

GHS 2010-2011 Class Schedules

HIGH SCHOOL SCHEDULE:

First Bell	8:07	
1 st Period	8:10 - 9:00	(50 min.)
2 nd Period	9:03 - 9:53	(50 min)
3 rd Period	9:56 - 10:46	(50 min)
4 th Period/Lunch	10:49 - 11:39	(50 min)
5 th Period	11:42 - 12:32	(50 min)
6 th Period	12:35 - 1:25	(50 min)
7 th Period	1:28 - 2:18	(50 min)
8 th Period	2:21 - 3:11	(50 min)

JUNIOR HIGH SCHEDULE:

First Bell	8:07	
1 st Period	8:10 - 9:00	(50 min.)
2 nd Period	9:03 - 9:53	(50 min)
3 rd Period	9:56 - 10:46	(50 min)
4 th Period	10:49 - 11:39	(50 min)
5 th Period/Lunch	11:42 - 12:32	(50 min)
6 th Period	12:35 - 1:25	(50 min)
7 th Period	1:28 - 2:18	(50 min)
8 th Period	2:21 - 3:11	(50 min)

CONTACT INFORMATION: Sarah E. Emery, Superintendent
Grayville CUSD # 1
Grayville Junior/Senior High School
728 W. North St.
Grayville, IL 62844
(618) 375-7114 or (618) 375-6521

ASBESTOS NOTIFICATION: In accordance with the Asbestos Hazard Emergency Response Act (AHERA Public Law 99-1519) the Grayville District has developed and is maintaining an asbestos plan. Anyone interested may, upon request to the Superintendent, review the plan at the District office. The plan is available for public inspection in accordance with AHERA.

GRAYVILLE MISSION STATEMENT

The purpose of Grayville CUSD #1 is to encourage the physical, social, emotional and academic well-being of the students in their efforts to meet state standards through the partnership of students, staff, parents and community in a supportive, caring and learning environment that focuses on developing self-directed, lifelong learners, as they are evaluated as functional members of society.

SCHOOL CALENDAR

A calendar of events and important dates will be posted in the office.

AUGUST	16	Teacher Institute Day (No Pupil Attendance)
	17	First Day of Classes – until 10:00 a.m.
	18	First Full Day of Classes
SEPTEMBER	6	Labor Day (No School)
	15	Mid Term 1 st Quarter
	17	School Improvement Day – Early Dismissal
	22	School Pictures
OCTOBER	8	Parent/Teacher Conferences (No Pupil Attendance)
	11	Columbus Day (No School)
	15	End of 1 st Quarter
	18	2 nd Quarter Begins
	29	Teacher Institute Day (No School)
NOVEMBER	9	Picture Retake Date
	11	Veterans Day (No School)
	17	Mid-Term 2 nd Quarter
	19	No School
	24	Thanksgiving Holiday (No School)
	25	Thanksgiving Day (No School)
	26	Thanksgiving Holiday (No School)
DECEMBER	3	School Improvement Day – Early Dismissal
	21	End of 2 nd Quarter
	22	Christmas Holiday Begins
JANUARY	3	Teacher Institute Day (No Pupil Attendance)
	4	Classes Resume
	4	3 rd Quarter Begins
	17	M.L. King’s Birthday (No School)
FEBRUARY	7	Mid-Term 3 rd Quarter
	18	School Improvement Day – Early Dismissal
	21	No School
MARCH	4	Parent-Teacher Conference – No School
	11	End of 3 rd Quarter
	14	4 th Quarter Begins
	23	Spring Pictures
APRIL	13	Mid-Term
	21-26	SPRING BREAK
MAY	19	Teacher Institute Day (No Pupil Attendance)
	20	Last Day of School (If no snow days used)

The above dates will be adjusted to accommodate No School due to emergency or snow days
 Graduation Dates will be set at the March School Board meeting.

TABLE OF CONTENTS

MESSAGE TO STUDENTS & PARENTS -----	7
STUDENT CONDUCT -----	9
CLOSED CAMPUS -----	10
PROGRESS REPORTS -----	10
SEX EQUITY -----	10
EQUAL OPPORTUNITY -----	10
FREE AND APPROPRIATE EDUCATION -----	10
ACCIDENTS -----	10
ARRIVAL AND DEPARTURE FROM SCHOOL -----	11
ATTENDANCE INFORMATION -----	11
SCHOOL SAFETY TIP LINE -----	11
ATTENDANCE POLICY -----	11
PROCEDURE FOR STUDENT RETURNING TO SCHOOL -----	12
EXCUSED/UNEXCUSED ABSENCES -----	12
MAKE UP WORK -----	13
LEAVING SCHOOL -----	13
CALL IN ABSENCES -----	14
TRUANCY -----	14
TARDINESS -----	15
PARTICIPATORY AND/OR ATTENDANCE -----	15
EXEMPT FROM TAKING SEMESTER EXAMS -----	16
BOOK/LOCK RENTAL -----	17
BUS CONDUCT, RULES & REGULATIONS -----	17
CAFETERIA INFORMATION -----	19
FREE AND REDUCED LUNCHESES/BREAKFAST -----	19
COLLEGE OR POST-SECONDARY VISITATION -----	20
DANCES -----	20
DELIVERY OF GIFTS -----	20
EMERGENCY DISMISSAL DAYS -----	21
EMERGENCY DRILLS -----	21
EMERGENCY FORM -----	21
FEES -----	21
FIELD TRIPS -----	21
GRADING SYSTEM -----	22
OBJECTIONABLE MATERIAL -----	22
HONOR ROLL SYSTEM -----	23
HEALTH SERVICES -----	23
DROP DATE FOR CLASSES -----	23
CLASS DETERMINATION -----	23
GRADUATION REQUIREMENTS -----	23
JR HIGH PROMOTION/RETENTION -----	25
HOMEWORK -----	25
INSURANCE AND INSURANCE CLAIMS -----	26
INTERNET USE -----	26
LOCKER RULES AND REGULATIONS -----	26

LOST AND FOUND -----	27
NON-DISCRIMINATION STATEMENT -----	27
PARKING RULES & REGULATIONS -----	28
PAYING WITH PERSONAL CHECK -----	29
PHYSICAL EDUCATION -----	30
PHYSICAL EXAMINATIONS, IMMUNIZATIONS & MEDICATION -----	30
REQUESTED SUPPLIES -----	30
SCHOOL CALENDAR -----	30
SCHOOL PICTURES -----	30
SCHOOL POLICIES -----	31
BELLS -----	31
ENTERPRISES -----	31
HALL PASSES -----	31
SCHOOL RULES -----	31
DISCIPLINE -----	31
CORPORAL PUNISHMENT -----	31
DETENTION -----	31
STUDENT DISCIPLINE-----	32
SUSPENSIONS/EXPULSIONS -----	33
TEACHER ASSIGNED DETENTION STUDY HALL/NOON -----	34
AFTER SCHOOL DETENTION -----	34
SATURDAY DETENTION -----	35
IN-SCHOOL SUSPENSION -----	35
ACTIONS & SITUATIONS NOT PERMITTED AT SCHOOL -----	35
BEHAVIOR PROBLEMS -----	36
STEPS TAKEN FOR VIOLATION OF FOLLOWING RULES -----	37
POSSESSION OF FIREARM -----	37
POSSESSION OF WEAPONS -----	37
POSSESSION OF POCKET KNIFE -----	38
USE OR POSSESSION OF TOBACCO -----	38
FOOD & BEVERAGES -----	39
FIGHTING -----	39
INSUBORDINATION/DISRESPECT TOWARDS STAFF -----	39
THEFT -----	40
FORGERIES/CHEATING -----	40
THREATS TOWARD STAFF -----	40
VANDALISM -----	40
STEALING -----	40
PROFANITY -----	40
MISSED DETENTION -----	41
SEXUAL HARASSMENT -----	41
VERBAL/WRITTEN THREATS -----	41
BULLYING -----	42
SEXUAL HARASSMENT -----	43
CHILD ABUSE & NEGLECT -----	43
USE OF DRUGS/CANNABIS/ALCOHOL/CONTROLLED SUBSTANCES ---	43
SEARCHES -----	46

ATHLETIC EVENTS -----	49
BOY/GIRL RELATIONSHIPS -----	50
DRESS AND CONDUCT CODE -----	50
APPEAL PROCESS -----	51
SCHOOL /STUDENT RECORDS -----	51
STUDENTS WHO NEED EXTRA HELP -----	52
SUBSTITUTE TEACHERS -----	52
TELEPHONES -----	53
VISITORS -----	53
WITHDRAWAL FROM SCHOOL -----	53
VIDEO CAMERAS -----	53
STUDENT ATHLETIC HANDBOOK -----	54
COVERAGE -----	53
ASSOCIATIONS AND CONFERENCES -----	54
SCHOOL ATTENDANCE -----	55
EXTRA-CURRICULAR PARTICIPATION -----	55
SCHOLASTIC ELIGIBILITY -----	56
GROOMING/DRESS POLICY -----	56
TURNING OUT FOR A SPORT -----	57
PRACTICE RESPONSIBILITIES -----	57
PHYSICAL EXAM, INSURANCE & BIRTH CERTIFICATE -----	57
LOCKER ROOM -----	57
ATHLETIC EQUIPMENT -----	58
SCHOOL EQUIPMENT/FACILITIES -----	58
OUTSIDE PARTICIPATION IN ATHLETICS -----	58
INJURIES -----	58
DISCIPLINARY ACTION -----	59
FIGHTING -----	59
DRUGS/CANNABIS/ALCOHOL/TOBACCO -----	59
DISAGREEMENTS WITH DISCIPLINARY ACTION -----	60
GAMES/MEETS -----	60
TRAVEL -----	60
CONFLICTS IN ACTIVITIES -----	61
SUMMARY -----	62
SENIOR CLASS TRIP POLICY -----	62
NATIONAL HONOR SOCIETY -----	63
NON-ACADEMIC & ACADEMIC ACTIVITY ABSENCE FORM EXAMPLES -----	64

**GRAYVILLE COMMUNITY UNIT SCHOOL DISTRICT #1
STAFF AND FACULTY**

ADMINISTRATION

Sarah Emery----- Superintendent/ Principal
Gary L. Barbre ----- Elementary Principal
Marlene Williams ----- Bookkeeper

INSTRUCTIONAL STAFF

Jacqueline Alldredge -----JH Science/English
Marc Anderson ----- Agriculture
Barry Banks ----- Chemistry/Physics/Math
Robert Black ----- HS English
David Burrows -----Technology
Kevin Fuller ----- Business/Computers
Allison Fields -----Band/Choir
Sherry Funkhouser ----- Biology/Anatomy/Health
David Glover----- HS Math
Bill Hamilton -----/HS PE/History/Geography/Drivers Ed/AD
Brian Hucker----- Government/JH Social Studies
Cindy Kiehl----- Home Economics/Guidance
Tom Kiehl----- World History/Spanish/English
Tommi Rock ----- JH/HS Special Education
Wilda Sefton ----- JH/HS Special Education
Heather Taylor-----JH/HS Math
Jamie Tillotson -----JH/HS Special Education
Kevin Wolff -----JH/HS P.E.
Karin Wiggins ----- English

OFFICE

Rita Rhinehart----- JR/SR High Secretary
Julie Schoenheit-----JR/SR High Secretary

CUSTODIAN

Terry Haywood ----- Custodian
Richard Hall ----- Custodian
Adam Roesch ----- Custodian

SCHOOL FOOD SERVICE

Stacey Tate Esther Martin Sherry Bowland

BUS DRIVERS

Kenny Worley Jim McFarland

A MESSAGE FOR OUR STUDENTS AND PARENTS

***The Grayville CUSD #1 Board of Education reserves the right to amend this handbook at anytime.**

This handbook is designed to give, in convenient form, important information about our school. It is hoped that it may assist our students adjusting to the school's general procedures, ideals, and traditions. In the acceptance and application of these policies, students should remember that they are part of a unit and that the way each situation is handled determines the effectiveness of the whole. Students are REQUIRED to read this book carefully and keep it for references throughout the year.

The staff feels that you, the parent or legal guardian, should likewise be offered the opportunity to read and be familiar with the rules and guidelines set forth by the Board of Education to achieve the educational goals of the Grayville School System.

NOTE TO PARENTS

This handbook is issued in order that students and parents become familiar with the general policies of the school. It contains information that should be known by all those connected with the school. Sometimes you may have to contact another office due to the closing of an office during noon period. The numbers are 375-7214, 375-7114 or 375-6521.

1. PUPIL-TEACHER-PARENT CONFERENCES - At no time should you be in doubt of your child's progress. You are notified of their progress through the report card and warning slips. If you still have questions or feel that there has been a misunderstanding, please call the school for an appointment with the teacher, counselor or principal. Students who wish to talk with a teacher about any problem should request a conference with the teacher before or after school, or at a time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings.
2. ACCIDENTS AND ILLNESS - The school will make every effort to inform the parents of any accident or illness occurring at the school that may need care or observation at home. However, no student will be sent home unless a responsible adult is there to receive him or parental permission has been obtained.
3. DISCIPLINE - Good discipline originates in the home. The parent is the first teacher of the child and should develop in their good behavior habits and proper attitudes toward school. A parent should:
 - A. Recognize that the teacher takes the place of the parent while the child is in school.
 - B. Teach the child respect for the law, authority, the rights of others, and for private and public property.
 - C. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
 - D. Work with the school in carrying out recommendations made in the best interest of the child including discipline.

- E. Talk with the child about school activities; show an active interest in their report cards and progress.
 - F. Showing interest and support at home are important to your child's success.
 - G. Please check in with the principal's office when you visit school or during an unscheduled pickup.
 - H. Notify the school each day a student is absent.
 - I. Assure your child is in school so he can learn.
 - J. Any student who moves to a new address or has a change of phone number should report this change to the office immediately.
4. Parents are hereby notified that in accordance with state and federal law special education services are offered at Grayville CUSD #1 and may receive a copy of the WOVSED agreement.

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois Stated Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School district in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

1. **Public Act 91-0525 (SB #529) IPM in Schools**, requires schools to adopt Integrated Pest Management (IPM) indoors and to notify in writing parents, guardians, and school employees two business days prior to indoor pesticide applications. The Department of Public Health defines IPM as “a program that combines preventive techniques, non-chemical pest control methods; and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment.”

Public Act 91-0099 (SB #527) Parents Right-to-know, which took effect August 15, 1999, requires schools to notify parents and guardians in writing two business days prior to pesticide applications outdoors.

STUDENT RESPONSIBILITIES/STUDENT CONDUCT

Students have specific responsibilities in order for a school to provide educational opportunities to all students. Some of these responsibilities are:

1. To become informed of and adhere to reasonable rules and regulations established by local board of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from disobedience or misconduct or behavior that materially or substantially disrupts the educational process.
7. To maintain the best level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and school sponsored activities.
9. To be wherever one's assignment is.
10. Bring necessary materials to school (books, pen, paper, etc.)
11. To practice courtesy to other students and school staff.
12. Be responsible for one's behavior at all times.
13. Be dismissed by the teacher and not the bell.
14. Respect property. Use property as it was designed. Do not lean back in chairs, sit on tables, etc.
15. Pass between classes in an orderly manner.
16. Do not deface the building, walls, chairs, etc.
17. Common respect dictates the students call teachers Miss, Mrs., or Mr., and their name at all times, on and off the school grounds.
18. Eating candy and food or drinking soft drinks in the classrooms or hallway during school time is forbidden unless specific permission is obtained by the teacher. Consumable items will be allowed in designated areas during lunch.

