH FIRST AND SECOND SEMESTERS.**

Second Semester, seniors who may be endanger of failing may take the final, if it will increase the student chances of passing the course. The students will be required to take the final on the first day of finals only or by special arrangement with the teacher giving the final

### ***FINAL EXAMS***

1. **A semester examination will not be given early.**
2. Make-up examinations not completed by the prescribed deadline, and for which no arrangements for extension have been made, will result in a failing grade for the exam.
3. Textbooks must be returned to the teacher prior to the time of exam.
4. Final examinations are 20 percent of the semester grade. The two quarters are 80 percent of the semester grade.
5. A student who fails to take the final examination for a course for any reason other than excused absence or with an approved final exemption form will receive a failing grade for the exam.

### ***GRADING SYSTEM***

Four grade reports are mailed to the home each year. Only final grades in a course become a part of the student's permanent record. A final grade is given each semester in both semester and yearlong courses

<b><u>Achievement Grades</u></b>	<b><u>Points</u></b>
A - Superior	4.0
B - Above	3.0
C - Average	2.0
D - Passing	1.0
F - Failure	0.0
Inc. - Incomplete	

All final grades are used to compute grade point average and to determine class rank. Students who fail courses are advised to take advantage of alternative offerings (if eligible) to make up credit and course deficiencies.

All courses receiving a letter grade will be included in the computation of grade point averages and rank.

### ***COMPUTING GRADE POINT AVERAGE (GPA)***

East High School uses a four-point scale when determining grade point averages (GPA). Points are assigned as follows:

Grade	A	B	C	D	F
Classes	4	3	2	1	0 points
AP courses	5	4	3	2	0 points

(if the AP test is taken)

GPA is determined by adding the points for semester grades divided by the number of [classes taken](#). Driver Education and Student Assistant are not used in calculating a student's GPA. See counselors for more information on GPA.

### ***GRADING SCALE***

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

## **GRADUATION REQUIREMENTS**

Refer to the 2007-2008 High School Planning Guide for details

Requirements for graduation, as established by the Rockford Board of Education, are as follows:

A passing grade must be obtained in the following courses:

2007-2008	Graduation Requirements	Scholar's Diploma Requirements
<b>ENGLISH</b>	4 years (8 credits)	4 years (8 credits) Two must be honors or AP
<b>SOCIAL STUDIES</b>	2 years (4 credits) : 1 year US History (2 credits) 1 semester Am Government (1 credit) 1 semester Economics (1 credit)	3 years (6 credits) 1 year US History (2 credits) 1 semester Am Government (1 credit) 1 semester Economics (1 credit) 1 year additional course (2 credits) One of the three courses must be honors or AP
<b>MATHEMATICS</b>	3 years (6 credits) 1 yr Algebra (2 credits) 1 yr Geometry (2 credits) 1 yr additional course (2 credits)	3 years (6 credits) 1 yr Algebra (2 credits) 1 yr Geometry (2 credits) 1 yr additional course (2 credits)
<b>SCIENCE</b>	2 years (4 credits) 1 yr Biology (2 credits) 1 yr Chemistry, ChemCom, Physical Science (2 credits)	3 years (6 credits) 1 yr .Biology (2 credits) 1 yr Chemistry (2 credits) 1 additional science course (2 credits)
<b>PHYSICAL EDUCATION</b>	3.5 years (7 credits) (can get exemptions)	Follow district policy
<b>HEALTH</b>	1 semester (1 credit)	1 semester (1 credit)
<b>FINE ARTS, FOREIGN LANGUAGE, VOCATIONAL</b>	1 year (2 credits)	3 years (6 credits) Only Fine Arts and/or Foreign language If a Foreign language is used 2 years must be in the same language.

<b>AP CLASS</b>	None Required	One AP class in any area (2 credits) Note: students are required to take the AP test.
<b>ELECTIVES</b>	Electives to bring total to 40 credits	Electives to bring total to at least 42 credits
<b>TOTAL</b>	40 credits	42 credits
	Successful completion of the Federal and State of Illinois Constitution Test	Successful completion of the Federal and State of Illinois Constitution Test
	Must take Prairie State Achievement Exam in junior year	Must take Prairie State Achievement Exam in junior year

In order to receive a diploma at commencement, a student must meet all requirements at the time of graduation. Credits by proficiency exam are not recognized. Students not receiving diplomas are not permitted to participate in commencement services, except for foreign exchange students who may receive a certificate of attendance.

All fees must be paid in full by the established deadline in order for the student to participate in commencement ceremonies.

### **SCHOLARS DIPLOMA**

The Scholar's Diploma Program is recommended for any student who intends to participate in a continuing education program upon completion of high school. This would include students applying to a two or four year college or university program and students seeking licensing or certification through other post high school programs. It is recommended that students declare their intent to pursue a scholar's diploma by the end of their sophomore year and complete the appropriate paperwork with their counselor. The Scholar's Diploma Program is open to all students; however, only those students who complete and pass all required coursework will receive the Scholar's Diploma Program designation upon graduation. Please refer to the rules for the Scholar's Diploma Program in the High School Planning Guide.

### **AFTER SCHOOL DETENTION**

After School Detention (ASD) is a valuable aid to school discipline, offering a strictly supervised and safe alternative environment to Alternative Learning Environment (In School Suspension) and Out-of-School Suspension. While serving ASD, the students are given the chance to re-evaluate and re-adjust their conduct and attitude. Activities include reading and writing assignments and work packets focused on the specific behavior infraction that resulted in an ASD assignment.

## ***ALTERNATIVE LEARNING ENVIRONMENT***

Alternative Learning Environment (ALE) is a temporary exclusion of a student from a class or classes by the building administrators to an ALE room where the student will have an opportunity to make up missed class work for credit.

The purpose of ALE is to help assigned students by developing the empowering skills to be in class on time, finish lessons, doing the required ALE assignments, and acquire a sense of dignity and respect for themselves. By doing this, they exhibit to others their ability to complete a task (performing the ALE assignments) without receiving material awards. This illustrates that by accepting the ownership of a problem and working towards a solution, it empowers that person to take better control of their daily decisions.

ALE is a program that allows the student to start, participate and finish a procedure to help develop a pattern of self-esteem through accomplishment.

After their ALE assignment is completed, the student has the remainder of the day to work on his/her school assignments and will receive full credit for completed assignments.

## ***ANNOUNCEMENTS***

Announcements are read daily. Students should pay attention to these announcements because they call attention to East High School's activities, cancellations or changes in school activities. Outstanding individual or team efforts are given special acknowledgement at this time. Listen Up!

## ***DRESS CODE***

We take pride in the appearance of our student body. Our dress reflects the quality of the school. Students' dress and grooming must NOT disrupt the educational process, interfere with the maintenance of a positive teaching and learning environment, or comprise reasonable standards of health, safety and decency. The administration will decide when a students' dress and grooming is unacceptable. The following guidelines apply to student dress at school:

All shirts and blouses **must meet acceptable criteria.**

- Undergarments may **NOT** be visible
- All clothing must be made of opaque (non see through) material
- Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will **not** be permitted.
- Tops which expose the chest are **NOT** permitted.
- Students must wear apparel with straps at least **two (2) inches in width** and cover all chest area, navel area and back area.
- **No Tube tops.** Tops with the back exposed (Tops must cover all chest and navel area and have straps at least 2 inches in width.)
- No Basketball Jerseys with no T-Shirt underneath
- Tops which expose the chest are **NOT** permitted

- Shirts with obscene pictures or language are unacceptable. Words or pictures on articles of clothing which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products, gang related items or any other items not legally usable by high school students will **not** be permitted.
- Any tank top worn must have a tee shirt under it. (Including basketball jerseys). Articles of clothing, which are sexually explicit, offensive to commonly accepted standards or suggestive in nature, will **not** be permitted.
- **NO HOODED TOPS: GARMENTS WITH HOODS ARE NOT TO BE WORN IN SCHOOL. HOODED JACKETS AND COATS MAY BE WORN TO SCHOOL BUT MUST BE PLACED IN A LOCKER UPON ARRIVAL TO SCHOOL.**

**Bottoms:**

- Pants or shorts must be worn at the waist as designed.
- Undergarments may **not** be visible
- Students wearing skirts or dresses they cannot sit in because they are too short. Shorts that don't cover appropriate body parts. All clothing (skirts, shorts, dresses, etc.) must be Longer than the fingertips when arms are extended at sides in a standing position.
- Tears or rips must be below fingertips when arms are extended at sides in a standing position.
- Pajamas and house shoes are **not** acceptable attire at school.

All coats, hats, and jackets including all sports jackets are to be stored in the student lockers during the school day. These items are not to be worn in the building during the school day. **Hats worn in the building will be confiscated. Hats or any form of head coverings including sweatbands for athletes, and scarves must be removed AS SOON AS STUDENTS ENTER the building and must not be worn or displayed until after students leave the building. Those items MAY NOT be carried to class and must be stored in lockers during the school day.**

The Dress Code will also be enforced during “dress-up days,” i.e. Homecoming, senior dress up day, etc.

**ANY STUDENT WEARING CLOTHING DEEMED INAPPROPRIATE BY AN ADMINISTRATOR WILL BE ASKED TO CHANGE OR BE SENT HOME.**

**UNACCEPTABLE ITEMS AT SCHOOL**

The following is a list of items, inappropriate for school:

Valuables (including large sums of money and expensive jewelry)

Roller blades	Radios	Laser pointers
Sunglasses	Beepers/pagers	Pepper spray

Walkman	Cellular phones	Mace
Chains	Skate boards	Toys

**All unacceptable items at school will be confiscated. Items that are stolen are not the responsibility of East High School. A theft report may be filled out.**

**a. ELECTRONIC DEVICES** - Radios, Walkman, C.D. players, tape recorders, or other such equipment are **not** permitted in classes, and hallways. **These items must be placed in the locker prior to first hour.** Any such items will be confiscated. First offense students may sign for the item and pick it up at the end of the school day. The second offense the Parents will be asked to come to school and pick up the item. On the third offense the student may pick up the item with parent at the end of the school year.

**b. PAGERS** - Students may **not** use or possess any pocket pagers or similar electronic paging device while in any school building or on any school property during regular school hours or at any other time, unless authorized by the Administration. (Illinois School Code 5/10-21.10)

**c. CELLULAR PHONES** - East High School prohibits the use of cellular phones by any student during the school day. Items will be confiscated and held for a parent/guardian to retrieve at school.

**d. VALUABLE PROPERTY** - Textbooks, articles of clothing and personal possessions should all be clearly marked with your name. Do not bring radios, tape players or other expensive equipment to school or school activities. The school district provides hall lockers for students to store their personal property. **NO** hall or gym locker is 100% secure. Lockers are also provided in gymnasium dressing rooms to give pupils a place to put their street clothes when dressing for Physical Education classes. Lockers should be kept locked when not in use. It is each student's responsibility to keep the locker neat, clean and locked.

**Only school issued locks may be used. Others will be cut off.**

The school provides adequate facilities for students to store their belongings. Each student must be responsible for personal property and should therefore keep the locker locked and not circulate a lock combination to other students.

When personal property is lost, it is usually through carelessness. If property is lost, it should be reported to the student office immediately. A report should be completed.

**Large amounts of cash and valuable property should not be brought to school, school activities or on school field trips! If this does become necessary, the best practice is to bring a check for the proper amount.**

**THE ROCKFORD SCHOOL DISTRICT/EAST HIGH SCHOOL DOES NOT REPLACE LOST OR STOLEN ITEMS.**

### ***CAFETERIA***

The cafeteria, located on the ground floor in the west wing of the building, serves breakfast, and lunch every day. Students may purchase beverages and food items individually. Students will show their Student ID to enter the cafeteria and to purchase food items. Student behavior in the lunchroom should be based on courtesy and cleanliness.

Parents/Guardians can charge a student lunch online by going to [www.pay4lunch.com](http://www.pay4lunch.com). If you have any questions regarding this matter, please call the Food Service Department at 966-3033.

The cafeteria has placed various vending machines in the cafeteria for student use. Anything purchased in the cafeteria must be consumed in the cafeteria. Once all students have eaten, they are to throw away their garbage.

### ***CAFETERIA CONDUCT***

In order to provide a clean, pleasant atmosphere in the cafeteria, the following rules should be observed:

1. Report directly to the cafeteria at the assigned time
2. Form a single file line and do not cut in line.
3. Each student is responsible for cleaning up the table space where he/she eats.
4. Students make their own purchases and do not buy food for other people.
5. Littering is not permitted.
6. Food or drink may not be taken from cafeteria.
7. Keep noise to a minimum: NO SHOUTING
8. Do not disturb classes that are in session.
9. Do not sit or stand on tables.
10. No Food throwing
11. Misuse or wrongful use of lunch ID's is considered theft and/or fraud and reported for discipline.

### ***CHANGE OF PERSONAL INFORMATION***

It is extremely important that the school maintain proper records at all times; therefore, any changes of address, phone number, or family situation should be reported to the **main office**. The change is officially recorded, and other

personnel are notified. In order to change your address at school-two proofs of address are required (i.e. rent receipts, check stubs, delivered mail).

### ***CLOSED CAMPUS***

Our campus is CLOSED, this includes lunch periods. Once a student arrives, they must immediately enter the building and begin classes or go to the cafeteria to wait. They may **NOT** leave the building for any reason until their day is completed. Students should note that the city ordinance requires all students to remain in school from 9:00 to 2:00. Students are subject to arrest if observed off school grounds by a police officer.

### ***CO-CURRICULAR ACTIVITIES***

Students attending co-curricular activities will not be permitted to re-enter once they leave. Students who have received Out of School Suspensions will not be allowed to attend or participate in co-curricular activities during their suspension. Inappropriate behavior during school hours or at co-curricular activities may result in the student being suspended from activities including prom and graduation.

### ***DANCE RULES AND REGULATIONS***

East High School dances are open to East Students and their guest. Guests must be pre-registered by completing an East High Guest Pass. East High Students are responsible for the behavior of their guest at dances, and the student will receive the consequence for any violation of school rules. NO junior high student or guests over the age of 20 will be admitted to school dances. The principal or principal's designee shall review special situations.

### ***DELIVERIES***

Please, **DO NOT** have flowers, balloons gifts, cookies, birthday cakes or other food delivered to school. We will not accept delivery and will not accept responsibility for them.

### ***FIELD TRIPS***

A field trip is an extension of the school program, and student behavior is governed by the same guidelines.

Students must:

1. Be pre-approved by the teacher for acceptance on the field trip.
2. Complete a "field trip consent and clearance" form and have it signed by a parent/guardian.
3. Make arrangements to make-up work for classes missed while on the field trip.