19. Above all, what you get out of school (success) will be directly related to the effort you put into the class: No effort generally equals no success, while effort equals success.

CLOSED CAMPUS

The junior high school building operates under a "closed campus" policy. "Closed campus" means no student will be permitted to leave the school grounds upon arrival. Only parents and/or guardian may take junior high students to lunch without prior administrative authorization.

PROGRESS REPORTS

Quarterly progress reports will be mailed home for students when a student has a grade of D or F. Parents should pay careful attention to the student's progress and contact the school if a Parent-Teacher conference is requested by the teacher or if the parent would like to know the student's progress and/or grade anytime during the school year.

Progress reports will be issued as follows: 1) during the middle of the 1st grading period, 2) if student has a D or begins failing causing a significant drop in the grade, or study habits that are causing a significant drop in the student's grade, 3) other times at teacher's discretion, 4) as often as necessary for the parent to know the progress or lack of progress of the student.

SEX EQUITY

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

EQUAL OPPORTUNITY

Grayville Community Unit School District #1 shall not discriminate against anyone based upon race, color, creed, national origin, sex, disability or other factors as applicable. The district shall accommodate disabled parents/guardians at meetings or any extra curricular activity.

FREE AND APPROPRIATE EDUCATION

Grayville Community School District #1 hereby makes notification of the right of all disabled students to a free, appropriate public education.

ACCIDENTS

All accidents and injuries are to be reported to supervising teachers and to the office immediately. (See insurance claims).

ARRIVAL AND DEPARTURE FROM SCHOOL

6TH - 12TH GRADES: 8:00 a.m. - 3:11 p.m.

Breakfast will be served between 7:45 and 8:00 only. Junior/Senior High School students may eat from 7:45 - 8:00 in the cafeteria.

Junior/Senior High School students should not arrive at the high school before 7:45 am or when the bus arrives. During inclement weather, Junior/Senior High students may enter the inside foyer prior to 7:45 am.

ATTENDANCE INFORMATION

NOTE TO THE PARENT: Good schoolwork depends to a large extent on punctual and regular attendance. It is imperative that a student must be in class if one expects the student to master the learning activities of the class. Lack of interest and lack of ability to carry on schoolwork can result from irregular attendance. Make-up work cannot completely take the place of regular classroom work and the interaction between students and teachers in the classroom. You must assume a share of the responsibility for the regular attendance of children at school.

On days when it is necessary for your child to be absent from school please call the office at Jr/Sr High School at 375-7114 BEFORE 9:00 A.M. AND REPORT YOUR CHILD'S ABSENCE.

SCHOOL SAFETY TIP LINE

The Illinois State Police will administer the School Safety Tip Line, which will provide a means for students to report threats of violence and weapon violations on school grounds. The Statewide toll free number is 1-800-477-0024 will be physically answered at the ISP communications center in Springfield, IL.

If it is an immediate crisis dial 911.

Please report any potential violent situations, drug activity in the school and weapons, to the district administrators. Your cooperation is essential for a safe school.

ATTENDANCE POLICY

A school must insist upon regular and punctual attendance of students. The admittance to, and the continued attendance in public school is a PRIVILEGE dependent upon compliance with the laws of Illinois and the rules and regulations of the Board of Education of Grayville Community Unit District #1. Irregular attendance leads to the loss of interest, low or failing work, and discouragement. The responsibility for a student to be a regular punctual citizen rest upon the student and the parents.

In accordance with Illinois School Law, to verify absences for students K-12 and to improve communications with parents, parents will be contacted between 8:00 a.m. and

10:00 a.m. if your child is absent from school the first hour of the day and the school office has not been notified in advance of the absence.

Phone calls or notes from parents or legal guardian are required to prevent an unexcused pass from being issued and must be received no later than the day following the absence.

PROCEDURE FOR STUDENT RETURNING TO SCHOOL:

A daily office memo will indicate whether the student was excused or unexcused the day of the student's absence. These students must present a note signed by parent/guardian indicating reason for absence and dates absent to obtain an admit slip. If forgotten, the written note must be obtained within forty-eight (48) hours. (Your absence from school will be unexcused if you do not present a signed note)

If any student returns to school during the school day, or comes to school at any time other than the beginning of the school day, he should come to the office and sign in.

EXCUSED/UNEXCUSED ABSENCES

Students shall have the opportunity and responsibility for all make-up work for excused absences. For an unexcused absence, students may not make up work and a zero is recorded in that teacher's grade book for the missed period. It is the responsibility of the student/parent to provide documentation for excused absences.

Administration reserves the right to determine whether an absence is classified as excused, unexcused or truant.

GRAYVILLE CUSD #1 discourages parents or guardians from letting the student(s) take off during the school day except for excused days.

EXCUSED ABSENCES: The following are excused absences

1. Sickness - First 5 days nonconcurring in a semester (Note required to prevent unexcused absence) Counts toward the 5 days absentee policy.
2. Medical Appointments - Not counted toward 5-day limit (Note from Doctor required) Please make appointments after school or on Saturdays
3. Bereavement Days: Students shall be allowed three (3) days per incident for absence connected with the death of a parent or sibling; and two (2) days absence for grandparents, cousins, uncles, aunts, nieces and nephews. Bereavement days will not be included in determining semester exam exemption and will not count toward the 5 day limit.
4. Family emergency: Depending upon the circumstances of the family emergency. May or may not count towards the 5 day policy.
5. Chronic illness. Any illness beyond 5 days that is chronic shall not count toward the 5 days if a physician's statement is provided.
6. Administration reserves the right to discretionary approval for absences from school over 5 days in a semester.
7. Specific family pre-arranged requests. These shall count towards the 5-day policy.

UNEXCUSED ABSENCES (Examples but not limited to)

1. Vacation (unless excused by the Principal)
2. Suspensions
3. Truancy
4. Hunting or shopping trips
5. Unauthorized activities
6. Oversleeping and/or missing bus
7. Any absence during the school day if the student fails to check out through the office
8. At the administrations discretion student's absence due to mechanical failure of their own transportation.
9. When a student has been absent more than 10% of the previous 180 days enrolled without valid cause, the absence will be considered unexcused. All absences over this limit will require physician's verification of reason for the absence.
10. Removal from class due to disruptive behavior
11. Junior/Senior skip day

MAKE UP WORK

1. If a student is absent from class on the days of an announced test, quiz, assignment or project, he shall make up that test or turn in the assignment that was due that same day the student returns to school.
2. Any assignments made during an excused absence, the students are to make arrangements for make-up work within three (3) attendance days.
3. A student who has been absent from school will contact his teachers upon return to school to arrange for make-up work as they bring the absentee slip to each individual teacher.
4. When an absence is anticipated, the student shall arrange to do the work in advance to prevent extensive make-up work. Students who do not make up the work missed in the designated period of time will receive an "I" - incomplete. After one (1) week, the "I" becomes an "F".
5. Parents may make prior arrangements for a student's absence. Students must have the pre-approval memo signed by all instructors to receive an excused absence. Students must do all assignments to receive pre-approval from teachers.

LEAVING SCHOOL

To obtain permission to leave school during the day requires a note from parent and is granted by the principal only. After receiving permission, the senior high school students must sign out on the sign-out sheet provided in the office. Junior high students parent or guardian must sign the student out in the office before the student is allowed to leave at any time.

Students who desire to leave school during the day must obtain permission in the principal's office, preferably before 8:00 am. In case a student becomes ill, he should secure permission from his teacher to go to the Principal's office. In no case is a student to leave school during the day without signing out in the office.

ALL TEACHERS HAVE BEEN INSTRUCTED NOT TO EXCUSE A STUDENT FROM CLASS TO AN ADULT WITHOUT SPECIFIC PERMISSION FROM THE SCHOOL OFFICE. ALL PERSONS WISHING TO SEE A STUDENT DURING SCHOOL HOURS MUST REPORT TO THE OFFICE. IF ANY STUDENT RETURNS TO SCHOOL DURING THE SCHOOL DAY, OR COMES TO SCHOOL AT ANY TIME OTHER THAN THE BEGINNING OF THE SCHOOL DAY, THEY MUST COME TO THE OFFICE AND SIGN IN.

WHEN THE DISMISSAL BELL RINGS AT THE END OF THE DAY, ALL STUDENTS ARE TO LEAVE THE BUILDING IN A QUIET, ORDERLY MANNER. Students are not to loiter in the halls or to re-enter the building after leaving unless it is an emergency or requested by staff.

CALL IN ABSENCES

When students are sick and cannot report to school parents are asked to call the school at 375-7114 for junior / senior high school students between 7:45 am and 9:00 am. We are required by law to call and check on any student who is absent if the parent has not called the school. On returning to school, the student must present a note from the parent(s) explaining the absence and signed by them. Written notes must contain the following information:

1. Date of note
2. Student's name
3. Date of absence
4. Reason for absence
5. Parent's signature

TRUANCY

It is our belief that students tend to do better in school when they are, in fact, in attendance. We therefore encourage students to attend on a regular basis.

The Board of Education believes that regular and punctual attendance is necessary for academic progress. It is felt that five (5) days absent from school is excessive during a term.

The responsibility of how a student handles the five (5) day limit rests entirely upon the home and the individual student. Letters will be sent to parents.

The following definitions are terms, which apply to students frequently absent from school

Truant - a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause - a child may be absent from school because of illness, observance of religious holiday, death in the immediate family or family emergency.

Chronic or habitual truant - a child who is subject to compulsory school attendance who is

absent without valid cause from such attendance for five (5) absences in a 9-week semester.

Truant Minor - In keeping with 26-2A of the Illinois School Code, a truant minor will be considered chronic truant to whom resources and supportive services have been promised and failed in remediation of the chronic truant minor. No chronic truant minor will be suspended for truancy until some or all of the following services are offered and failed or refused:

1. Conference with parents, student and probation officer of application.
2. Referral to truant officer.
3. Referral to public aid or community counselor.

The first step in dealing with the problem of the truant will be when the principal contacts the parent.

If these measures prove ineffective and the behavior persists, the matter will be referred to the Truant Officer of the Educational Service Region and/or Juvenile Officer of the county. If the student's attendance does not improve, the matter should be referred to the Superintendent for evaluation of the case for possible referral to the States Attorney for prosecution, and/or suspension/expulsion from school.

TARDINESS

No student should be in the hallways the first and last 10 minutes of a class period without office permission. Students are to be in their seats ready for work before the tardy bell sounds. Passing times are of sufficient length that no difficulty should be experienced in reporting to classes promptly. In the event of tardiness at the start of the school day or returning to school from lunch, students must check in through the office, before reporting to class. For every three (3) tardies an after-school detention will be assigned. Tardies will start from zero at the beginning of the second semester.
THREE TARDIES FROM LUNCH WILL RESULT IN A LOSS OF OPEN CAMPUS PRIVILEGES FOR ONE WEEK. SECOND OFFENSE WILL RESULT IN LOSS OF OPEN CAMPUS PRIVILEGES FOR 20 DAYS.

PARTICIPATORY AND/OR ATTENDANCE

Attendance and academic performance are closely related. Regular attendance is essential as the student misses an important part of his instruction when not in school. The Jr/Sr school attendance policy is designed to develop student responsibility and to promote the education of each student.

It is critical to the educational process that each student be present for instruction and actively participates in class activities. The pedagogical rationale is that grades are composed of the aggregate of academic achievement reflected by testing, papers, participation and attendance. Individual teachers will give the student an outline regarding the impact of participation, testing, papers, quizzes and absences on a course grade. Each student is accountable for his or her grade through his or her effort, attendance, punctuality and

participation.

Consequently, tests, quizzes, participation and absence(s) will have an effect for the student's quarterly grade; positive or negative depending upon the student's efforts. Under no circumstances will a student be denied credit for work and tests completed in accordance with the completion guidelines established by each teacher. However, teachers will not establish policies that demonstrate a disproportional amount of the grade to participation and/or attendance. Reducing grades unrelated to academic conduct is unacceptable as this will result in a skewed and inaccurate reflection of the student's academic performance.

All absences from school or class will count toward the five (5) allotted days except those listed below:

1. Participation in school sponsored activity
2. An illness verified by a doctor's note as soon as returning to school
3. Religious holidays
4. Immediate family (only) member funeral days
5. Chronic or emergency illness as verified by a physician
6. Other absences due to unusual conditions as approved by principal or identified in Excused Absences.

EXEMPT FROM TAKING SEMESTER EXAMS

ALL STUDENTS WILL TAKE SEMESTER EXAMS AT THE END OF THE 1ST SEMESTER. Students will be required to remain in class the full duration of the period except for the period prior to lunch and the last period of the day where students will be required to remain in class for the exam for one hour. Students may be exempt from the 2nd Semester exams. The following is the policy for being exempt from semester exams:

1. Students with an A and above average will have an exemption to take the final exam barring no unexcused absences and 3 or less excused absences. The B and above student with 2 or less excused absences may opt out of the final exam. The A & B student is encouraged to take the final exam but it will not negatively impact the original semester average. The student may take the exam but it will be calculated only if it improves the student's semester average. Students may request to see their grade average when notified of being exempt.
2. Exemption is a privilege that is granted as a reward for good attendance and good grades. School related activities and bereavement days are not counted as an absence. All other absences will count toward the two days. Medical related absences, (with proper medical documentation) will be considered by the administration on a case by case basis. Any suspension (In-school or Out-of-School) during the grading period will require the student to take all exams regardless of G.P.A. or attendance. Any unexcused absence will result in student having to take exams.
3. Students with split grades (i.e. B/A) are encouraged to take exams in an effort to earn the higher grade. Taking the exam would not impact the grade with a negative result. A/B students may request to look at their grade.

4. Failure to take a required exam in any class will result in an "F" and the loss of credit for the semester in that class.
5. Students that have half semester classes (i.e. Geography/Keyboarding, Government/Resource Management) must take exams both semesters and are not eligible for any semester exam exemption.
6. All other attendance policies remain unchanged and in effect.
7. Students who are exempt will not be required to be in class during semester exams. (i.e. open campus for exempt students)
8. Semester exams apply to the High School only.

BOOK/LOCK RENTAL

Textbook and lock rental fees are collected on registration day. Book and lock rental fees for Grades 6 - 12 will be TBA.

Books and locks used by your child while enrolled in our school are borrowed materials. Students are responsible for all issued books and locks until returned to the office or instructor.

Textbook fee waivers will be granted based upon Free and Reduced lunch eligibility.

THERE WILL BE A REPLACEMENT CHARGE FOR ANY STUDENT WHO LOSES OR DAMAGES ANY BOOK THEY ARE ISSUED AT THE BEGINNING OF SCHOOL. ANY UNPAID BALANCES OR RESTITUTION CHARGES WILL BE REFERRED TO THE STATE'S ATTORNEY.