4. Carry the East ID card at all times on the trip.
5. Ride on school provided transportation at all times.
6. Remain under staff supervision and remain with the field trip group at all times.
7. Comply with all East rules and regulations at all times. Disciplinary action will be taken on any reports offenses.
8. Field trips must be financially self-supporting and are subject to a per student fee, based on the cost for transportation and entry where applicable.
9. Students not attending the field trip scheduled for their class are to be in regular attendance at school.

### ***FIRE AND TORNADO DRILLS***

Fire and tornado drills are held at irregular intervals throughout the school year. The teacher in each classroom will give students instructions.

#### **FIRE DRILL**

1. The alarm used for fire drills and an actual fire alert is a constant blast over the public address system.
2. The teacher, in each class, will instruct the students (early in the school year) as to where the appropriate exits are, and where they are to stand outside the building. Signs with routes are posted in each classroom.
3. An outside bell or other signal will ring, notifying the staff and students when it is safe to re-enter the building.
  - Close windows/ shut off lights
  - Follow teacher directions
  - Exit single file/ stay with class group
  - Walk rapidly & orderly/ Remain silent
  - Walk to the nearest exit, if blocked next exit
  - Remain outside until return signal sounds

#### **TORNADO DRILL**

1. The procedure for alerting staff and students of a tornado drill, watch or warning will be made over the P.A. system.
2. Each classroom teacher will instruct students early in the school year as to the procedure they are to follow. Signs are posted in each classroom.
3. The school will be alerted for a tornado WATCH (conditions under which a tornado can develop).
4. During a tornado WARNING (tornado sighted in area), emergency procedures will be implemented to ensure the safety of each student. An alarm will sound that is different from the fire drill alarm.
5. During “warning” conditions, students will not be released from the building for any reason until the all clear is given from district officials.
  - Leave classroom doors open

- Exit single file, walk rapidly & orderly
- Teacher Accompanies and Supervises Students
- Face wall & stand w/hands over back of neck
- Stay away from windows

### ***FREE LUNCH PROGRAM***

A free lunch program is available to students whose families have shown need and qualify by application for this benefit through the Food Service Department, at the Board of Education Administration Building. The school cooperates in this plan with the National School Lunch Program, the Illinois Free Lunch Program, and the Illinois Department of Public Aid. Details concerning the program are sent to the parent or guardian of each student every year, and the program is fully explained.

### ***HALL PASSES***

Students are expected to remain in their classes for the entire period. Only when absolutely necessary will a student be allowed to leave a classroom. No student is to be in the hallway during class time without an official hall pass signed by a staff member.

### ***HEALTH SERVICES***

Nurse's Office.....1-815-229-2111

Fax.....1-815-229-2113

#### Health Exams and Immunizations

All students who are entering ninth grade are required to submit proof, to the school, of having received a health examination and all required immunizations. The health examination must be completed no more than one year prior to the date of enrollment in ninth grade. For students who are enrolled in a program where grade levels are not assigned, the examination must be completed prior to entering and within one year prior to the school year in which the student reaches the age of 15. If proof is not submitted by October 15, the student will be excluded from school and he/she will not be allowed to return until the health exam and immunization requirements have been met. Students (regardless of age) who are new to the district will have 30 days from their date of enrollment to submit proof or they, too, will be excluded. Appointment dates **will not** be accepted.

Health exams and immunizations can be obtained through the Winnebago County Health Dept. (962-5092), Crusader Clinic (490-1601), and the

Blackhawk Health Center (972-7200), any Physician's Immediate Care Clinic or through any private physician's office.

Children whose parents or legal guardians object to health examinations or immunizations on religious grounds may submit, to the school, a written request for an exemption to the law that explains their religious beliefs for the objections.

### Healthy Students are Better Learners

-Breakfast is the most important meal of the day: It provides the body with the "fuel" that it needs to perform daily activities and to be successful in the classroom.

-Thorough and frequent hand washing is recommended to control the spread of germs.

-If your child is ill he or she should not be sent to school. Please consider contacting your doctor for advice if your child experiences any of the following problems or symptoms:

Severe pain that limits activity

Constant cough

Any suspected contagious illnesses or conditions

Head lice

Vomiting or Diarrhea

Skin rash

Temperature over 100.0 (your child should not return to school until they are fever-free for 24 hours)

### Illnesses and Injuries at School

Students who become ill or are injured during the school day should report to the nurse in Room 118. In non-emergency situations, students should try to see the nurse during passing time to minimize missed classroom instruction time. If a student must be seen during class time, he or she **must** have a pass from their teacher. Every attempt will be made to return the student to his or her classroom after treatment; however, if the nurse determines that the student needs to go home, a call will be made to the parent/guardian and an excused absence will be reported to the attendance office. If a student decides that he or she needs to go home for any reason, without the nurse's consent, he or she can call their parent/guardian from the pay phone and then it is the parent/guardian's responsibility to contact the attendance office. **Failure to do so will result in an unexcused absence for each missed class period.**

For emergency (and non-emergency) purposes, every student should have a completed "Consent for Administration of Approved Discretionary Medications" form on file in the nurse's office that is signed by a parent or

guardian. The form should include: home, cell and parent/guardian work phone numbers; phone numbers for additional adults who can be called if the parent/guardian cannot be contacted; a summary of the student's health status/history, current long-term medications that the student receives and permission for over-the-counter remedies (Tylenol, Advil, Tums, Cough Drops and Visine) that are available from the nurse on an occasional basis. A completed form is valid for one school year only. **No over-the-counter products will be given without written permission from the parent or guardian: Verbal permission (over the phone) cannot be accepted.**

**If a student experiences an extreme allergic reaction during school hours, the school nurse may administer epinephrine (Epi-Pen) in accordance with district protocols. If this occurs, Emergency Medical Services (EMS/911) will be called and the parent or designated emergency contact person will be notified.**

#### Early Passing Permits, P.E. Excuses and Elevator Keys

Early Passing Permits, P.E. Excuses and Elevator Keys must be obtained from the school nurse. Permits and excuses can be issued for up to 2 days with a note from a parent or guardian. A doctor's note is required for 3 or more days. A doctor's note is also required for elevator keys.

#### Administering Medicines to Students

Teachers and other non-administrative school employees, except qualified school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication. (Rockford Public School Board Policy 7.270)

A completed "Authorization for Administration of Medication Form" **must** be on file in the nurse's office for any and all prescription and non-prescription medications that are to be given to a student on a regular basis during school hours: The School Nurse/Registered Nurse may administer these medications in accordance with established protocols and each consent form is valid for one school year only.

All medication sent to school must be:

- 1) Brought in by a parent/guardian or other responsible adult.

- 2) In the original pharmacy bottle or manufacturer's package.
- 3) Properly labeled with the name of the student, the prescribing physician, and name of the medication, dosage, route and the time to be given and the name of the pharmacy.

The medication form must be completed and the medicine must be packaged as outlined above or **the medication will not be given.**

#### Vision and Hearing Screenings

Vision screening services shall be provided annually during the school year as mandated by law to all high school students who have an individual education plan (IEP). A vision screening will also be provided to transfer students and students who are referred by a teacher. Any student who submits, to the school, a completed and signed form from an ophthalmologist or optometrist that indicates that an eye examination has been administered within the previous 12 months will not be required to undergo the vision screening. The parent or guardian of a student may object to a vision screening on religious grounds.