BUS CONDUCT, RULES AND REGULATIONS **BUS CONDUCT & SAFETY AS PER PA 91-222**

School bus regulations must be obeyed at all times. The bus driver is in charge of all students on his or her bus and should be shown proper respect and courtesy. Loud and boisterous behavior on the buses will not be tolerated. This is distracting to the driver and could result in a serious accident. Students who willfully disobey the directions of the bus driver will lose the privilege of bus transportation. Bus drivers also have the privilege to assign students to specific seats. The bus drivers have been instructed to refer unruly students to the principal. In cases of gross disobedience or misconduct of a student who rides the school bus, the Administration may immediately suspend the student's privileges to ride the bus for up to ten (10) days. Permanent removal from a bus route may be approved by the school board for excessive or gross misconduct. The parent will receive a copy of each bus report and when the student is to be excluded.

Gross disobedience or misconduct providing just cause for immediate suspension or denial of the privilege of riding the school bus shall include:

1. Possession or use of drugs, alcohol, cannabis, or tobacco on the bus.
2. Willful injuries or threat of injury to a bus driver or to another rider.
3. Repeated use of profanity in the presence of the bus driver or other riders.

4. Possession of a dangerous or potentially dangerous weapons and/or look-alikes.
5. Repeated willful disobedience of directives given by the driver.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
7. Having had in their possession a gun will warrant expulsion from school for up to two calendar school years as per federal guidelines.

BUS RULES AND REGULATIONS

1. Be on time at the designated school bus stop - help keep the bus on schedule.
2. Stay off the road at all times while waiting on the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching the place where the bus stops.
5. Do not move toward the bus at the school-loading zone until directed by driver.
6. Keep hands and head inside the bus at all times after entering and until exiting the bus.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking and laughing or unnecessary confusion diverts the bus driver's attention and may result in a serious accident.
9. Treat the bus equipment as you would valuable furniture in your own home.
10. NEVER tamper with the bus or any of its equipment.
11. Keep all books, packages, coats and other objects out of aisles.
12. Leave no books, lunches or other articles on the bus.
13. Do not throw anything out of the bus window.
14. Do not leave your seat while the bus is in motion. THIS MEANS NO STANDING OR KNEELING IN THE AISLES, SEATS OR IN FRONT OF SEATS.
15. Be courteous to fellow pupils and the bus driver.
16. Be ABSOLUTELY QUIET WHEN APPROACHING A RAILROAD CROSSING.
17. In case of a road emergency, remain in the bus until instructions are given by the driver.
18. At a discharge point where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
19. Always look after the safety of younger students.
20. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
21. Be alert to a danger signal from the driver.
22. On other trips obey the chaperon appointed by the school.
23. No student should be subjected to an unpleasant atmosphere on the school bus.
24. All Electronic Devices, including cassette players and CD players, and all other items not usually used at school are not allowed on the bus by students

for daily routes to school. If these items are found on the bus by the driver or the person in charge, they are to be turned in to the office.

25. NO eating, including candy (lollipops), or drinking on bus routes.
26. No "over-friendliness" between boys and girls.
27. Pupils should report any damage to the bus at once to the driver.
28. Pupils are not to use the emergency door except in emergency situations.
29. No chewing gum on any bus.
30. Students may not change buses or change their place of unloading from the bus without permission from their parents and notification from the school office.
31. Only passengers approved by the school office shall ride the buses.
33. There will not be any unruly behavior at bus pickups or on the bus.

CAFETERIA INFORMATION

CLOSED CAMPUS - GRADES K - 8

OPEN CAMPUS - GRADES 9 - 12

The cost for lunch will be \$1.75 daily for students in 6th through 12th grades. Students bringing their own lunches should also eat in the cafeteria. Milk can be purchased for \$.25 per carton.

Breakfast will be served in the cafeteria daily from 7:45 - 8:00 a.m. for grades 6-12. The price of each breakfast will be \$.75 daily for grades 6-12.

Students are to refrain from horseplay in lines and in the cafeteria. Stay in line and do not cut ahead of others. Students are to keep their hands and feet to themselves. Playing with food, throwing things, smashing milk cartons, etc. is strictly forbidden. Inappropriate behavior may result in a disciplinary referral.

FREE AND REDUCED LUNCHES/BREAKFAST

If a serious financial problem exists in your home, your child/children may qualify for free or reduced lunches/ breakfast during the school year. In order to find out if your family qualifies, you must secure an application from the School Office, fill it out completely and return it to the school office as soon as possible. This may be completed upon school registration.

Federal legislation requires that schools participating in the school nutrition programs conduct random or focused sampling for purpose of verification of free and reduced meal applications. Documentation will be needed to support these applications selected for verification. If your financial situation changes at any time during the school year, you need to notify the school office. If you feel your child will qualify and wish them to receive free or reduced lunches/breakfast at the beginning of school, it is most important to get your application on file to see if they qualify.

COLLEGE OR POST-SECONDARY VISITATION

A junior and senior student may, after completing the following procedures, take a day during school for the purpose of visiting a college or post-secondary school he/she plans to attend. Three visits (cumulative over junior/senior year) will be the maximum for students in good standing and with an acceptable attendance record. Students attending a college visit will not be counted absent bearing verification of the visit.

The following procedures must be adhered to:

1. Initiate the request through the Principal, who is the only person who can excuse you for a college visit.
2. Have a written statement from home that parents give their permission for said visit.
3. Three (3) day notice in advance of visit is required; i.e., if you are going to visit on Thursday, all required procedures must be filed by the end of the day on Monday. No exceptions will be made.
4. The student will bring a signed statement from the college official upon return. Failure to return the signed form will automatically result in an unexcused absence.
5. If two or more students ride in the same vehicle, permission must be given by all parents or guardians of the students involved.
6. No college day will be permitted after May 1 unless special issues arise.
7. No college day will be permitted unless it is pre-arranged with the college's guidance counselor.

DANCES

All rules and regulations regarding student behavior during the school day will be in effect for all school activities. If a student leaves a dance, he/she will not be re-admitted. No students below the 9th grade will be allowed to attend the Junior/Senior Prom, Homecoming or High School dances. Jr. High dances are restricted to Grayville Jr. High students only. Out of district dates must be pre-approved to attend a high school dance and be under the age of 21 on the date of the dance. Administration reserves the right to refuse admission to non-Grayville High School individuals. Homecoming and Prom are restricted to formal/semi-formal wear. (No T-shirts or jeans.) Homecoming candidates (seniors only) and attendants (9th, 10th, 11th grade students only) can be anyone in Grayville High School, except 5th year seniors. Once someone has been an attendant they are not eligible again until their senior year. Prom king and queen candidates have to have all 4 years of class dues paid.

DELIVERY OF GIFTS

Grayville CUSD #1 will no longer be accepting flowers, gifts, stuffed animals, candy, etc. to be delivered to students or staff during school hours.

EMERGENCY DISMISSAL DAYS

WHEN YOU ARE IN DOUBT AS TO SCHOOL OPENINGS OR CLOSING, DUE TO WEATHER CONDITIONS, YOU MAY LISTEN TO THE FOLLOWING RADIO STATIONS FOR GRAYVILLE SCHOOL ANNOUNCEMENTS:

WVJC - FM 89.0 - Mt. Carmel

WROY - AM 1460 - Carmi

WRUL - FM 97.3 - Carmi

WFIW - FM 104.9 - Fairfield

The time announced will be district wide dismissal time.

VERY IMPORTANT: IN CASE SCHOOL SHOULD BE DISMISSED EARLY, PLEASE INSTRUCT YOUR CHILD/CHILDREN WHERE THEY SHOULD GO IF YOU ARE NOT AT HOME.

EMERGENCY DRILLS

As a part of the school safety program and to insure the safety of your child/children, fire and disaster drills are held at various intervals during the school year. Procedures are posted in each classroom and reviewed by the teachers with the students periodically.

EMERGENCY FORM

Each student must fill out an emergency card form at the beginning of the school year should he become ill or injured, or in case of an emergency. Please help us keep this information current by notifying the office of any changes in name, address, telephone number, phone number or emergency numbers. PLEASE BE SURE TO FILL OUT THE EMERGENCY CARD IN FULL OR MAKE CHANGES AS NECESSARY. CARDS WILL NOT BE ACCEPTED UNLESS FILLED OUT AND SIGNED BY THE PARENT/GUARDIAN. PLEASE USE ACCURACY IN FILLING OUT THESE CARDS.

FEES

All fees must be paid prior to an item being ordered. No personal projects may be ordered until materials are paid in advance.

FIELD TRIPS

Field trips are part of the educational program and are a privilege and not a right. Notification to parents about the field trip will occur at least forty-eight (48) hours prior to the trip. All SCHOOL RULES APPLY ON FIELD TRIPS.

Parents who complete the authorization form for trips at registration will only have to complete permission slips for other trips.

Eligibility to attend any off campus trip will be determined by the district's No Pass/No Play policy and disciplinary policy.

GRADING SYSTEM

GRADE		POINTS	SCALE
A+	=	4.1	100-100+
A	=	4.0	94 - 99
A-	=	3.7	92 - 93
B+	=	3.3	90 - 91
B	=	3.0	85 - 89
B-	=	2.7	83 - 84
C+	=	2.3	81 - 82
C	=	2.0	76 - 80
C-	=	1.7	74 - 75
D+	=	1.3	72 - 73
D	=	1.0	68 - 71
D-	=	0.7	65 - 67
F	=	0.0	0 - 64

Current grade point average will be based upon quarter average.

Grade point average to date will be average of past semester grades.

Weighted courses include AP Trigonometry, AP Calculus, AP Chemistry II, AP Physics and AP English.

COURSE CREDIT:

1. In the sixth - eighth grades - unit course must be passed for the year before credit is received. In grades nine through 12, credits are earned per semester.
2. Any student who is enrolled in a one-semester course must complete the entire semester to receive credit.
3. A student must have a 65% average for the semester in order to pass that semester. A student may pass one semester of a course and fail the other semester. One half credit is earned for each semester's work, when the course is worth one credit for the whole year.

OBJECTIONABLE MATERIAL

The high school curriculum may contain certain topics/activities that the parent/guardian may find objectionable. In such cases, the parent/guardian may request, in writing, that the student be excused from the topic/activity with the reason(s) stated. With administrative approval, students may be allowed to do an alternative assignment in lieu of the content area of instruction that was objectionable.

HONOR ROLL SYSTEM

Superintendent High Honors	4.0
High Honors	3.6 – 3.99
Honors	3.2 – 3.59

HEALTH SERVICES

When students become ill or do not feel well at school, they are sent directly to the office. Please be sure the school office has a telephone number of the location that can be used to contact one or both parents while the student is at school. **THIS IS MOST IMPORTANT!!** Should a serious accident occur, a doctor would be unable to treat your child until he receives parental permission.

The School Medication Policy: A short summary is the district cannot give any medication to any student unless directed to do so by the parent and/or prescribed by the physician.

DROP DATE FOR CLASSES

Students will have three attendance days to drop an academic class. Administrative supervision classes will not be assigned to students who wish to drop a class after the three days.

CLASS DETERMINATION

Freshman 0-5.5 credits; Sophomore 5.6-11 credits; Junior 11.1-15.5 credits; Senior 15.6 – above. Classes of 2010 and 2011 credits to graduate will have to be adjusted accordingly with the traditional schedule.

GRADUATION REQUIREMENT

English (including English I, II, and III and intensive writing)	4.0 credits
Social Studies (including Geography, American History I or II, and Government)	2.0 credits
Science	2.0 credits
Math	3.0 credits
Fine Arts/Foreign Language/Voc. Education	1.0 credits
Health	0.5 credits
Resource Management	0.5 credits
Keyboarding	0.5 credits
Physical Education (unless exempt)	3.0 credits
Driver Education	<u>0.5 credits</u>
Total Requirements	17.0 credits
Total Requirements needed to Graduate Class of 2011	24.5 credits
Total requirements need to graduate Class of 2012 on	22.0 credits

Fifth year seniors may petition administration to construct a schedule that will allow for early graduation.

The Valedictorian and Salutatorian will be named at the conclusion of eight (8) semesters of attendance at Grayville Community High School. The grade point average will be sixteen (16) semesters of accumulative points based upon final semester grades. GPA will be rounded to the nearest thousandth.

8th Grade Valedictorian shall be determined by only grades given in 6th, 7th and 8th grades.

Students may, with written permission and PRIOR TO ENROLLING in a course, receive credit from higher educational institutions. Students may enroll in as many courses as they choose, but only one unit of credit will count toward the total needed for graduation. Students will be allowed to enroll in two alternative courses in order to aide with graduation. One unit of credit from one college course and one correspondence course will count toward the total needed for graduation. If students enroll in a college or correspondence course and want that course to be included on their high school transcript, credit will be as follows:

A three (3) semester hour college class will receive one-half($\frac{1}{2}$) unit of credit. Other courses will be based proportionately. Grade points will be awarded according to the grade table used by the high school in determining GPA.

Students must be enrolled in a minimum of four (4) classes per day unless approved by the principal.

The fundamental unit of credit for a basic High School academic course granted by a school is .5 or one-half ($\frac{1}{2}$) credit per semester.

Request for exceptions shall be considered by the Principal. Students shall not be enrolled in 2 Physical Education classes in one semester unless approved by the Principal. Students have three (3) days into a semester to change a class without the grade applying to their cumulative GPA. All grades will apply for any class dropped after 5 days. Any class taken twice shall have both grades apply towards the GPA. GPA will be calculated to 3 decimals.

A student MUST be enrolled at Grayville CUSD #1 for their entire Junior and senior years to be eligible for Class Valedictorian or Salutatorian.

Student(s) who are classified as seniors but do not meet graduation requirements WILL NOT BE ALLOWED to participate in the graduation ceremony.

Freshmen must request Driver's Education to be enrolled. Freshmen are not automatically enrolled to Driver's Education due to their being 15. It is the parent's responsibility to enroll a 15-year-old freshman in Driver's Ed.

If a student engages in any misconduct at graduation, the student may be removed from the graduation.

TEACHER PLACEMENT RECOMMENDATIONS: Students entering high school are given recommendation for placement by junior high school teachers. There are three areas where teachers recommend students for classes: Math, Science and English. Recommendations are based on student achievement, attitude for studying and aptitude for the subject.

JUNIOR HIGH PROMOTION/RETENTION

Junior High school students who have shown evidence of proper growth and development from a mental, social, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be considered for promotion to the next grade level. Such decisions shall be based upon the following criteria:

Grades 6 – 8: The Core Subjects are Language Arts, Math, Social Studies, and Science. In order to be promoted Jr. High Students must pass 3 of the 4 Core Subjects.

The teacher and parent(s) may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. Teachers shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course (progress reports, grade cards, etc...). If it appears that a student may not be promoted, it shall be the duty of the teacher or teachers to have a conference with the parent as early in the school year as possible.

Consideration will be given to students who have previously been retained, general maturity level of the student, achievement test results, and whether the student has been working with materials below grade level, but there will be no social promotions.

The district reserves the right to place a student who moves into the district at a grade level determined to be appropriate by testing.

HOMEWORK

Every student should have a regular time for reading and studying. Homework is purposeful when it provides needed practice in working independently and enriches and extends his school experiences.

Parents should talk about school with their children each day, check to see that homework assignments are brought home, discuss the assignment and later check to see that it has been completed.

Parents should never do homework assignments for their children, but after discussing the assignments, allow the child to complete the assignment independently. Assisting a student is not doing the students homework.

Learning does not just happen. Good education takes three partners: STUDENT, TEACHER, AND PARENT. Parents may help their children through encouraging responsibility, working with teachers, and helping children establish homework rules.

The following guidelines should provide maximum benefit to the children and also an aid to the parents in giving their children the necessary help:

Guidelines for Academic Excellence: Please realize if students do not spend time completing homework, student progress, as reflected by ISAT and Iowa Basic Test scores, will generally not be reflective of the students expected age/academic achievement levels.

It is recommended that each student spend 15 minutes per grade level on homework on average during school evenings. (For Example – an 8th grade student should spend 8 x 15 = 120minutes on homework on the average school evening.)

INSURANCE AND INSURANCE CLAIMS

We will cooperate with Illinois School District Agency to offer low cost accidental insurance for those students who wish it. Please understand that the school is not responsible for the insurance. The school is merely cooperating by passing out the literature and verifying claims made to the company by you. With full time coverage, students are covered 24 hours per day, the day your payment is received by ISDA or starting the first day of academic classes attended by your child during the schools regular session. The optional coverage terminates on the last day of academic classes attended by your child during the regular school session. NOTE: CLAIMS MUST BE FILED AT THE SCHOOL WITHIN 20 DAYS FOLLOWING THE ACCIDENT.

School insurance is not required. Students on inter-scholastic teams and cheerleaders are required to have school insurance or be insured by parents.

INTERNET USE

Please refer to the Internet use policy. This policy may be obtained at the District office.

LOCKER RULES AND REGULATIONS

Lockers are district property maintained for student use. The Superintendent and/or Principal may examine and inspect locker contents on a regular basis throughout the school year. The district is not responsible for items left in the lockers or on school property.

Students have no reasonable expectations of privacy in using such places or areas included but are not limited to lockers, desks, parking lots, and personal effects left in those places. Students are put on notice there is no reasonable expectation of privacy in the lockers and the school retains ownership and control of all lockers.

RULES AND REGULATIONS:

1. Keep lockers closed at all times, both gym and room/hall lockers.
2. Never leave money, jewelry or other valuables in lockers.
3. Never leave clothing or valuables hanging on gym lockers.
4. Do not let locker combinations be known to other persons.

5. The school is not responsible for any items left in the lockers.
6. Students may place a lock on their locker. The office must have a copy of the key or combination. Otherwise, the lock may be cut off if student forgets the key or combination.
7. Bumper stickers or pre-pasted stickers will not be allowed in or on any locker.
8. Students should not be in the gym locker rooms except during their assigned gym periods.
9. No unsecured food or open drinks are allowed in the lockers. Sack lunches will be the only food items allowed in the lockers unless permission is given ahead of time for items to be brought to class.

REQUIRED PROCEDURES:

1. If lost or stolen items are found, they must be turned in to the office immediately.
2. If you have information concerning the theft of valuables, report this information to the office.
3. If you have articles stolen from you, report it immediately with a full description of circumstances.

LOST AND FOUND

1. All lost books and notebooks will be turned in to the office.
2. Lost clothing, other than P.E. clothing, will be turned in to the office.
3. All lost gym equipment will be turned in to the P.E. teacher.
4. All other lost items will be turned in to the principal's office.
5. If not claimed within 5 days, the items will be placed in the lost and found box to be claimed by anyone. Since all lost items will be kept a minimum amount of time, students should check for items lost as soon as possible. Many valuable sweaters and coats are misplaced by students during the school year. Some type of identifying mark (name or grade) would help school personnel find the owner.

NON-DISCRIMINATION STATEMENT

On the basis of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, it is the policy of District #1 not to discriminate against any student, parent, employee, religion, sex, age, national origin or handicap in any program receiving Federal Financial Assistance.

The contact person for Title IX and Section 504 grievance procedure is:

Sarah Emery, Superintendent
 Grayville Comm. Unit School Dist. #1
 704 W. North St.
 Grayville, IL 62844
 Telephone: (618) 375-7214
 Fax: (618) 375-5202

PARKING

HIGH SCHOOL: Any student planning to drive a vehicle to school must park in spaces set aside for students. [Students may park west of the High School Building.] The parking lot in front of the High School is reserved for staff and visitors.

RULES AND REGULATIONS FOR VEHICLES

The Illinois Motor Vehicle Code shall in all respects be complied with by the users of school property.

The following regulations shall apply twenty-four (24) hours a day, seven (7) days a week, to all operators of motor vehicles, regardless of residency, as soon as said vehicle enters the property of Grayville School District.

BUSSES HAVE THE RIGHT OF WAY ON THE PARKING LOT BE CAREFUL IN THE PARKING AREA: LIVES DEPEND ON IT.

1. Speed limit: Ten (10) miles per hour.
2. Unauthorized vehicles on campus will be reported to local law enforcement officials.
3. RECKLESS DRIVING IS PROHIBITED AND SHALL BE DEFINED FOR THE PURPOSE OF THIS POLICY TO INCLUDE DRIVING A MOTOR VEHICLE ON SCHOOL PROPERTY CARELESSLY DISREGARDING THE RIGHTS OR SAFETY OF OTHERS, OR IN A MANNER SO AS TO ENDANGER ANY PERSON OR PROPERTY. SUCH CONDUCT WILL RESULT IN THAT STUDENT NOT BEING ALLOWED TO DRIVE A VEHICLE TO SCHOOL FOR A PERIOD OF TIME AS DETERMINED BY THE PRINCIPAL. PARENTS WILL BE NOTIFIED. (RECKLESS DRIVING WILL BE DETERMINED BY SCHOOL PERSONNEL.)
4. No illegal matters such as drugs, alcohol, cannabis, weapons, explosives or stolen property may be transported in any motor vehicle brought on school property. If reasonable suspicion is given, vehicles on school property will be searched.
5. Cruising on school property is prohibited. Once a vehicle enters school property, it must be parked immediately.
6. Once a vehicle is parked, all persons in the vehicle shall vacate it immediately and clear the parking lot.
7. Drag racing is prohibited.
8. Driving or parking vehicles shall be prohibited on restricted areas.
9. "Squealing" and "Burning rubber" of tires is prohibited. This will be considered reckless driving.
10. Operators of motor vehicles shall observe all signs posted or painted on driveways and buildings.
11. Throwing or dumping any waste materials such as garbage, bottles, cans, etc. from a vehicle is prohibited.
12. It is illegal to pass a school bus from either direction while the bus is stopped. Student drivers must yield right of way to school buses at all times and

- locations in the parking lot. Cutting in front of buses jeopardizes the safety of other students and violators will be turned over to civil authorities and be considered reckless driving and the basis to suspend your driver's license.
13. Students must register their vehicle(s) in the office by listing make, model, year, color, and license plate number of car.
 14. All cars parked on school property can be searched at anytime in a random, general manner at the discretion of the administration.

PAYING WITH PERSONAL CHECK

If you decide to send a personal check for lunch, field trips, etc. please make the check payable to Grayville Schools.

PHYSICAL EDUCATION

DRESSING FOR CLASS: Each student is expected to dress and participate daily in appropriate attire.

Appropriate attire includes the following:

1. Grayville shorts or students must wear black shorts with at least a 9" inseam.
2. Grayville shirt (purchased at the office) or any shirt that displays Grayville athletics on the front. All PE dress must be approved by PE teacher.
3. Appropriate socks
4. Shoes: you need to wear a clean pair of tennis shoes that don't make marks on the gym floor.
5. Students should keep a towel in their locker. Showers are recommended, but not compulsory.
6. PE clothes should be taken home on Friday of each week to be laundered.

OTHER:

1. Lockers should be closed and locked at all times. During class, valuables should be kept in your locker.
2. No beverages, food, tobacco or foreign substances of any kind is allowed in this class or the locker room.
3. All jewelry, with the exception of small post earrings, is to be removed and locked in your locker.
4. All books are to be placed either in your lockers or on the bleachers. There will be no studying allowed during class time except at the end of the period and after students have been dismissed to dress.
5. Teachers retain the right to create and establish new rules if deemed necessary for the safety and/or administrative reasons.
6. An excuse for more than five (5) days will require a written request from a doctor to be excused and with an excuse of five (5) days or more the student will be sent to study hall.
7. When a student is excused from physical activity for an extended period of time, written permission from a doctor is required to return to class.

PHYSICAL EXAMINATIONS, IMMUNIZATIONS AND MEDICATION

All students entering KINDERGARTEN, SIXTH OR NINTH grade must have an Illinois physical. Any student transferring from out of state into Grayville schools must have an Illinois physical. Dental exams are required for students entering SIXTH grade. All physical forms must have the diabetes screening portion completed by the physician. Physical and Dental examination forms are available at the school.

THE PHYSICAL EXAMINATION REQUIREMENTS MUST BE MET AT THE TIME OF ENROLLMENT OR, BY LAW; THE CHILD MUST BE EXCLUDED FROM SCHOOL.

Also, those students participating in sports or cheerleading must have a current physical examination on file in the school office.

Medication required by the student will not be generally administered by a district employee except as prescribed and directed by the students physician/parent. In order for any student to self administer medication or for the district to administer medication, the administering medication form must be filled out and returned to the District office. Anyone desiring such a form may contact the District office.

Students are not to have any medication on their person while on school property. This includes over the counter medication such as aspirin, etc. Students who violate this policy are subject to discipline that could include up to out of school suspension and/or expulsion from school.

REQUESTED SUPPLIES

Your child may need certain supplies that are not purchased through school funds. Lists are included in this handbook.

SCHOOL CALENDAR

A copy of the school calendar for the year is included in this handbook, additional copies are available in the school office. Parents are reminded that the school calendar at the beginning of the year is tentative and will be adjusted or amended on the basis of snow or emergency days used.

SCHOOL PICTURES

Individual student pictures will be taken in the fall. Parents will be presented with several optional packages and may choose the one they prefer. Pictures are to be paid for when ordered and may be returned for refund or retake if pictures are unsatisfactory.

All students will have their pictures taken whether they buy a packet or not. These pictures will be used for cumulative folders and yearbooks.

SCHOOL POLICIES

BELLS

The bells are signals for the teachers. Students are dismissed by their teacher, at the sound of the bells. Students are given three (3) minutes to pass between classes. The passing time is to be used to obtain needed supplies from student lockers. Also, this time is for the use of restrooms and water fountains. Students are expected to be in their classroom and assigned seats ready to work by the time the tardy bell rings. There will be no running, sliding, excessive loudness, whistling, loitering or horsing around in the halls as these are unacceptable behaviors for student conduct.

ENTERPRISES

No student will be allowed to sell any item(s) for personal profit or non-school sponsored organizations on school grounds.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Passes must be endorsed by the dismissing teacher from whose class the student has just departed and the time of departure on the hall pass with the student's destination.

SCHOOL RULES

DISCIPLINE - IS IMPLEMENTED TO REDUCE DISTRACTIONS THAT INHIBIT LEARNING.

CORPORAL PUNISHMENT is prohibited.

DETENTION: Before school, during lunchtime and after school detention may be used with students as a corrective disciplinary measure. When a student is to be detained before or after school, the parent/guardian shall be notified by the principal or his designee in adequate time for transportation arrangements to be made. The parent/guardian shall be responsible for the student's transportation.

STUDENT DISCIPLINE-ALL DISCIPLINE WILL BE REVIEWED WITH THE AGGRAVATING AND MITIGATING CIRCUMSTANCES RELATED TO THE BEHAVIOR DEMONSTRATED IN ALL INFRACTIONS OF SCHOOL RULES.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Minimum standards of behavior are defined as deportment or actions, which reflect attitudes of respect and courtesy toward students, teachers and other school personnel. Inappropriate behavior will include any acts, which infringe on the rights of other individuals or disrupt the educational process.

Students removed from class due to disruptive behavior will have their parents notified with a disciplinary referral sent home via mail. If the behavior is severe and needs immediate action the administration will contact the parents by phone as soon as possible.

Students are expected to cooperate fully in following rules, regulations and policies that have been set down in the interest of all students, faculty and community.

Students are encouraged to talk to an administrator any time they have questions about the appropriateness of some action, when they do not fully understand a policy or cannot find a policy that covers a given situation.

It is the policy of the administration, faculty, and the Board of Education to maintain within the school an environment conducive to learning and the educational process. Well-disciplined students direct their efforts and abilities toward greater achievement in the school setting. A student's conduct is largely a personal matter that should be maintained within a range of acceptable behavior. However, the administration and faculty have an important responsibility to correct unacceptable behavior when a student's conduct intrudes upon and endangers the rights of other students to learn. Therefore, whenever it is in the best interest of the student, school, or other students, a system of discipline has been implemented. Parents will be notified if a discipline referral has been assessed for a discipline issue and the discipline referral will be mailed to the parent. The discipline referral will list any type of misconduct violations and assessed disciplinary penalties.

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

1. On school grounds before, during or after school hours and at any other time when the school is being used by a school group.
2. Off grounds at a school activity, function or event.
3. Traveling to or from a school or a school activity via school vehicles.
4. Anywhere or anytime if the conduct may reasonably be considered to be a threat or an attempted intimidation of staff member, or an interference with school purposes or an education function.
5. Anytime when coming to school or returning home from school. The various discipline issues are:
 - A. Withdrawal of privileges.
 - B. Detention
 1. Noon detention
 2. After/before school detention
 3. Saturday detention (7:00 am till 11:00 am)
 - C. Student conference with the principal and/or teacher.
 - D. Parent-student conference with the principal and/or teacher.

- E. Out-of-school suspension, defined as exclusion from school setting for a period of time. Student will not be allowed to make up assignments, tests, or quizzes that are missed during their suspension. Parents will be notified via letter of suspension.
 - F. In-School Suspension
 - G. Alternative School Placement
 - H. Expulsion
 - I. Immediate notification of parent(s) via phone for suspension and/or possible expulsion.
6. The principal is given authorization to consider all mitigating and aggravating circumstances of each incident.

OUT OF SCHOOL SUSPENSIONS, ALTERNATIVE SCHOOL PLACEMENT AND/OR EXPULSIONS from school can accrue for GROSS, AND/OR EXCESSIVE AND/OR REPETITIVE disobedience and misconduct OF THE RULES LISTED IN THIS HANDBOOK. Out of school suspension may occur for a period of time of one (1) to ten (10) days, depending upon circumstances of the infraction. All suspension time from school is UNEXCUSED. Before returning, a conference with the parent/guardian is required.

Expulsion from school must be approved by the school board. ALL suspensions and expulsions may be appealed to the Grayville Board of Education by the parent, guardian or student.

Suspension and possible expulsion for gross disobedience, REPETITIVE and misconduct specifically includes, but is not limited to:

1. The willful refusal to obey the policies, rules and regulations of the Board of Education.
2. The willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certified personnel, or bus driver.
3. The willful refusal to obey all reasonable written or oral instructions of the administrative staff.
4. Willful behavior, which interrupts the orderly process of school affairs.
5. Conduct, which is or may be physically injurious to person or property.
6. Truancy subject to Section 26-12 of the Illinois School Code.
7. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
8. Behavior, which violates or attempts to violate a Board of Education policy, rule or regulation that substantially interferes with school operation.
9. Possession, use, delivery, sale or transmittal of any substances containing alcohol, and substances containing cannabis, or any substances containing any "drug" as is defined in the policy of the Board of Education, entitled "Drug Abuse Policy" including any materials which are represented by the student, or the student believes to be any of those substances regardless of their true nature, or the appearance of the substance or drug-related paraphernalia.
10. Being under the influence of or purporting to be under the influence of any of

the substances listed in paragraph above other than those prescribed by a licensed practitioner for medical purposes.