Hearing screening services shall be provided annually during the school year as mandated by law to all high school students who have an individual education plan (IEP). A hearing screening will also be provided to transfer students and students who are referred by a teacher. Any student who submits, to the school, a completed and signed form that indicates that an ear examination was completed by a physician and an audiological examination was completed by an audiologist within the previous 12 months will not be required to undergo the hearing screening. The parent or legal guardian of a student may object to a hearing screening on religious grounds.

### ***HOMEWORK REQUESTS***

If a student will be absent for 3 or more days parents should speak with the counseling staff or assistant principal to request assignments. Most assignments will be available for pick up at 3:30 p.m. within two days. If assignments are not received for each subject, check again at 3:30 p.m. the following day.

### ***LOCKERS***

The only locks that may be used are school issued. This lock is the property of East High School and will be left on the locker at the end of each school year. **Students are to use only the locker assigned to them.** Students using a lock or lockers not assigned to them are subject to disciplinary action and the locker will be emptied.

No student shall possess, duplicate, or cause to be duplicated or make any key, card, or unlocking device to operate any lock used or maintained by East High School. Non-School issued locks will be removed from lockers. Students are cautioned not to keep money or other valuables in their lockers.

The administration reserves the right to search a student's locker if they feel such a search is necessary to maintain the integrity of the school and to protect other students. P.E. teachers may open P.E. lockers without students being present.

Students may be assigned a locker partner, if a double locker is assigned.

Be security conscious. Make sure your locker is really locked. Spin the dial. Don't share your locker combination. Please report any mechanical problems or thefts to the Main Office promptly.

### ***LOST AND FOUND***

Articles found in and around the school should be turned into the student office where the owners may claim their property by identifying it. Books, electronic devices, jewelry, keys, etc should be turned into the main office.

### ***MEDICAL EXCUSES FOR PHYSICAL EDUCATION***

If it is necessary to be excused from participation in physical education, the student must provide the teacher with either a parent or a physician's written excuse. A parent note is valid for a maximum of two (2) days. A physician's excuse is required for three (3) days or longer.

### ***MEDICATION***

If a student must take any form of medication at school, the student must present to the school a note signed by his/her parent and a request from the physician. All medications will be dispensed by the school nurse.

### ***MESSAGES FOR STUDENTS \****

**We rarely interrupt classes. If you have an extreme emergency that requires you to contact your student during the school day, call the counseling office at 229-2859 or the student office at 229-2182. We will attempt to reach your student and relay the message. Please do not be offended, our staff will be asking the reason for the interruption. Sometimes we can relay a message easier than bringing a student to the phone, especially if they are in P.E. and outside for class. Please make transportation arrangements prior to the start of the school day. Pay**

phones are available for students to make calls; office phones ARE NOT available for student use.

### ***OUT-OF-SCHOOL SUSPENSION***

Students who are suspended out-of-school are required to remain at home during school hours. They are NOT eligible to attend or participate in ANY East High sponsored event until the suspension period has been completed. Students who come to East High property while on suspension are subject to arrest for trespassing.

### ***PARKING***

Parking is extremely limited at East. The student lot is located at the far East edge of our campus and is entered from 28<sup>th</sup> street. We have a total of 144 parking spaces for students. Only students who have purchased a sticker may park there. Stickers are \$60.00 and will be sold at registration on a first come-first served basis.

The Staff Lot is located directly behind East High School. Students are **forbidden** to park in that lot during school hours. This includes the stalls marked VISTORS. Parking in this lot will guarantee that their car will be towed.

**Note:** Students who have outstanding debts from the 2007-2008 school year and/or have not paid fees for the current school year will not be permitted to purchase a parking sticker until debts and fees have been paid in full.

### ***PHYSICAL EDUCATION***

All students are required, by state law, to take physical education. **Proper attire consists of an East High School P.E. Uniform**, which will be issued at registration and from the PE department for an established fee. Students will be issued a PE lock and locker to store their PE clothes. Sweatshirts and sweatpants are permitted during inclement weather. NO towel service is available; therefore, students are responsible to bring their own towels.

### ***PUBLIC DISPLAYS OF AFFECTION***

Displays of affection, which include embracing, kissing, etc. are inappropriate at school and will not be allowed.

### ***SEARCH AND SEIZURE***

**Illinois School Code 5/10-22.6 School Searches**

To maintain the order and security in the schools, school authorities may inspect and search places and area such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant.

“School authorities” includes liaison police officers. As a matter of public policy the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches, including the use of specially trained dogs. If a search conducted under this section of the school code produces evidence that the student has violated or is violating the law, local ordinance, or the school’s policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

#### **District Policy 7.140 Search of Students**

##### **Search Policy**

The United States Supreme Court has held that school officials may institute a search if there is “reasonable suspicion” that a student has violated either the law or the rules of the school. If school officials carry out a search independent of the police they do not need a search warrant.

**The principal or designee may conduct a search of a student on school premises if he/she has reason to believe that the student possesses anything which constitutes a criminal offense under the laws of the state of Illinois. This includes students’ outer clothing, purses, book bags, etc. This search is made in the presence of a third party.**

**The principal or designee may also conduct a search of the school including lockers and desks, which remain the property of the school district and may be searched without the permission of the student. Students are responsible for whatever is contained in lockers and desks issued to them by the school.**

**Automobiles parked on school property are subject to search by the principal or designee if there is reason to believe they contain prohibited items. Parents/guardian will be notified of prohibited items found in the student’s car.**

Where applicable, illegal items will be turned over to the police department, the student and parents/guardian will be informed. Any material turned over to the police will be documented with a signed and dated receipt.

In order to provide for the safety of students, some school areas and/or school buses may be equipped with video cameras for monitoring purposes, which may be used as supporting evidence in disciplinary cases.

### **Rockford Police Department K-9 and Search Procedures**

- I. Requests for law enforcement assistance involving the use of K-9's.
  - A. All requests for the use of the Rockford Police Department K-9 unit by any school District shall be made in writing to the Chief of Police addressing the need for such sniff and circumstances surrounding the use of the K-9's.
  - B. The request will be approved or denied by the Chief of Police or his designee and returned to the school official. All searches will be documented by one K-9 Officers on an original report form.
- II. Procedures
  - A. The K-9 sniff will be conducted under the supervision of the Rockford Police Supervisor. School Administrator(s) will be present during the sniff and will conduct all searches that have been alerted by the police K-9.
    - 1. One school Administrator will accompany each K-9 handler and their dog.
    - 2. Once a K-9 has alerted their handler, it will be the responsibility of the administrator to locate the student and that administrator will conduct a search.
    - 3. If the search conducted is in accordance with these procedures and produces evidence that a student has violated or is violating either the law or local ordinance, or the school's policies or procedures, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

### ***SELLING AND ADVERTISING***

No person shall sell or advertise for sale any goods or services, or take orders or make contracts for such sales on school property unless approved by the administration.

### ***SEXUAL ACTIVITY***

Sexual Activity of any kind is inappropriate at school-sponsored activities or on school grounds. Violations of this rule may result in disciplinary as well as legal action.

### ***SEXUAL HARASSMENT***

Sexual harassment by either member of the sexes is against Federal Law. It can take the form of touching, voice innuendo, name-calling, "accidental" bumping, etc. If you feel you have been sexually harassed, report it at once to the school authority. Violators will be prosecuted to the fullest extent of the law.

## ***SIGNS***

No person shall post any sign, poster, handbill or advertising unless approved by an Administrator.

## ***SMOKING POLICY***

The Board of Education policy prohibits smoking or possession of smoking articles by anyone on school property. This policy will be strictly enforced at all time.