11. Excessive unexcused absences.
12. Excessive tardiness to class.
13. Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative personnel, non-certified staff or school bus drivers.
14. Use/Possession of tobacco products, matches or lighters.
15. Possession or use of firearms, knives, explosives (including fireworks of all types and kinds), or weapon-like materials in school, on a school bus, at a school sponsored or school related activity or when under the supervision of the school is absolutely prohibited and forbidden.
16. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized by the principal.
17. Using violence, foul language, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
18. Engaging in any activity that interferes with the purposes of the school.
19. Setting off the fire alarm without cause. (Also a criminal offense.)
20. Willful damage to school property.
21. Gambling.
22. Physically or verbally harassing any teacher, employee or student.

TEACHER ASSIGNED DETENTION STUDY HALL - NOON

1. Detention will be held during noon hour as assigned by teacher.
2. Students will bring study or reading material.
3. No talking will be allowed.
4. The teacher who assigned noon shall be the responsible staff to assure the detention is served.
5. Students can be issued an additional noon detention if the rules are not followed.
6. Students who miss serving their detention without a valid reason will be referred to the principal via disciplinary report.

AFTER SCHOOL DETENTION

Students may be detained after school as a disciplinary measure as assigned by the principal. The regular detention time shall be from 3:15 - 4:00 pm. Students will serve detention on the **same day** of the offense-parent notification will be required. It shall be the student and/or the parent's responsibility for transportation home after detention. Missed detention –Failure to serve detention will result in an in-school suspension assigned by the principal. Missed in-school suspensions without an excused absence will be assigned a Saturday Detention. A student will be required to have study materials and to utilize them. Failure to do so can result in an addition in-school suspension or Saturday detention. The disciplinary slip will be mailed to the parent/guardian. If detention cannot be served the same day of the offense it will be scheduled for the next school day. Not serving the detention on the same day of

offense is only possible after administrative approval (example-medical excuse, no parent notification, etc...)

SATURDAY DETENTION

Saturday detention will be assigned to students who violate school procedures or miss other detention assignments. Students will be given at least 24 hours advance notice of Saturday detention assignments in writing. The student notification will be sent to the parent/guardian. The student is to notify parents of Saturday detention. It shall be the student and/or parent's responsibility for transportation to and from detention. A detention assignment may be rescheduled. However, it is the responsibility of the parent to call the principal in advance to make alternative detention date arrangements. Failure to serve Saturday detention will result in additional discipline being administered.

Saturday detention rules are as follows:

1. Tardies will not be accepted.
2. Students will bring school materials to work on during detention.
3. Students will perform schoolwork during the entire detention period.
4. No talking except with permission.
5. Students may bring a snack for the 5-minute mid-morning break.
6. Students who are removed from Saturday detention for disruptive behavior will be referred to the principal.
7. Parents of the students removed from Saturday detention due to unacceptable behavior will be called.

IN-SCHOOL-SUSPENSION

ALTERNATIVE CLASSROOM: The alternative classroom is a special classroom for those students who have failed to abide by the rules and regulations of Grayville Junior/Senior High School. The in-school-suspension is specifically designed in an attempt to improve the behavior of truant or misbehaving students. While assigned to the Alternative Classroom, students will be permitted to do their regular class work without penalty. If a student's behavior does not improve, he/she will be subject to suspension and/or expulsion.

THE FOLLOWING ACTIONS AND SITUATIONS ARE NOT PERMITTED AT SCHOOL:

1. All electronic devices in the classroom.
2. Items of any kind for sale or trade unless authorized.
3. Food, candy, gum, toothpicks and straws inside the classroom.
4. Public display of affection.
5. Skateboards or rollerblades.
6. No spitting.
7. No knives or other sharp instruments.
8. Guns or look alike guns (starter pistols, BB guns, etc).
9. Fireworks or smoking devices.

10. Cigarettes or other forms of tobacco.
11. Any type of medication, controlled substance, cannabis or alcohol.
12. Rubber bands, pellet guns, peashooters, water pistols, etc.
13. Other objects considered to be dangerous.
14. Violation of these regulations will result in disciplinary action.
15. Live animals.
16. Anything that is disruptive to the school process.
17. All students upon arrival at school are required to place all personal items in his/her locker. A teacher may instruct a student that brings personal items into the classroom deemed excessive and/or obstructive to place the items in the student's locker.
18. Students may possess cellular phones and other mobile telecommunication devices during regular school hours and/or during school-sponsored activities, so long as the cellular phone or other mobile telecommunication devices (including I Pods, PSP, & similar devices) is:
 - a. Stored in the off mode once the student arrives at school.
 - b. If a cell phone is viewed by a staff member it will be confiscated and sent to the office. Students are not to have cell phones visible, at any time in the school building and/or during instructional time.

First Offense: The Principal will hold all confiscated telecommunication devices in the office until the end of the school day-the student (a parent/guardian-delete) can pick up the device at the school office after 3:15pm. (the next school day-delete)

Second Offense: The Principal will hold all confiscated telecommunication devices in the office for 1 full school day, etc... 1 full school day will be added for each further offense.

Ringling cell phones will be removed from lockers and parent guardian may pick up the cell phone from high school office.

NO mobile device is allowed to be used to log onto the internet during school hours. Any student observed participating in internet activity on a mobile device will receive an In-School Suspension and the device will be confiscated for one week.

The administration has the right to examine the contents of any confiscated telecommunication device.

THE FOLLOWING TYPES OF BEHAVIORAL PROBLEMS WILL BE HANDLED BY THE TEACHER OR OBSERVING ADULT:

1. Horseplay in corridors or classrooms.
2. Classroom misconduct, loudness, classroom disruption or general misbehavior in the classroom.
3. Throwing of objects.
4. Excessive or continued display of the above behavior will be referred to the principal.
5. Other minor classroom disruptions that is correctable with the instructor's assistance.

STUDENTS EXHIBITING THE FOLLOWING TYPES OF MISBEHAVIOR WILL BE REMOVED AND FORWARDED TO THE PRINCIPAL:

1. Continuous violation of school rules and regulations.
2. Assault and battery.
3. Profanity or vulgar language, written or spoken.
4. Any unacceptable act that causes an emergency situation in the classroom and/or on school grounds.
5. Theft
6. ANY MISBEHAVIOR THE TEACHER DETERMINES THAT ADDITIONAL ASSISTANCE IS NECESSARY.
7. ANY BEHAVIOR THAT IS EXCESSIVE, AND/OR GROSS AND/OR REPETITIVE IN VIOLATION OF SCHOOL RULES.
8. Extreme chronic violation of rules.
9. Any written or verbal statements that threaten staff, students or destruction of property.

STEPS TO BE TAKEN FOR VIOLATION OF FOLLOWING RULES:

1. Possession of a gun (Firearm as defined by federal law) will result in expulsion from school for two calendar years and notification of law enforcement officials.
2. Possession of dangerous weapons or look-alike weapons.
 - A. Any such items will be confiscated.
 - B. Notify law enforcement authorities if a state law is violated.
 - C. Notify Parents/Guardians.
 - D. Immediate 10-day suspension pending possible expulsion.
 - E1. As per PA 91-491 & PA 91-11 The principal must be notified immediately anyone observing someone possessing a firearm, drugs or battery of a staff member.
 - E2. Upon receiving a report from any school official pursuant to this Section, or from any other person, the principal or his or her designee shall immediately notify a local law enforcement agency. If the person found to be in possession of a firearm on school grounds is a student, the principal or his or her designee shall also immediately notify that student's parent or guardian. Any principal or his or her designee acting in good faith who makes such reports under this Section shall have immunity from any civil or criminal liability that might otherwise be incurred or imposed as a result of making the reports. Knowingly and willfully failing to comply with this Section is a petty offense. A second or subsequent offense is a Class C misdemeanor. In addition to the above, firearm for this section is defined by Section 1.1 or the Firearm Owners Identification Card Act.
 - E3. Chapter 430. Public Safety Act 65., Firearm Owners, Identification Card Act, Current through PA 90-609, apv. 6/30/98.
 - 65/1.1 Definitions: 1.1 For purposes of this Act: "Firearm" means any

device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas; excluding, however: any pneumatic gun, spring gun, paint ball gun or B-B gun which either expels a single globular projectile not exceeding 18 inches in diameter and which as a maximum muzzle velocity of less than 700 feet per second or breakable paint balls any device used exclusively for the firing of stud cartridges, explosive rivets or similar industrial ammunition; an antique firearm (other than a machine-gun) which, although designed as a weapon, the Department of State Police finds by reason of the date of its manufacture, value, design, and other characteristics is primarily a collector's item and is not likely to be used as a weapon.

F. Staff may use reasonable force in the interest of public safety.

G. Possession of a Gun/Explosive Device:

1. As per the Gun-Free schools Act, possession of a gun or explosive device, as defined by federal law, will result in expulsion from school for a period of not less than one year to a student who is determined to have brought a weapon to a school under the jurisdiction of local educational agencies in that State, except that such State law does allow the superintendent of schools to modify such expulsion requirements for a student on a case-by-case basis.
 2. Any such items will be confiscated.
 3. Notify Parent/Guardians
 4. Referral to the criminal justice or juvenile delinquency system.
3. Possession and/of use of any kind of pocket knife.
- A. The possession and/or use of any kind of pocket knife is prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the principal's office where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and related activities shall be subject to the School Board's disciplinary penalties for misconduct.
 - B. All knives should be left at home.
4. Use or possession of tobacco (smoking and chewing are prohibited on school grounds and buses)
- B. Product will be confiscated
 - A. **SMOKING - USE OF TOBACCO PRODUCTS**
In conforming to the State law, which prohibits sale of cigarettes to minors, and with the recommendation of physicians that smoking is injurious to health, and the State fire safety code, smoking by anyone

is prohibited in the building and on school grounds. Also prohibited are chewing tobaccos, snuff, or other tobacco products. All cigarettes and other tobacco products are subject to immediate confiscation if found on school property. Violations of this nature will result in external suspension from school.

First offense - one (1) day out-of-school suspension.

Second offense two (2) days out-of-school suspension

Third offense - three (3) days out-of-school suspension

5. Food and beverages are not permitted in the buildings except in designated eating areas unless stored in proper food handling lunch boxes. No food (including items from vending machines) may be taken from the cafeteria or school lobby.
 - A. Product will be confiscated
 - B. Detention will be assigned (after school and/or Saturday detention)
 - C. Exceptions are teacher directed activities

6. Fighting - IS WHERE ANY TWO INDIVIDUALS STRIKE EACH OTHER WITH OPEN OR CLOSED FIST REGARDLESS WHO STARTED THE FIGHT.
 - A. First offense: suspension will handed out according to severity of the fight.
 - B. 5 days suspension for second offense
 - C. Expulsion from school for third offense
 - D. Fighting where excessive injuries have occurred can lead to immediate 10 day suspension pending expulsion from school
 - E. Possible reporting to law enforcement authorities based upon the severity of the fighting, which can be defined as assault and/or battery.
 - F. Mitigating and aggravating circumstances will be considered regarding verbal aggression in starting the fight, striking the first blow and the degree of injuries as a result of the fight.
 - G. THE AGGRESSIVENESS, INITIATING THE FIGHT, FAILURE TO STOP CAUSING BODILY INJURY, AND DISOBEYING STAFF NOT TO FIGHT ARE AGGRAVATING CIRCUMSTANCES AND WILL ADD TO OUT OF SCHOOL SUSPENSION DAYS.
 - H. DEFENDING ONES SELF IS MITIGATING CIRCUMSTANCES AND MAY LESSEN THE SUSPENSION.
 - I. The aggravating and mitigating circumstances may add or delete from the discipline recommended.
 - J. Example: Aggravating circumstances may be continuing a fight or joining a fight, but not limited thereto.

7. Insubordination, disrespect TOWARDS staff
 - A. Removal from class and detention or in-school suspension

- B. Second offense - suspension
 - C. Additional offenses – suspension and possible expulsion, suspension, alternative school placement, and/or expulsion
8. Theft
The amount and severity of the theft will determine the discipline, which can include UP TO expulsion FROM SCHOOL and notification of law enforcement officials.
9. Forgeries - includes cheating
1st offense - one (1) day after school detention. Parent notification
2nd offense - Saturday detention or in-school suspension
3rd offense – Out-of-school suspensions.
If cheating, the student will receive a zero.
10. Threats toward staff
- A. Notify law enforcement authorities
 - B. Notify parents
 - C. Suspension - Possible expulsion
11. Vandalism
- A. Assessment for repair or replacement
 - B. Cost including excessive damage to textbooks, library books or school property.
 - C. Detention or suspension
 - D. Notification of Parents/Guardians
 - E. Acts of vandalism will be reported to law enforcement authorities.
 - F. Community service
 - G. Repeat offenders may be suspended or expelled from school.
12. Stealing
- A. Restitution / Parents notified
 - B. Detention, in-school or out-of-school suspension
 - C. Repeat offenses may result in notification of law enforcement authorities AND POSSIBLE SUSPENSION OR EXPULSION.
13. Profanity
- A. Profanity towards students
 - 1. Detention (after school and/or Saturday detention)
 - 2. Suspension or expulsion from school FOR REPEAT OFFENDERS
 - 3. Any use of the “F” word will result in an out-of-school suspension.
 - B. Profanity towards Staff
 - 1. First offense - 3 days suspension.
 - 2. Second offense – 5 days suspension.
 - 3. Third offense – 10 days suspension.

4. Fourth offense - 10 days out of school suspension pending expulsion from school by the Board of Education.

The seriousness of the word will be determined by the administration and punishment will be set. The severity and setting where the profanity took place will determine the amount of discipline, which can include an out-of-school suspension as recommended by the principal. Excessive profanity can lead to expulsion.

14. Missed detention –Students shall have five (5) school days to makeup a missed detention. Failure to serve the detention will result in a one day out of school suspension.
15. The principal has the authority to manage disciplinary infractions not specifically mentioned by making a policy to cover the action or activity that disrupts the educational process of the school.
16. Sexual Harassment - any action (physical-verbal) that is demeaning to an individual's gender or is sexual in nature and creates a hostile educational environment Sexual harassment will not be tolerated from any individual. Discipline will range from detention to out of school suspension.
17. Student's whose behavior specifically violates Illinois Criminal Statutes may be reported to the law enforcement authorities and charges filed.
18. Public school fraternities, sororities, secret societies and gangs are prohibited. For purposes of the policy, a public school fraternity, sorority, secret society or gang means any organization composed wholly or in part of public school pupils which seek to advance itself by taking in additional members from the pupils enrolled on the basis of the decision of its membership, rather the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization. Any public school fraternity, sorority, secret society or gang is detrimental to the best interest of Grayville CUSD #1. It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of any of the previously mentioned organizations. Gross disobedience or misconduct shall include wearing or displaying at school, or any school related activity, clothing badges, adornment or other signal (including physical gestures) intended to display membership or solicitation of membership in any public school fraternity, sorority, secret society or gang. Any violation of this directive will be reported to the local law officials and the state police immediately for possible violation of state laws. Discipline for gang activity ranges from counseling to out of school suspension due to the mitigating/aggravating circumstances.
19. Verbal or written threats to staff, students or destruction of property.
 - A. Any student who threatens staff, students or destruction of property

will immediately be suspended for 10 days and face possible expulsion from school for up to 2 (two) calendar years.

20. Bullying: Bullying encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with more powerful child or group attacking those who are less powerful. Bullying can take three forms:
1. Physical-(hitting, kicking, spitting, pushing, not respecting a student's personal space, taking personal belongings).
 2. Verbal-(taunting, malicious teasing, name calling, making threats).
 3. Psychological-(spreading rumors, encouraging social exclusion, extortion, intimidation).

Cyber Bullying: Cyber-bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited.

Cyber-bullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents to notify the Grayville Jr/Sr High School office of any incidents regarding bullying and/or cyber bullying immediately.

- A. Procedures:
- The Grayville CUSD #1 Administration will use the following outline to guide their investigation of bullying or harassment incident:
1. A student, parent or staff member will report the incident to the Administration.
 2. The Administration will investigate the incident by discussing it with all parties involved.
 3. All students involved will be required to give a statement about the facts of the incident.
 4. Each student involved will be required to meet with their respective counselor.
 5. The Administration will attempt to contact the parents of the students involved if deemed necessary.
 6. If the problem persists, the student(s) will receive consequences based upon the seriousness or the degree of the bullying or harassment. Possible consequences are:
 - Verbal warning
 - Detention
 - Saturday School
 - Alternative Classroom

- Out of School Suspension
 - Expulsion
7. Restitution for any property damage may be the responsibility of the student or the parents of the student causing the damage.
 8. Medical expenses for bodily harm will be the responsibility of the parents of the student responsible for the bullying/harassment/
- The Administration reserves the right to modify this plan based upon the situation and resources available.

STUDENT WELFARE-SEXUAL HARASSMENT

The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty and staff and intimidating, hostile educational environment. Accordingly, it is the policy of this Board of Education that sexual harassment of students of the District shall not be permitted.

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

Students who are the victims of sexual harassment are encouraged to notify the School District through their Principal or, if the Principal has allegedly committed the act or acts of sexual harassment complained of, through the Superintendent's office. Such report is requested to be made in writing detailing the specifics of the charge and should be submitted within a reasonable time after the incident. The identity of the parties and the events complained of shall remain confidential to the extent feasible. The Principal shall report his/her findings and any recommendation for action to the Superintendent. Acts of sexual harassment, depending upon the circumstances of the case, may be considered cause for expulsion or such other disciplinary action as is warranted.

Sex Equity: Grayville Unit #1 does not discriminate on the basis of sex in the provisions of programs, activities, services or benefits and we guarantee both sexes equal access to educational, general activity and extra-curricular programs.

CHILD ABUSE AND NEGLECT

The Board of Education directs teachers and administrative personnel to take immediate and appropriate action on all suspected child abuse and neglect cases.

"Abuse" means any physical injury, sexual abuse, or mental injury inflicted on a child other than by accidental means by a person responsible for the child's health or welfare.

“Neglect” means a failure to provide by those responsible for the care and maintenance of the child, the proper and necessary support, education as required by law, or medical care necessary for the child’s well-being or abandonment by his parent, guardian, or custodian, or subjecting a child to an environment injurious to the child’s welfare.

All certified personnel are required to report any suspected cases of child abuse or neglect to the building principal. The building principal or a designee (i.e. social worker, psychologist, guidance counselor) will immediately notify the nearest office or the Department of Children and Family Services.

The principal or a designee will report the name and the address of the child and his/her parents or other persons having his/her custody; the child’s age, the nature of the child’s condition and any other information that the principal believes might be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused such abuse or neglect.

The Board of Education authorizes the Superintendent or a designee to release personal information to any law enforcement official or designated official of the Department of Children and Family Services concerning any child who is the subject of child abuse or neglect complaint. It is the duty of the Superintendent or a designee to ascertain the authority of the requesting official.

The Board of Education further authorizes the Superintendent or a designee to allow police enforcement officials or representatives of the Department of Children and Family Services to interview students at the school district who are suspected or being subject to child abuse or neglect. THIS INFORMATION AND INTERVIEW MAY BE GRANTED WITHOUT THE CONSENT OF THE STUDENT OR THE PARENT. The Superintendent or designee shall have the discretion to be present during the interview and the Superintendent further has the discretion to dictate the manner in which the interview is conducted.

All child abuse or neglect cases will be in direct violation of school policy, and appropriate action will be taken.

USE OF DRUGS, CANNABIS, ALCOHOL OR OTHER CONTROLLED SUBSTANCES

The possession or use of alcohol, cannabis, drugs or other controlled substances, which may affect the performance, and/or health of the students within this School District shall not be tolerated. It is the policy of this Board of Education that this shall constitute a serious offense against the other pupils within this School District and the general welfare of this School District.

The board adopts the following policy:

1. POSSESSION AND USE OF ALCOHOL, CANNABIS, DRUGS & RELATED PARAPHERNALIA
 - A. DEFINITION: the act of having or controlling alcohol, cannabis or drugs, etc. upon one's person, within one's locker, or within one's car

while on school property.

B. PROCEDURE IN SUSPECTED CASES OF POSSESSION OR USE OF ALCOHOL, CANNABIS, DRUGS, CONTROLLED SUBSTANCES AND RELATED PARAPHERNALIA.

1. Upon one's person - the student shall be asked to empty pockets, purse, or similar items in front of a school official and one (1) witness. If the school official has reasonable suspicion, he may continue the search in question if the parent has given permission. The parents will be notified of actions taken. Should the police be notified, for disposition of substances found, the school officials present shall act as the advocate for the student until such time as the parent is present or until the student is removed from the school premises.
2. Within one's locker - School lockers are the property of the school and not the student. Lockers are subject to inspection without notification or permission, if there is reasonable suspicion that a locker has substances, which violate school rules. All searches shall be conducted in the presence of the witness. Upon finding any substance, the locker shall be locked, the student brought to the office, and the parents notified.
3. Within one's automobile - Students utilizing school property for parking cars are not exempt from scrutiny. Should school officials have reasonable suspicion to believe a banned substance is contained in a car; the student shall be handled similarly as in Procedure I.
4. Parents will be notified as soon as possible.

C. PENALTIES FOR POSSESSION OF ALCOHOL, CANNABIS, DRUGS & RELATED PARAPHERNALIA

1. A student found in possession of alcohol, cannabis, drugs, or any controlled substance shall be suspended for a period of ten days upon the first offense, and is also subject to expulsion from school. (Alternative Choice – five (5) days suspension and student signing contract agreeing to five (5) hours of counsel, approved by the administration). Counseling must be completed within 3 months of the offense. The suspension shall be from school and all related school activities. If suspension occurs, parent shall be contacted by certified mail, and the parent or guardian shall return with the student prior to re-admission.
2. In all cases where substances are found, the police shall be notified.
3. A **SECOND OFFENSE** shall result in the student being recommended for expulsion from school, and a ten (10) day suspension shall be levied until expulsion proceedings can be instituted.
4. Penalties for athletes will be in accordance with the athletic policy for violations on grounds as defined by sections 1,2,3 & 4 as related

to school and school activities violations of this rule. Off grounds for athletics is as per Athletic Handbook.

5. Distribution of alcohol, cannabis, drugs and related paraphernalia will result in immediate 10-day suspension pending expulsion depending upon the severity of the incident.
6.
 - A. Items will be confiscated.
 - B. Law enforcement officials will be notified.
 - C. Parents/guardians notified.

SEARCHES

The principal may at any time bring in the police and canine patrols for searches of illegal substances. **Any time the police are brought in for a search it will be handled criminally.**

Any staff member of Grayville Community Unit School District #1 who determines that a student is violating the alcohol, cannabis, drug, drug paraphernalia, or weapons policy shall escort the student to the school office or principal, or his designee. If the student refuses, the staff member shall obtain the assistance of other certified staff members and shall notify the principal immediately. Such employee shall state with particularity to the principal the specific reasons underlying the staff member's belief that the student has violated the district's substance abuse policy. Such information shall include but not limited to the following: behavior of the student, behavior of other students around the student in question, alcohol, cannabis, weapons, drugs or paraphernalia observed, and information learned from other individuals. Written reports shall be submitted as soon as possible to the principal.

THREAT MANAGEMENT – Police will be involved as follows: Prior to calling the police, school officials should take the following steps to determine if law enforcement should be involved.

1. Interview any witnesses and take statements if needed.
2. Review the past history of the student making the threat.
3. Review any psychological or medical records that may pertain to the student.
4. Interview the offender and take a statement if needed.
5. Inspect notebooks, book bags, and locker of the offender – drug, cannabis, alcohol or violent behavior.
6. Assess the availability of weapons to the offender.
7. Notify the offender's parents and determine if weapons are available and if any past incidents have occurred in the past.

After following the above procedure, school officials should then determine if the incident is serious enough to involve the police.

The administrator shall make an independent determination as to whether or not the facts, as reported to him, constitute grounds for a reasonable suspicion that a particular student is in violation of this policy. Whether or not reasonable suspicion exists will depend upon the totality of the circumstances, including, but not limited to, information known about the student, the circumstances in which the information became available, all other pertinent

information. In any case, reasonable suspicion cannot be found upon intuition, speculation or hunch, but must be objective and articulable to others.

If the information is not, in the independent judgment of the administrator, sufficient to constitute reasonable suspicion, he shall immediately cause additional information to be gathered. Such information may include, but not necessarily limited to, contact with other staff members, students and the health personnel to utilize a checklist of physical symptoms and interview to determine if the student is under the influence. All such efforts shall be directed toward determining whether there is reasonable suspicion to believe the student is in violation of this policy.

If the administrator as a result of the reports received by him, determines that the student is in violation of this policy, he shall conduct an interview of the student. If there is reason to suspect that a student may have drugs, cannabis, or alcohol/drug paraphernalia or weapon or other evidence on or about his/her person, he or she shall be directed to produce the same and if necessary to empty his/her pockets.

The District may inspect and search property owned and controlled by the school. If the student refuses any reasonable directive concerning the presence of drugs, cannabis, drug paraphernalia, weapons, alcohol or other evidence on his/her person, the administrator may cause the student to be "patted-down." Parents will be contacted prior to a pat down. Administration shall use its judgment and be able to articulate the reasonable suspicion. If the parents do not agree to the pat down, a summary judgment will be invoked in that the student will be suspended 10 days pending board review for expulsion from school. However, any pat-down shall be conducted only by a certified employee of the same sex of the student. The purpose of the "pat-down" shall be to determine if there is reason to conduct a more thorough search. If the "pat-down" does not reveal the presence of the article suspected and such article would be felt through a "pat-down", no further search shall be conducted.

If the "pat-down" search reveals that the student has or may have drugs, cannabis, drug paraphernalia, weapons, alcohol or other evidence upon his/her person, the student may be searched. In addition, a student may be searched if the substance or weapon would not be felt through a "pat-down, and the risk of failure to find the substance is great. By the way of an example and not limited to this example is LSD tabs might not be felt through a pat-down but would justify a more intrusive search.

All searches of the student shall be conducted in a private area, by certified employees, and observed by another certified employee and all such employees shall be the same sex as the student. If necessary, the student may be physically restrained to conduct the search and the police may be called in to assist in the search. There shall be no strip searches. Searches under this policy are limited to violation of the drug, drug paraphernalia, alcohol or weapons policy.

It shall be deemed an independent act of gross disobedience or misconduct for a student to fail to submit to search when reasonable suspicion exists that the student may have drug, cannabis, drug paraphernalia, weapons, alcohol or other said evidence on or about his/her

person, locker or automobile.

LOCKERS: If there is reasonable suspicion to believe that drugs, cannabis, drug paraphernalia, weapons, alcohol or other evidence may be contained within a student's locker and are currently located in the locker, the administrator is directed to search the locker and if practicable, in the presence of the student and in private with another certified staff.

AUTOMOBILES: In the event there is reasonable suspicion to believe that a motor vehicle located on school property contains drugs, cannabis, drug paraphernalia, weapons, alcohol or other evidence, the vehicle, if practicable, shall be kept under observation. The administrator shall attempt to confirm that the vehicle belongs to a specific student.

The administrator shall seek permission of the student to voluntarily search the vehicle. However, if the student does not voluntarily agree to a search, the administrator shall be authorized to open the vehicle with any key in the student's possession and search the vehicle for drugs, cannabis, drug paraphernalia, weapons, alcohol or other evidence. If total resistance to searching the vehicle occurs, law enforcement officers are to search the vehicle.

If there is reasonable suspicion to believe that an unattended automobile on school property contains drugs, cannabis, drug paraphernalia, weapons, or alcohol but the driver is unavailable, the administrator shall contact local law authorities while being placed under observation.

Local law enforcement canine units will be utilized to search the premises, lockers and vehicles.

**** SUBSTANCE ABUSE COUNSELING SERVICES ARE AVAILABLE THROUGH THE LOCAL SCHOOL ADMINISTRATION. PHONE: 375-7114 OR 375-6521.**

ADOLESCENT SUBSTANCE ABUSE COUNSELING/TREATMENT AND FAMILY COUNSELING ARE AVAILABLE THROUGH EGYPTIAN MENTAL HEALTH SERVICES AT CARMÍ - PHONE: 382-7311 OR AT EDWARDS COUNTY HEALTH – 445-3559 OR CALL OLNEY AT 618-395-4306.

NOTE:

During any suspension or expulsion the student is not to attend or participate in any extra-curricular activities.

Violation of these regulations will result in further disciplinary action.

Disciplinary action taken by the school is aimed at changing student behavior and is not effective unless supported by parents/guardians. Many problems can be avoided by parents letting their children know early that the child is expected to behave and that disciplinary action at school will result in additional consequences at home.

We solicit the cooperation and support of parents in correcting student misconduct.

School rules apply at all extra-curricular activities, ball games (home and away), carnivals, dances, field trips, etc. This would also be true when students are in public places under school supervision.

ATHLETIC EVENTS

SPORTSMANSHIP POLICY: Grayville CUSD #1 believes that sportsmanship is a core value and its promotion and practice are essential. One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are strong lessons to be learned in athletics. One of those lessons is to set and maintain high standards of sportsmanship, ethics, and integrity in our schools and our society. It is up to us to provide the direction and constant vigilance under which good sportsmanship can prosper and have a positive impact on our children, the leaders of tomorrow, and ourselves.

We are asking for your support in this effort by emphasizing your sportsmanship at athletic events. After all, such events are an extension of the school day and we should expect the same type of respectful behavior exhibited in athletics as we do in the classroom.

In order to try and promote sportsmanship here at Grayville CUSD #1, any spectator who is ejected from a Grayville CUSD #1 athletic event (home or away) will receive a letter of warning. If it occurs again, that spectator will be asked not return to a Grayville CUSD #1 for any type of athletic event for the remainder of the year.