## ***STUDENT ID's***

**Each student is issued an identification card at the start of the year. Every student must have a school issued photo ID at all times!! If the card is lost, it must be replaced.** The first I.D. card is part of the school fee that students pay. If a card is lost, it must be replaced at a cost of five (\$5) dollars. These duplicate cards may be purchased in the Student Office only during lunch, before and after school. Students will pay \$5 for a replacement card and given a receipt, the student can pick up a replacement ID card 24 hours later by presenting the receipt, which will be the temporary ID. Replacement lanyards are available for \$2.

**This card must be in the student's possession at all times while at school or at school sponsored activities. A School issued I.D. is necessary for admission to school events including dances. Failure to carry a school ID will result in Disciplinary Consequences per District #205 Discipline Code.**

## ***STUDENT INSURANCE***

The Board of Education does not provide for student insurance (this includes athletics).

## ***TELEPHONES***

Students may use the pay phones on the first floor of the main hall, but are not to use the phones during class time. Pay phones are not for social use and are electronically limited to three (3) minutes for each phone call. Telephones in individual rooms are to be used only by teachers for calls within the school building.

## ***UNAUTHORIZED USE OF COMPUTERS***

Unauthorized use of school computer facilities equipment or software is strictly prohibited. Copyright laws and license agreements related to computer software shall be observed. Violation of this policy will be handled as theft of any type, with a referral to appropriate law enforcement agencies. Students and parents

should review the Rockford Public Schools Internet policy which is available from any school library. All students must have a signed AUP (Acceptable Use Policy) on file with the district to use the internet.

### ***VENDING MACHINES***

Vending machines containing soft drinks and snacks are located in various areas around the building. It is the responsibility of all students to keep these areas clean and to deposit soft drink cans/bottles and wrappers in the proper receptacles. East's personnel do not have keys for these machines. **We cannot return lost money or provide change.** Machines have lock down times please note the times posted on the machines.

### ***VISITORS***

We welcome visits from parents and guardians wishing to observe classes, though these visits should be **prearranged** through the Administration. Pre-school children and friends of our students from other school do not meet our criteria for official visitors.

#### **Visitor Policy**

During the school year, we encourage and welcome parents, patrons and community visitors to East High School. Your presence also demonstrates sincere interest in students' education and support for the school.

In order to minimize disruption of the educational process and insure the safety of all students, the following guidelines are required:

- All parents/visitors upon entering the school must first report to the security desk, show a picture ID, sign in and pick up a visitor's badge. This format will permit school staff to be aware of your presence in the school and that sufficient assistance will be provided to meet your needs and/or answer questions.
- Where practical, visits should be by prior/advance arrangement with the teacher and/or administrator.
- Parents/visitors should enter the classroom quietly and sit in a seat designated by the teacher. Parents/visitors should not engage in conversation during their visit.
- When necessary, the parent/visitor and teacher should arrange a time to discuss the classroom visit.
- If the visit could be disruptive to classroom activity, permission for the visit may be refused and an alternate time arranged.
- Former students of East High School wishing to visit teachers should call ahead of time to arrange for the visit during the teachers' free time or after school.
- Those individuals providing rides for East High School students are not to come into the building. They must wait in their cars in designated parking areas.

- All visitors must abide by the Rockford Public School discipline guidelines. This document is available upon request from the school.

## ***GUIDANCE DEPARTMENT***

East High School has a guidance program designed to assist students in career and educational planning. Counselors also provide counseling, crisis intervention and consultation services for parents, teachers and community agencies. Guidance services are for all students. It is important to note that a counselor's role is not to make decisions for students, but to guide them through the decision making process. The counselor assists in the gathering of necessary information and in the development of effective critical thinking skills necessary to wise decision making.

The Guidance Department is located in room 100 (formally room 130). Students are encouraged to see their counselor and must obtain a pass from their teacher to do so. The following are some ways parents and/or students may use their services:

**Counseling** – Counselors are available to listen, to advise students and their parents regarding the personal and educational problems commonly faced during the difficult high school years.

**Educational Planning** – Your counselor can assist you in choosing the proper program of study to suit your individual needs and aspirations. A carefully thought out four year plan is strongly encouraged. This plan can be modified as you meet with your counselor each year to review your program and to choose the following year's classes.

**Career Planning** – Students should discuss career options with their counselors. Counselors can provide information about careers, trade and business, school apprenticeship programs, and Tech Prep programs.

**College Planning** – East's counselors are sources of information regarding college selection, the admission process, financial aid and scholarships.

**Referral Services** – Counselors can refer students and their parents to school district alternative programs, special programs, and special needs services and outside agencies when appropriate.

**Resource and Distribution services** – We have a large number of college reference books, which can be used, in the Guidance Center.

Counselors are available for students to discuss course selections, the development of a meaningful course of study, and the establishment of long and short-range goals. Students should give thought to course choices prior to the time they actually have to make the decision at registration in the spring.

## ***LIBRARY***

### Rules:

1. Neither Food nor beverages are allowed in the library. At the discretion of the librarian, on extremely hot days, water may be permitted.
2. The District Discipline Code will be followed
3. No electronic devices will be turned on in the library
4. Communicate quietly
5. Treat each other and staff respectfully
6. Do not sit on the tables
7. Do not check out materials for other people
8. To use the computers the student must have a signed AUP and have his or her ID checked by a library staff member prior to sitting at the computer.

### Books:

Books have a three (3) week loan period. Unless another student is waiting for a book, the book can be renewed two times. Students may take a maximum of three books at one time.

### Magazines/periodicals/newspapers:

Magazines circulate for three weeks. Current issues are library use only.

### Fines:

Fines are five cents per day per item. If a book is not returned, the student will pay the cost of the book and the fine accrued until the day the book was declared lost. Fines follow students from grade school and middle school and must be paid before graduation.

## ***PHYSICAL EDUCATION EXEMPTION***

In any year that District #205 is granted permission to waive the state physical education requirement students may request an exemption from P.E. for the following reasons:

1. to increase academic, fine arts, vocational, career or technology exposure (junior or senior only)
2. to take a course required for college acceptance (junior or senior only)
3. to take a class needed to meet graduation requirements (junior or senior only)
4. interscholastic sports
5. off campus supervised activity
6. marching band
7. medical reason

8. religious reason  
All 9<sup>th</sup> grade – 11<sup>th</sup> grade students must take a full load of classes in order to be considered for P.E. exemption.

In order to be granted a P.E. exemption: A student must complete a Physical Education Exemption form that includes a written description or letter and signed approval from parent, counselor and administrator.

### ***PROGRESS REPORTS***

In the middle of each quarter, teachers send out progress reports to inform parents of how well students are functioning in classes. Generally these reports are sent to parents/guardians of students who are having difficulties, but many teachers send reports commending certain students. **HOWEVER, THE ABSENCE OF A PROGRESS REPORT IS NOT A GUARANTEE THAT THE STUDENT WILL NOT FAIL A COURSE.** To discuss these reports, parents should call the teacher whose name is on the report. Reports will be mailed to the parents during the weeks of:

1 <sup>st</sup> quarter	September 23
2 <sup>nd</sup> quarter	November 25
3 <sup>rd</sup> quarter	February 17
4 <sup>th</sup> quarter	April 28

### ***SCHEDULE CHANGES***

Students are given the opportunity to select their own classes during the previous school year and are able to make schedule changes in that year and in the summer. No schedule changes will be made except those the administration deems highly necessary. It is important that students choose carefully when making initial choices as schedule changes are rarely approved.