STUDENT BEHAVIOR POLICY AT HOME SPORTING EVENTS:
Students are required to be in the gymnasium while games are in play.

Students should not be in the lobby except between games & matches.

Gym doors will be closed during play and will not be open for traffic until play has stopped (time-out between games, etc.)

Students grade Pre-K thru 5 are the responsibility of their parents and should not be left alone during home games and/or matches. They should be sitting with parents or an adult.

1. 1st offense: Student will sit with their parent and or be allowed to get up for the remainder of the contest.
2. 2nd offense: Parent will be asked to leave with the young student and that student will not be allowed to return the rest of the school year.

Students grade 6-12 are the responsibility of the administration and bad behavior will be dealt with accordingly.

1. 1st offense: If a student is asked to leave for bad behavior, they will also be assigned discipline the next day at school.
2. 2nd offense: If a student is asked to leave for bad behavior, they will also be assigned discipline the next day at school and will not be allowed to attend any home contests for the remainder of the school term.

Any individual who creates a disturbance at an athletic event may be removed from the gym.

Once arriving at school to attend an athletic event the students may not leave the building except to go home for the night. Once you leave you will not be allowed to return.

BOY-GIRL RELATIONSHIPS

Hand holding, kissing, hugging and leaning against one another are a disruptive behavior within the school or on school property and will not be tolerated. Students found guilty of breaking this policy will face disciplinary action, with action to be determined by severity and/or repeated offenses.

DRESS AND CONDUCT CODE

Findings and Intent of Policy. The Grayville CUSD #1 School Board hereby finds and determines that it has a legitimate interest in maintaining an orderly and productive educational program in the school district. For the purposes of ensuring neatness and cleanliness of its students, eliminating or reducing distractions and disruptions to the educational process, protecting and maintaining the health and safety of the students and employees of the school district and respecting the rights of students and employees, the Board of Education finds it necessary and in the best interest of the school district to establish and enforce a dress code applicable to all students in the district.

DRESS CODE SPECIFICS:

1. All clothing worn by students must be clean, in good condition and safe. Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that may contribute to the substantial disruption of the orderly operation of the school or classroom or that constitute a health and safety hazard are prohibited.
2. No chain belts, wallet chains or obtrusive chain necklaces and/or chains attached to clothing will be allowed to be worn at school.
3. Clothing or accessories (i.e. jewelry, backpacks, chains, etc.) that include emblems or printing that is obscene, profane, libelous, slanderous or that may incite students to disrupt the educational process are prohibited. Clothing or accessories that depict or promote alcoholic beverages, tobacco or tobacco products or any illegal substances are prohibited.
4. No pajama or sleepwear. (except on designated days)
5. No hats, caps, bandannas, scarves, handkerchiefs, or nylon/plastic hair coverings may be worn in the school building while school is in session.
6. Protective covering for the feet is required to be worn in any shop and/or lab classes (example-sandals, flip-flops, etc.)
7. No sunglasses or dark glasses, unless they are prescription glasses, may be worn in the classroom.
8. No pants, shorts (finger tip length), shirts or blouses that reveal the back, belly, breast areas (cleavage) or buttocks. No halter tops, spaghetti straps, bare midriff tops are allowed. Shoulder straps must be a minimum of two inches in width.

- Sleeveless shirts must have a factory seam.
9. Pants-low riding pants that are below the waistline and expose the undergarments are prohibited. Baggy jeans, which create a disturbance or a safety hazard, will be belted up or the student sent home. There should be no holes in a student's pants above finger-tip length. Students attending field trips of off campus school sponsored activities cannot wear pants with ANY holes in them.
 10. Students should be clothed from shoulder to mid thigh.
 11. Dress Code Policy will be enforced at ALL school sponsored activities, banquets, concerts, sport activities, etc.

COATS AND JACKET GUIDELINES: Coats, hats and jackets should be placed in lockers when students enter the building. Below are some guidelines on what is and is not acceptable.

It is OK to wear: Sweatshirt (pullovers, zipper, button down); Hooded sweatshirt with hoods down(no thick and heavy styles); Flannel shirts; warm-up jackets with matching pants (jackets must not be longer than mid-thigh); Grayville school issued team/squad warm-up jackets).

It is not OK to wear: Winter coats; Outdoor style windbreakers and jackets; Heavy quilted flannel jacket shirts; Warm-up jackets without matching pants; Any type of jacket that is designed to extend below the waist line.

Faculty and administration have the final say if there is a question on the student's attire

VIOLATION: Any student found in violation of this policy shall be subject to discipline pursuant to the Board of Education Discipline Policy.

APPEAL PROCESS

The principal has been authorized to handle all discipline and attendance matters. In the event the student feels the discipline unfair, he may appeal to the Superintendent. If the student is still unsatisfied, he may request 4 days in advance of a board meeting to be placed on the agenda regarding matters relating to a student.

SCHOOL RECORDS

An accurate cumulative record shall be maintained for each student enrolled in the public schools. No one but authorized school personnel, pupils, parents and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student or his parents.

NOTIFICATION OF DESTRUCTION OF STUDENT RECORDS: The Principal shall be charged with keeping student records. Permanent student records shall be maintained after a student has graduated or otherwise left the District until such time as proper identification of destruction of student records has been met. Proper notification includes:

1. Written approval of the Local Records Commission is obtained.
2. Notify student's parents/guardians and student of impending action.
3. A thirty-day notice be placed in newspaper of impending action.

STUDENT RECORDS: It is required that parents are notified that the **Family Educational Rights and Privacy Act (FERPA)** and **Illinois School Records Act** have given parents the following rights:

Parent/guardian and students have the right to inspect the student's school records. Notify the office for further instructions.

The parents of a student may have access to the permanent records of the student. Access shall be given within a reasonable length of time after the request has been made. The parents of a student must give written consent before the school releases a student's record.

Parents shall be afforded an opportunity for a hearing to challenge and amend the contents of the student's permanent record to insure the information is not inaccurate or inappropriate.

Parents have the right to prevent disclosure of records. They also have the right to complain to FERPA officials.

When a student reaches the age of 18 the parent no longer has any right to the student's records. The students must regulate their own record.

STUDENTS WHO NEED EXTRA HELP

The staff at Grayville Junior-Senior High School are here to help all students. If you find yourself in need of extra help (besides the help you get in regular class), you should contact the teacher so extra help sessions may be arranged. You must be willing to ask for help, after school tutoring is offered to all students.

If you find yourself in need of help in areas like alcohol abuse, drug abuse, child abuse, etc., contact the school counselor or principal. The school can/must refer you to trained experts who will help you in these areas.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable and interested people to help us whenever regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into our surrounding communities. Let us be very certain that good impressions are made by being polite, helpful, and considerate as if the regular teacher were present. The substitute teacher has the same authority as your regular teacher. Any student receiving a discipline referral because of misbehavior under a substitute teacher will receive an in-school suspension for the infraction.

TELEPHONES

Telephone calls to and by the student are limited to emergencies. Emergencies are identified as threat to health, safety, etc., not as "forgot to bring homework, projects or whatever is due today."

The office telephones are for business use only and available for student use only in emergency situations with permission from office personnel.

Students will not be taken out of class to answer calls except in an emergency. Messages from parents to students will be delivered between classes.

VISITORS

Visits to our school by parents, other adult residents of the community and interested educators are welcomed and encouraged. However, to protect the educational programs from undue disturbance, we insist that those persons wishing to visit on days other than those designated as visiting days to make arrangements, in advance, through the school office.

All parents must come to the office. NO ONE MAY GO DIRECTLY TO ANY CLASSROOM! A visitor's pass will be issued to you in the school office. Any person(s) in the school

building without a proper pass will be reported to the office. This will also protect your child from being contacted or removed from school by unauthorized persons.

At no time will a teacher transact business with a person in the school who has not been cleared through the school office.

WITHDRAWAL FROM SCHOOL (TRANSFER OF RECORDS)

The office and teachers should be informed prior to departure so classroom work, grades and records may be completed. When possible, the office should be given a forwarding address.

After the parent/guardian completes enrollment information at the new school and completes records request information, this information will be forwarded to us with the parent/guardian signature and forwarding address of school. The office will then forward records to the attending school.

VIDEO CAMERAS

The Board of Education authorizes the use of video cameras to identify disruptive students and to document the activities of students.

Members of the Board of Education, the administrations, and other appropriate personnel are authorized to view all video tapes for the purposes set forth above. Persons authorized in this paragraph to view these video tapes may show relevant portions of the video tapes to students or groups of students, their parents, or guardians, and groups of parents or guardians

to identify disruptive behavior of student and/or document activities of students. The video tapes may not be used for general showings to individuals or to groups. The video tape may not be given to the media. All recorded video tapes shall be kept in a secure location. Video tapes may be preserved the Administration until such times as determined they are no longer necessary.

GRAYVILLE COMMUNITY UNIT SCHOOL DISTRICT #1 STUDENT ATHLETIC HANDBOOK

The Athletic Department believes that athletics are an essential part of the Grayville Junior/Senior High School curriculum. Athletics provide an opportunity for each person to be an individual, to exert his own individuality and yet become a part of a group. Cooperation of effort to achieve a common goal stresses the importance of depending on others. Participating in athletics should develop positive attitudes in cooperation, leadership, responsibility, scholarship, and loyalty. These values should be lasting and serve as guidelines throughout life.

The athlete is one who is willing to give of himself and his time to build a body and mind so that he will be able to participate successfully in a sport. A desire to improve, achieve, and excel is essential to all who are competing, either as an individual or as a member of a team. The athlete must make a total commitment to his sport in order to succeed.

The Athletic Department has the responsibility to guide the athletes so that they may realize their fullest potential for their own satisfaction and a further responsibility to help them become effective members of our democratic society.

The athlete likewise, has certain responsibilities. This Athlete's Handbook will detail those responsibilities.

COVERAGE

This code covers and applies to all athletes, managers, and cheerleaders of the Grayville Community Unit School District #1 and is to be agreed to by each individual and his/her parents/guardians at the beginning of each season.

ASSOCIATIONS AND CONFERENCES

Grayville Junior High is a member of the Southern Illinois Junior High School Athletic Association (SIJHSAA), which regulate our athletic teams and competition. The Junior High is a member of the Wayne Elementary Athletic Association, which also includes: Jasper, Geff, New Hope, West Salem and Enfield.

Grayville High School is a member of the Illinois High School Association (IHSA). The High School is a member of the Midland Trail Conference, which also includes: Wayne City, Webber Township, Cisne, Clay City, North Clay, Odin, Sandoval, South Central, West Richland and Woodlawn.

SCHOOL ATTENDANCE

The athlete should make every effort to attend school on a regular basis. Regular, consistent school attendance helps the athlete maintain acceptable scholastic standing (grades). Also, regular school attendance allows the athlete to attend practices on a regular basis, which will help both the athlete and the team.

EXTRA-CURRICULAR PARTICIPATION

Any student truant from school MAY NOT attend any extra-curricular activity on that same day. Any student who "skips" a class is unexcused for that period and is not eligible to attend any extra-curricular activities until 8:00 a.m. the following day.

If an athlete is absent because of a medical reason they must return to school and attend at least 3 academic periods to be eligible to participate in the activity that night. Upon arriving to school the student must present the office with a doctor's note for verification of the absence. Mitigating circumstances will be taken in consideration and the administration reserves the right to make exceptions.

In order for a student to participate in an extra-curricular activity the student must be in the attendance the FULL DAY of that activity. The administration reserves the right to make exceptions due to Pre-arranged appointments (i.e.) doctors/dentist and any other unforeseen circumstances. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is an excused absence in the eyes of the principal.

Participation in extra-curricular activities is a privilege. Students who chose to participate in these activities should hold themselves in the highest standards. Students will lose this privilege for any one of the following reasons:

1. Suspension
 - A. 1 to 3 days suspension – 10% of events/activities.
 - B. 4 to 9 days suspension – 20% of events/activities.
 - C. 10 days or more, students will be eliminated from all extra-curricular activities.
2. When a student receives his/her 2nd detention, the following occurs regarding extra curricular activities:
 - A. A student will be ineligible to participate in any extracurricular activity the week following student having received a detention for 2nd /Event; 3rd /2 Events; and 4th/3 Events.
 - B. A student will be dropped from the extra curricular activity when he/she receives the 5th detention. (Tardy detentions will not count toward this total until it becomes a chronic problem)
 - C. The ineligibility remains (for the semester-delete) to the end

of the (sport-delete) extra curricular activity. (whichever terminates first-delete).

- D. When the student enters a new extra curricular activity the detention total will wiped clean and start from zero.

SCHOLASTIC ELIGIBILITY

Athletes are students first and athletes second. The athlete must maintain his/her grades at an acceptable level. By meeting the challenge in the classroom, the athlete demonstrates that he or she is ready and capable of meeting additional challenges outside the classroom. Then, and only then, will the athletes be allowed to fully participate in the athletic program.

All student athletes participating in interscholastic athletic competition for Grayville CUSD #1 are automatically under the jurisdiction of the Illinois High School Association, and SIJHSAA. Their rules and regulations are our guide and they must be followed. In accordance with 105ILCS 5110-20.30, as amended by P.A. 90-548 all schools maintaining a school, grades 5-12 must have a “no pass-no play” policy. At Grayville CUSD #1 all students must be passing all classes to be eligible to participate in sport activities. Eligibility will be checked once every week and begin at the start of each grading quarter. Any student with an “F” in any subject will be ruled ineligible for the following week (Monday thru Saturday). Students who are declared ineligible for the third time (consecutive or non-consecutive) during any sport season will be dropped for the remainder of that sport season. At the end of the first and second semester report cards will be examined. Any student found to be failing one or more subjects will be ineligible for any sport for the next semester. Students participating in the Grayville CUSD #1 cheerleading program will also follow these same academic eligibility rules.

In summary, the athlete must really concentrate on their schoolwork. The athlete's responsibility is to always remember that schoolwork comes first and athletic participation second.

GROOMING AND DRESS POLICY

A member of an athletic team is expected to be well groomed. "He shows up best who shows off least." Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in this community. The following grooming and dress rules will be adhered to by team members:

1. Hairstyles are to be maintained in a neat and clean manner so as to present a positive image for both the team and the school.
2. An athlete shall dress presentably at all times, on trips, or at assemblies or banquets. No head bands will be worn.

TURNING OUT FOR A SPORT

A student will not be permitted to turn out for any sport one week after practice has begun unless the student was unable to turnout at the proper time because of an injury, sickness, vacation or other necessary trips with the parents. New students moving into the district during the season of participation will be permitted to turn out under the same rules as a regular student at the start of the season.

PRACTICE RESPONSIBILITIES

Athletes are required to attend all practice sessions unless they are absent from school or have been excused by the coach from practice prior to that practice's beginning. The athlete who has a schedule conflict and finds himself unable to attend a practice session must clear this beforehand with the coach. If the athlete cannot contact the coach, he should call the Athletic Director before missing the practice. If the Athletic Director cannot be reached, the school's principal should be contacted. Excuses about a missed practice after the fact, with nothing said ahead of time, are rarely accepted. Athletes owe it to themselves and teammates to be at all practices. At times teams will be required to practice late, normally a 5:00 or 5:30pm start. All athletes should exit school and not return until practice times. Players shouldn't loiter in school building without supervision.