### ***STUDENT RECORDS***

The Rockford Board of Education has established a policy of student educational records as required by federal law. Brochures are available in the school office, that outline the general content of student educational records, who has access to the records, and the privacy maintained with individual student's records.

### ***TRANSCRIPTS***

A transcript is basically a student's high school academic and attendance record. It includes a name and level of each subject taken and the corresponding grades. It also includes the semester period of credit earned, the

grade point average, the class rank, and the number of days absent each semester. Standardized test scores, including ACT and SAT, will be included. Identifying information includes student's name, home address, birthplace, and name of guardian, home telephone number, dates of entrance and withdrawal and graduation date. Only official transcripts carrying the school seal and the signature of an authorized school official are sent to colleges and employers. No official transcript may be sent without a release of information signed by a parent or by the student if the student is 18 years of age or older. A fee of \$5.00 will be charged for each transcript. Transcripts will not be sent unless requested by the students/parents themselves. A student who has moved from the Rockford District and enters another high school need not request a transcript. Officials in the other school will request the transcript and no fee will be charged. An unofficial copy of courses and credits may be requested at the time of transfer. Permanent records contain basically all the same information as provided on transcripts. Counselors will also have up-to-date copies of each student's academic record.

### ***WITHDRAWAL FROM SCHOOL***

If a student transfers to another school, a "withdrawal from" must be obtained in the Main Office. A student under 18 years of age cannot withdraw from school without the permission of his/her parent/guardian. A completed withdrawal card and book card are then returned to the Main office to complete the withdrawal procedure. Students transferring to another high school in the Rockford District 205 must obtain a transfer approval from the Parent Information Center located at 978 Haskell Avenue (967-8070), prior to withdrawing from the school.

### ***WORK PERMITS***

Students who are 14 or 15 years old may request a work permit. Students may get a work permit with the approval of his/her Assistant Principal. A student's grades must not suffer because of a job. Work permit paperwork may be obtained from the Student Office secretary.

### ***BEHAVIORAL EXPECTATIONS***

The Rockford Public School District is committed to providing each student with a quality educational program. This requires the school environment to be free of disruptions and distractions, which interfere with teaching and learning activities.

The district sets expectations for appropriate behaviors that contribute in a positive way to the school and community. A proper balance between student's rights and responsibilities is essential if the District is to provide educational experiences, which allow all students to develop their fullest potential.

The learning of self-discipline (responsibility for a person's own actions) is the ultimate goal of this district's discipline policy. Good discipline is not just a side issue but is one of the major purposes of education. The District operates on the premise that every student has the right to learn, every teacher has the right to teach and all staff has the right to be safe.

If students are to develop into responsible citizens for tomorrow, each must learn the art of self-discipline today. The majority of students in the District exhibit acceptable behaviors and understand the schools expectations for behavior.

The behaviors listed below go beyond the years a student is attending school. These are life-long behaviors and attitudes, which employers look for in the world of work. Students who have a high degree of self-discipline exhibit such behaviors as:

Positive self-concept	Cooperative attitude
Appropriate study behavior	Responsibility for own actions
Self-motivation	Guidance of own behavior
Consideration	Attentiveness
Self-control	

### ***CRIME STOPPERS PROGRAM***

When you see any weapons or drugs in school, on the bus or in the parking lot call 963-7867. You will receive \$50 for any weapon recovered or \$25 cash for any drug discovered. Students are eligible for cash rewards of up to \$1000 for furnishing information leading to the arrest against felony crime offenders.

**Note: Crime Stoppers is not meant to take the place of reporting campus problems or crime to the school office. Incidents that are an emergency in nature, or directly affecting the welfare of the student body and/or with an immediate necessity to report, must be done through the normal school channels.**

If such an immediate report fits the criteria for a Crime Stoppers reward, school officials can call Crime Stoppers with the information, a Crime Stoppers number will be issued, and a recommendation for a reward will be made which will still protect the reporter's identity.

Crime Stoppers is a citizen/police program designed to fight against crime. If the information leads to the arrest of a suspect, the caller is eligible for a

reward. Rewards are paid in cash ensuring the complete anonymity of the caller.

Students who have information about a crime should call Crime Stoppers at **963-7867**.

Students who call Crime Stoppers state what they know about a given crime, at which time they will be given a code number for identification purposes. If the information is useful East High School will be notified and given a number to match with the student's. The reward will be handed over by the counselor.

### ***STUDENT RESPONSIBILITIES***

The fact that enjoyment of rights carries with it the exercise of responsibility cannot be discarded. It is also true that failure to be a responsible person contributes to a weakening of rights. For students, the meaning of responsibility should be the freedom to experience consequences of action. In order to help students understand and implement desirable courses of action while in school and on campus, the following are set forth as desirable responsibilities to be undertaken:

1. The responsibility to OBEY SCHOOL RULES AND POLICIES
2. The responsibility to each student to RESPECT THE RIGHTS OF ALL OTHER STUDENTS WHO ARE INVOLVED IN THE EDUCATIONAL PROCESS.
3. The responsibility to have RESPECT FOR ONE'S SELF.
4. The responsibility to DEVELOP TOLERANCE OF THE VIEWPOINTS AND OPINIONS OF OTHERS AND TO RECOGNIZE THE RIGHT OF OTHER INDIVIDUALS TO FORM DIFFERENT POINTS OF VIEW.
5. The responsibility to UTILIZE THE LEARNING PROCESS EFFECTIVELY AND TO TAKE MAXIMUM ADVANTAGE OF EDUCATIONAL OPPORTUNITIES.
6. The responsibility to HAVE RESPECT FOR TEACHERS AND ALL OTHER ADULTS AS INDIVIDUAL PERSONS.
7. The responsibility to ATTEND SCHOOL DAILY, EXCEPT WHEN ILL, AND TO BE ON TIME AND PREPARED FOR ALL CLASSES.
8. The responsibility to DRESS SO TO MEET ORGANIZED STANDARDS OF DECENCY, HEALTH, SAFETY AND GOOD TASTE.

## **ATHLETIC/ACTIVITY INFORMATION**

### ***ACADEMIC ELIGIBILITY FOR ATHLETES***

#### **7.320 District 205 Academic Eligibility Co-Curricular Eligibility**

Co-Curricular activities include all athletic and non-academic activities sponsored by the Board of Education in middle schools and high schools. Student participation in these activities is encouraged provided students first meet certain academic requirements.

#### ***ELIGIBILITY***

In order to participate in co-curricular activities, students must meet the following requirements:

1. All students in grades seven (7) through twelve (12) who participate in co-curricular activities must have received a passing grade in a minimum of five (5) full credit courses\* and have achieved a minimum GPA of 2.00 the previous semester. (To include summer school, night school, and other accredited courses if available). Continued participation will require a student to be passing five (5) full credit classes on a weekly basis, with no unexcused absences.
2. For students receiving services under IDEA or Section 504 of the Rehabilitation Act of 1973, their IEP or 504 plans will be reviewed for proper implementation prior to determining eligibility. Should the review determine that the individual plan is appropriately implemented and that the student's ineligibility is unrelated to his/her disability, the student shall be held ineligible.

\* A full credit course is defined as a course for which a student receives 1.0 credit.

The Superintendent shall maintain such records as are necessary to ensure students compliance with this policy.

Any student not meeting requirements outlined above will be placed on probation and may continue to practice or participate but may not compete in any interscholastic games, events, or meets.

**ACTIVITIES COVERED UNDER ELIGIBILITY POLICY:**

**All sports:**

**Boys' Sports**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Swimming	Baseball
Golf	Wrestling	Tennis
Cross Country	Basketball	Track
Soccer	Bowling	
Scholastic Bowl	Scholastic Bowl	

**Girls' Sports**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Tennis	Basketball	Track
Cross Country	Bowling	Softball
Volleyball	Competitive Cheerleading	Soccer
Golf	Cheerleading	
Cheerleading	Pom Poms	
Pom Poms	Scholastic Bowl	
Scholastic Bowl		

If you have any specific questions, please feel free to call the East High School Athletic Department or the Athletic Department at the Rockford Board of Education Administration Building. Phone numbers are list below:

East High School Athletic Department	(815) 229-2110
Administration Building	(815) 966-3143

**High School Transfer Students:**

Please be reminded that if you are a District 205 High School student that chooses to transfer to another of our district high schools, you will be ineligible for athletic participation at the new high school for a period of one (1) year. This is in accordance with the IHSA By-Laws.

***ATHLETIC AWARDS***

The athletic awards are identified as follows:

**Major Letter** Will be received for each individual sport the athlete qualifies for. An Athlete will receive **one** major letter per sport in all years at East High School.

<b>JV Letter</b>	<u>One</u> JV letter <u>only</u> for all of the years the athlete is at EHS
<b>Soph Letter</b>	<u>One</u> sophomore letter <u>only</u> for all of the years the athlete is at EHS
<b>Numerals</b>	One set for all the years the athlete is at EHS

The second major letter award will receive a chevron, and a Varsity Letter Certificate.

The second award for JV, sophomore and freshman will be a Letter Award Certificate only.

A 4-year certificate goes to any senior athlete that has been out for that particular sport for all four (4) years.

## ***ATHLETIC CODE OF CONDUCT ROCKFORD PUBLIC SCHOOL DISTRICT #205***

### ***Part I***

#### ***Philosophy of Interscholastic Athletics***

Participation in interscholastic athletics is a privilege extended to all students by the Rockford Board of Education. The privilege of participating on an athletic team carries with it certain expectations beyond those found in the regular curricular program. Students choosing to be a part of athletic teams are expected to demonstrate high moral character, commitment to academics, and appropriate behavior both at school and in the community.

### ***Part II***

#### ***Purpose***

The purpose of the Athletic Code of Conduct is to practice the development of a healthful life style by student athletes. District #205 recognizes the harmful long-term physical, intellectual and emotional effects of mood-altering chemicals, alcohol and tobacco use. Out of this concern the code is established to help students in making positive choices, confirm and support existing state laws, assist those students in need, and emphasize the importance of citizenship.

### ***Part III***

#### ***School Rules and District Policies***

Conditions of this code complement existing school rules and district policies. The athletic code of conduct will not supersede the District #205 disciplinary guidelines, but will be enforced in conjunction with/or in addition to those

disciplinary guidelines. This code in no way restrains the authority of the administration or Board to impose suspensions or expulsions upon a student under its policies.

Student athletes are also subject to IHSA, Conference, and District athletic eligibility requirements.

#### *Part IV*

#### *Training Rules – Penalties for Violations*

##### **A. Illegal Drugs/Alcohol**

Students shall not use or be in possession of illegal drugs, look-alike substances, steroids, drug paraphernalia, or alcoholic beverages.

**First Offense:** Suspension for two weeks or two contests – whichever is greater. Mandatory substance abuse assessment by district approved agency, and compliance with recommendations of assessment. The school's Student Assistant Team Coordinator will initiate referral.

**Second Offense:** Suspension from all athletics for one calendar year from the date of the violation, mandatory substance abuse assessment by district approved agency, and compliance with recommendations of assessment. The school's Student Assistant Team Coordinator will initiate referral.

**Third Offense:** The Athlete will be removal from all interscholastic activities for the remainder of their high school career.

At no time will the Rockford Public Schools District #205 be responsible for any costs, fees or expenses incurred by the student or family in connection with any such treatment.

##### **B. Tobacco**

Students will not use or be in possession of tobacco in any form. Tobacco shall mean cigarettes, cigars or tobacco in any form, including smokeless tobacco which is any loose, cut shredded, ground, powered, compresses or leaf tobacco which is intended to be placed in the mouth without being smoked.

**First Offense:** The Athlete will be suspended for one week or one contest-whichever is greater.

**Second Offense:** Suspension for four weeks or four contests – whichever is greater.

**Third and Subsequent Offense:** The Athlete will be suspended from all athletics for one calendar year from the date of the violation.

##### **C. Theft/Vandalism/Destruction of School Property**

Students will not knowingly take property that does not belong to them, or commit such acts that deface or damage public or private

property. School issued equipment that is not returned in reasonable condition, is considered theft and/or destruction of property.

**First Offense:** Suspension for four weeks or four contents – whichever is greater. Retribution for property owned by District #205

**Second Offense:** The Athlete will be suspended from all athletics for one calendar year from the date of the violation. Retribution for property owned by District #205

**Third Offense:** The Athlete will be removed from all interscholastic activities for the remainder of their high school career.

Penalties for all violations occurring during the off-season will be enforced at the beginning of the next season in which a student participates. Penalties not completed will be carried over into the next season of participation. Students may be permitted to practice with their respective team during athletic suspension provided the penalty will be completed during that season, and with the approval of the head coach.

#### *Part V*

##### *Procedure – Violation Documentation - Reinstatement*

It is the responsibility and duty of school personnel to report infractions of the athletic code to the school's administration. Allegations of violations made by non-school sources and/or staff members must be in writing and signed by the reporting individual within two weeks of the alleged violation. Charges made by law enforcement officials will also be considered a source that a rule infraction has occurred. Action will be taken if violations are substantiated by evidence discovered through administrative investigation.

Students committing a violation of the athletic code will be notified by the school's administration and will have the opportunity to respond to the charges. Parents will be notified by certified mail of the violation and the appropriate consequences as outlined in the athletic code. The student or parent may request a review within five days of notification which five days of notification which will be arranged by school officials.

Reinstatement in the athletic program following the successful completion of all penalties will require a parent conference with the Athletic Director.

## *Part VI*

### *Due Process*

In the case of a review, the Principal will serve as chairman of the Review Committee, which will include the school Athletic Director, head coach of the in-season sport, or last sport of which the student participated, and the Director of Athletics. Further appeals may be made through the Director of Secondary Education, Superintendent of Schools, and eventually to the Board of Education District #205.

## *Part VII*

### *Voluntary Admission*

If a student seeks out a school official to admit a substance abuse problem, the student will be referred to the school's Student Assistant Team Coordinator. After undergoing a dependency assessment and compliance with assessment recommendations all penalties shall be waived. The student will be allowed to continue participating, however, this will count as a first offense. The voluntary admission option may not be used if the rule infraction is already known to school officials, and may only be employed for first offenses.

### *Distribution of Athletic Code*

In order for a student to be eligible for participation on a district sponsored athletic team, the student and a parent or guardian must attend one "Athletic Awareness" meeting. At least one meeting will be held prior to the beginning of each season for the purpose of explaining and signing of the athletic code of conduct, reviewing eligibility requirements, and to answer questions concerning the school's athletic programs in general. If attendance is impossible other arrangements must be made through the Athletic Director before a student will be allowed to participate. Coaches of all sports will also review the athletic code of conduct at the beginning of each season as a reminder to student athletes of their commitment.

### *Additional Training Rules*

Coaches are given latitude to establish additional rules for their sport governing inappropriate behavior, practice requirements, language, curfew and other guidelines not stated in the athletic code of conduct. Additional training rules must be submitted in writing prior to the beginning of the season for the Athletic Director's approval.

## ***SPECIAL INTEREST ORGANIZATIONS***

To meet the special interests of students, a variety of groups are sponsored by East High School. Some groups require enrollment in classes.

Band

Eco-Rabs

Key Club

Musical Productions            Natural Helpers  
Speech/Debate Club            Student Commission

Students may become eligible for and elected to the following organizations:

National Honor Society      French Honor Society      Spanish Honor Society

**Student Commission** – The student government body of East High. Student Commission plans and carries out social functions, elections and service projects to benefit East and the Community.

Membership is open to ALL currently enrolled East students. The Executive Board consists of the Student Commission officers and the Class officers chosen by their respective classes.

Student Commission officer elections are held the first of May after class elections.

**Class Officers** – Freshman elections will be held in the first or second week of school. The offices are President, Vice-President, Secretary and Treasurer. Applications for office will be available in the counseling office when school opens. These must be turned in by the date stated on the applications.

Elections for the sophomore, junior and senior class officers will be held in late April or early May. The same application procedure will be use, listen for announcement as to when they become available.

## **Board of Education Rockford Public Schools 2.260**

### **Uniform Grievance Procedure**

Students, parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the American with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
  
6. Equal Employment Opportunities Act (Title VII of the Civil

Rights Act), 42 U.S.C. § 2000e et seq.;

7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provision of services to homeless students.

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

#### 1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

#### 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of

his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints. 3. Decision and Appeal Within 5 school days after receipt of the Complaint Manager's report, the Superintendent shall render a written decision, which shall be provided to the Complainant as well as the Complaint Manager. Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Within 10 school days, the Board of Education shall render a written decision. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

Appointing Complaint Managers The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses and telephone numbers of current Complaint Managers.

<b>Name</b>	<b>Mrs. Colleen Cyrus</b>	<b>Mr. James Fehlhaber</b>
<b>Address</b>	<b>201 South Madison Street Rockford, IL 61104</b>	<b>201 South Madison Street Rockford, IL 61104</b>
<b>Telephone No.</b>	<b>815-966-3162</b>	<b>815-966-3225</b>

LEGAL REF: Age Discrimination in Employment Act (29 U.S.C. § 621 et seq.) Americans With Disabilities Act (42 U.S.C. § 12101 et seq.) Equal Pay Act, 29 U.S.C. § 206(d). Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq. McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq. Rehabilitation Act of 1973 (29 U.S.C. § 791 et seq.) Title VI of the Civil Rights Act (42 U.S.C. § 2000d et seq.) Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq. Title IX of the Education Amendments (20 U.S.C. § 1681 et seq.) Equal Pay Act of 2003, P.A. 93-0006. Victims' Economic Security and Safety Act, P.A. 93-591. 775 ILCS 5/1-101 et seq. 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27.1 and 45/1-15. 23 Ill. Admin. Code §§ 1.240 and 200-40. CROSS REF: 5.10, 5.20, 6.140, 6.170, 6.260, 7.10, 7.20, 8.70, 8.110 Adopted: June 11, 2002 Revised: October 28, 2003 December 14, 2004

## **Students**

### **Rockford Public Schools 7.15**

#### **Student and Family Privacy Rights**

Surveys All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Surveys Created by a Third Party 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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section 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. Survey Requesting Personal Information School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the 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(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any

student whose parent(s)/guardian(s) exercised this option.

Instructional Material A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. Physical Exams or Screenings No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited No school official or staff member shall 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(s)/guardian(s) 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, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary

schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards. Notification of Rights and Procedures The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: Protection of Pupil Rights, 20 U.S.C. §1232h. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/1 et seq.; ILCS 5/10-20.38. CROSS REF.: 2:260, 6:210, 6:220 , 6:260, 7:130  
Adopted: February 8, 2005 Revised: May 21, 2008 (correcting statutory citations only)

## **Rockford Public Schools 7.20**

### **Students Harassment of Students Prohibited**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks. Sexual Harassment Prohibited Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or students, parents, teachers, and others who have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal or Dean of Students for appropriate action. All Complaints and/or all verbal or written reports from parents, teachers, students or others (including local police department) of possible acts of sexual harassment within the District's educational environment and jurisdiction shall be promptly investigated in accordance with the procedures set forth in the Uniform Grievance Procedure (Board Policy 2.260). Complaints will be kept confidential to the extent possible. Any District employee who is determined, after investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students. If a sexually hostile environment is found to exist, the Superintendent will take steps reasonably calculated to end the harassment, to eliminate the hostile environment, and to prevent it from recurring. The Superintendent shall also ensure that the affected students are afforded their rights provided for under Title IX of the Education Amendments of 1972 which may include counseling and change of placement. Documentation of the District's investigation and action taken will be maintained and kept confidential to the extent possible. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. Complaint Managers shall be one of each gender. The Superintendent shall also inform staff members and students that the District will not tolerate sexual harassment or a sexually hostile environment by including this policy in the appropriate handbooks.

**Complaint Managers/Nondiscrimination Coordinators:**

<b>Name</b>	<b>Colleen Cyrus</b>	<b>Jim Fehlhaber</b>
<b>Address</b>	<b>201 S. Madison Street</b>	<b>201 S. Madison Street</b>

**Rockford, IL 61104**  
**Telephone No. 815-966-3162**

**Rockford, IL 61104**  
**815-966-3225**

LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. § 1681 et seq. 34 C.F.R. Part 106. 105 ILCS 5/10-22.5 and 5/27-1. 23 Ill. Admin. Code § 200.10 et seq. Davis v. Monroe County Board of Education, 119 S.Ct. 1661(1999). Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992). Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998). West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir. 2000). CROSS REF.: 2.260, 5.20, 7.10  
Adopted: October 28, 1997  
Revised: May 23, 2000  
December 14, 2004 February 12, 2008

## **Students**

### **Rockford Public Schools 7.180**

#### **Preventing 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 is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7.190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
  - b. 7.310, *Publications*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - c. 7.20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6.60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6.65, *Student Social and Emotional Development*.

4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously

and are not acceptable in any form.

9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

LEGAL REF.: 405 ILS 49/1 et seq. 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7. 23 Ill.Admin.Code §1.280. CROSS REF.: 2.240, 6.60, 6.65, 7.20, 7.190, 7.240, 7.310 Adopted: January 8, 2008

## **NOTICE TO PARENTS/GUARDIANS AND STUDENTS OF THEIR RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS**

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* shall include:

Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)

Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations

Attendance record

Accident and health reports

Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

Honors and awards received

School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)

- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)

- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit  
Completed home language survey

The *temporary record* may include:

- Family background information

- Intelligence test scores, group and individual

- Aptitude test scores

- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

- Elementary and secondary achievement level test results

- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

- Honors and awards received

- Teacher anecdotal records

- disciplinary information

- Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals

- Verified reports or information from non-educational persons, agencies, or organizations

- Verified information of clear relevance to the student's education

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 education records. They are:

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. 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 a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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(s)/guardian(s) or eligible student when notified of the right to a hearing.

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

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

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

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.**

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- 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. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

- 6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

- 7. 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.**
- 8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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