Practices are meant to be learning experiences. Learning can occur best when the pupil (Athlete) is eager to learn. The athlete must listen to the coach carefully at all times. The athlete must be willing to try new things. The athlete should always be encouraging to his teammates and respectful to the coach. The athlete must be willing to expect and accept constructive criticism from the coach in order to learn and progress. The bottom line concerning practice sessions is that athletes perform in athletic events like they practice. The attentive, hustling, hard working athlete in practice will be rewarded in more ways than one in the long run.

PHYSICAL EXAM, INSURANCE, AND BIRTH CERTIFICATE

The athletic associations (IHSA, IESA and SIJHSAA) and the Board of Education have several requirements before a student is allowed to take part in their first practice or try-out session. They must have the following papers on file:

- A. Physical exam card completed by a qualified physician
- B. Form indicating insurance coverage
- C. Parental permission to participate
- D. Signed copy of athletic code

LOCKER ROOM

Athletes are expected to be on their best behavior while using the locker room. The locker room area is for changing clothes and showering. It is not an area for scuffling or "horsing

around", someone could get seriously hurt. The athlete is to always keep his locker locked and practice gear clean. The locker room should be as neat after practice as it was before. No glass containers are permitted in locker rooms. No one except coaches and assigned players are allowed in the locker room.

ATHLETIC EQUIPMENT

Grayville athletic equipment may not be worn in gym classes or elsewhere other than in regular athletic contests or scheduled practices. Jerseys may be worn as a team function upon the day of a game when approved by the coach of that sport.

Athletes are responsible for all equipment and clothing issued to them for their use. Damaged or lost articles must be paid for at replacement cost.

SCHOOL EQUIPMENT/FACILITIES

At all times, athletes are to respect and maintain school equipment and facilities--at home and in guest facilities. Grayville is proud of its equipment and facilities and expects that athletes will treat them with great care. Any athlete who loses or damages equipment, or damages any part of the school's facility will face disciplinary action. Plus, any costs due to an athlete's damaging the facility or damaging or losing equipment must be paid for by the athlete. Failure to pay these charges could limit further participation by the athlete in the athletic program.

OUTSIDE PARTICIPATION IN ATHLETICS

As members of the IHSA, IESA, AND SIJHSAA, our athletes have certain rules to follow. One such rule deals with athletes competing in non-school athletic events. Once a student becomes a member of a school athletic team and that team has its first practice, the student is barred from participating in any non-school athletic event in that same sport until after the team has completed its final game of the year. For example, a basketball team member cannot participate in a church basketball league, Knights of Columbus free throw shooting contest, etc.

INJURIES

All athletic injuries must be reported to the coach first. All injuries must then in turn be reported by the coach in writing within three days to the building principal for the purpose of insurance and liability. If the injury is of a nature which requires a doctor's care, the athlete is expected to arrange for such treatment. Once under a doctor's care, the athlete will not be able to return to any athletic participation (practice or games) until the school has a written release signed by the physician.

DISCIPLINARY ACTION

The coach is totally responsible for his team. Over and above this Athlete's Handbook, each coach may establish additional rules and regulations, with the approval of the Athletic Director and Principal, for their respective sports. These rules as pertaining to a particular sport must be given by the coach in writing to all team members and explained fully at the start of the season. The coach will inform his squad of these rules, and each athlete must abide by them. Copies of all additional team rules by coaches are on file in the athletic office. When, in the estimation of the Coach, Athletic Director, and/or Principal, an athlete disregards his responsibilities, disciplinary action will follow.

This disciplinary action will fit the offense. It may range from running extra laps to being suspended or expelled from the team. Major infractions will be handled by the Coach, Athletic Director, and Principal together. No suspensions will be implemented unless approved by the A.D. and Principal.

The purpose and goal of all disciplinary action is to help the athlete continue to grow as an individual and team member, and to protect the integrity of the team.

FIGHTING

Fighting in any sport shall be construed to consist of: An invitation to fight--closely following an opposing player during a disturbance and making any taunting gesture or sound--punching or slugging with fists whether or not a punch is landed--wrestling or tackling an opponent outside a legal play situation.

Violation of this rule shall bring an automatic suspension for the remainder of that game, suspension from the next scheduled game, plus three days suspension from school. The same discipline applies to any member of the playing squad who leaves the bench during a fight regardless of their participation.

DRUGS/CANNABIS/ALCOHOL/TOBACCO

Athletes are prohibited from drinking alcoholic beverages, using cannabis, and/or using narcotic drugs at all times (except as prescribed by a physician in the treatment of an illness).

Any violation related to drugs/cannabis/alcohol is applicable anytime, anywhere during the year. Any suspension begins immediately and runs concurrently through regular season, tournament, and post-season games.

1. First Offense-Student will lose 20% of that sport's season regular season games. In addition, the student must attend counseling with the school counselor. A refusal to attend the counseling will result in the student being suspended from all sports teams for the remainder of the school year. (Students who enter and complete an alcohol and/or drug treatment program without being cited for an athletic training rule violation will not be subject to the penalties described.)
2. Second Offense-The athlete is automatically removed from the team and is ineligible for other sports for the remainder of the school year.

3. The athlete will serve the suspension when he is academically eligible. (The athlete may not serve a violation of this rule and the academic eligibility rule at the same time.)

The use or possession of tobacco products by athletes is prohibited at all times. Offenders will receive a one game suspension. A repeated offense will result in removal from the sport in season at that time. Parents will be notified.

DISAGREEMENTS WITH DISCIPLINARY ACTION

The procedure for solving problems in connection with disciplinary action is as follows:

Step 1- The student (and parent or legal guardian if desired) may review the decision in a meeting with the Coach to resolve the problem.

Step 2- The student (and parent or legal guardian if desired), the Coach, Athletic Director, Principal, and the Superintendent may meet to resolve the disagreement.

If the student (parent/legal guardian) does not feel the issue has been resolved at Step 2, they may bring it to the Board of Education at its regularly scheduled meeting.

GAMES/MEETS

Grayville Junior/Senior High School will offer its athletic teams a complete schedule of games--within the bounds of the IHSA, IESA, and SIJHSAA rules, facilities, athletic philosophy, and school district funds. Athletes are reminded that when competing for the school at such events, they are representing not only themselves, but also their coach, school, family, and community. Grayville School District insists that athletes representing the school maintain the highest level of behavior.

Whether participating in home games or out-of-town games, athletes are requested to maintain a high standard towards their personal appearance and grooming. Further, all athletes who are waiting to perform are requested to sit together as a group. They should remain in this group until their competition begins.

TRAVEL

Transportation to and from practice sessions is the responsibility of the athlete and his family. The school is responsible and will furnish transportation to and from all interscholastic events.

- A. All students are required to ride to and return from all extra-curricular activities on the school bus to participate in that activity.
 1. NOTE: Parents/Guardians will be allowed to sign their child out of an activity and must do this with the coach/sponsor.

Once signed out the student must ride home with parent/guardian and no one else.

- B. Students who violate the policy shall be notified they will no longer be able to ride the bus to and from extra-curricular activities.
- C. Students who do not ride on the bus provided for a school activity shall be sent a letter notifying them (parents and students) if the student continues to not follow the policy, the student shall not be allowed to ride the school bus to school sponsored extra-curricular activities if this occurs a second time.
- D. If the student does not ride the bus to or from the extra-curricular activity a second time without prior approval of the supervising principal, he/she shall have a letter sent to the student and his/her parent or guardian stating the student will not be allowed to participate in that specific extra-curricular activity for the duration of said extra-curricular activity.

Athletes must follow all rules of the bus driver and coach while riding the school bus. No food, drink, candy, etc. will be allowed on the bus unless approved by the coach and driver. Everyone on the bus must be silent at all railroad crossings. Normal bus safety regulations (mandated by the Illinois Office of Education) are to be followed.

CONFLICTS IN ACTIVITIES

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.

When a conflict arises the sponsors/coaches will work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the principal will make the decision based on the following:

1. The relative importance of each event
2. The importance of each event to the student
3. The relative contribution the student can make
4. How long each event has been scheduled
5. Talk with parents

Once the decision has been made and the student has followed that decision, he will not be penalized in any way by either faculty sponsor/coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he should withdraw from that activity.

SUMMARY

Being a Grayville athlete is an honor and privilege. The athlete has tremendous amount of pressure on him. How well the athlete handles these pressures and responsibilities will largely determine his success on the team. The Athletic Department hopes each athlete meets the challenge of being an athlete and becoming successful.

2008 - 2009 SENIOR CLASS TRIP POLICY

1. The Senior Class trip must be educational.
2. The destination of the trip will be voted on by the class members whose dues are paid and have intentions of going on the trip at the end of the 1st quarter of their senior year. The final approval will rest with the administration and the school board.
3. The approximate cost of the trip will be determined as soon as possible following the approval of the trip by the school board.
4. Class dues must be paid by the end of the 1st quarter. To be eligible to hold class office and vote on matters pertaining to senior activities including the senior trip, dues of \$20 must be paid. All past class dues and monies owed from fundraisers in previous years must be paid in order to go on the Senior Class Trip.
5. In order to be eligible to attend the senior class trip the student must have raised \$500.00 by the end of their junior year. Any student not classified as a Senior at the start of his/her 4th year in high school will not be allowed to go on the class trip.
6. Students are expected to earn their way for the trip. Participation in fundraisers and working the concession stand will be part of this procedure. Students can not exceed more than \$75.00 per year in donations for their Freshman, Sophomore and Junior years and \$100.00 their Senior year. Students are expected to earn 80% of the cost of the trip.
7. Any money earned by the class shall be divided equally among those who worked that fundraiser and credited to the individual student's money account.
8. If a student signs up and does not show up to work, money equaling the amount generated from an individual's share of the class project will be deducted from the student's trip account unless the student has made other arrangements with the sponsors. Or, if a student takes items but returns no money, the amount due will be deducted from the student's total balance.
9. If a student generates more money than required amount the class is not obligated to refund the excess money.
10. If a student has earned money toward the trip and has decided not to go, the money earned will go to the class fund.
11. The treasurer will inform classmates of the fund balance at the end of each year. The treasurer may inform classmates of the balance throughout the year.

12. The cost of the sponsors' and principal's (depending on number of students attending) trip will be paid by the class.
13. A student must have all his dues paid and must have earned 90% of money raised by December 31st of student's senior year.
14. Student must have 100% money raised by January 30th to be eligible to go on the trip.
15. Eligibility to go on the Senior Trip will be forfeited if student is suspended for four (4) or more days during their senior year.
16. Students who feel they have economic problems earning money to go on the trip may see the principal for assistance.
17. Student's luggage will be subject to inspection at any time during the trip.
18. Any students who violates a state or federal law, rules of the student handbook regarding drugs and alcohol, or unacceptable fraternization will be sent home immediately at the parents'/guardians' expense.
19. Any other activity that generates sales benefits will be prorated according to the representation of the class in the activity.

NATIONAL HONOR SOCIETY

The Grayville High School Chapter of the National Honor Society inducts new members annually. The faculty selection committee reviews all tenth, eleventh, and twelfth grade students who are academically eligible for membership. Membership in the National Honor Society is based on excellence in four areas: scholarship, leadership, service, and character. Each category is judged independently.

To be eligible for membership, a student must have a cumulative average of at least 3.5 on a 4.0 scale. In addition to the academic requirement, participation and leadership in school and other activities is required. Student must complete the form and return it to the Adviser as advised.

After students become members of the Honor Society, they are reviewed periodically by the faculty and must maintain the high standards of the society. Active members of the Honor Society are required to maintain a minimum grade point average of 3.5 and to live up to the character, leadership, and service ideals of the National Honor Society.

Although you are to be commended for maintaining a high scholastic average, please understand that membership is not guaranteed to anyone. The final decision for membership will be made by the faculty committee.

GRAYVILLE HIGH SCHOOL NATIONAL HONOR SOCIETY CHAPTER BY-LAWS

ARTICLE I – NAME AND PURPOSE

SECTION 1: The name of this chapter shall be the Grayville High School Chapter of the National Honor Society of Secondary Schools.

SECTION 2: The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the

development of character in students of Grayville High School.

ARTICLE II – MEMBERSHIP

SECTION 1: Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. The graduate members have no vote.

SECTION 2: Membership in this chapter shall be based on Scholarship, Service, Leadership, and Character.

SECTION 3: To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Grayville High School.

SECTION 4: Candidates eligible for election to this chapter must be members of the sophomore, junior or senior class. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 (out of 4.0; unweighted grade point average). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Their eligibility shall then be considered on their service, leadership and character.

ARTICLE III – SELECTION OF MEMBERS

SECTION 1: The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

SECTION 2: Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically shall be notified and asked to complete the Student Activity Information Form for further consideration for selection.
- c. The faculty shall be requested to comment on candidates determined to be scholastically eligible.
- d. The Student Activity Information Form and faculty comments shall be reviewed by the Faculty Council.

SECTION 3: The selection of active members shall be held once a year during the second semester of the school year.

SECTION 4: An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal.

SECTION 5: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership into this chapter. This transfer member will attain within one semester and then maintain the membership requirements for this chapter in order to retain his/her membership.

For further explanation, please refer to the addendum to this section of the handbook.

ARTICLE IV – DISMISSAL

SECTION 1: Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Grayville High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school and community.

SECTION 2: If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.5), he/she will be given written warning. If the cumulative grade point average remains below 3.5 for the next two or any two consecutive nine week grading periods, the students may be dismissed from the chapter.

SECTION 3: Violation of criminal law or school regulations can result in dismissal of the student. The district's student handbook shall determine a student's dismissal from the National Honor Society and grievance procedure.

SECTION 4: When a student is dismissed, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

ARTICLE V – OFFICERS

SECTION 1: The officers of the chapter shall be president, vice president, secretary, and treasurer.

SECTION 2: Student officers shall be elected at the last meeting of each school year from chapter members of the junior class. They shall hold office during their senior year.

SECTION 3: A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

SECTION 4: It shall be the duty of the president to preside at the meetings for this chapter.

SECTION 5: The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

SECTION 6: The secretary shall keep the minutes and be responsible for correspondence.

SECTION 7: The treasurer shall keep the record of business expenses, dues, etc.

ARTICLE VI – EXECUTIVE COMMITTEE

SECTION 1: The executive committee shall consist of the faculty adviser and the chapter officers.

SECTION 2: The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VII – ACTIVITIES

SECTION 1: The chapter shall determine one or more service projects for each year.

SECTION 2: All members shall regularly participate in these projects.

SECTION 3: These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and faculty, be appropriate and educationally defensible, and be well planned, organized and executed.

SECTION 4: Each member shall have the responsibility for choosing and participating in a service project, which reflects his or her particular talents and interests. This is in addition to

the chapter projects to which all members contribute.

SECTION 5: The chapter shall publicize its projects in a positive manner

ARTICLE VIII – MEETINGS

SECTION 1: Meetings of this chapter shall be held on a monthly basis.

SECTION 2: This chapter shall conduct its meeting according to Robert’s Rules of Order.

ARTICLE IX – EMBLEM

SECTION 1: Each member of this chapter shall be entitled to wear the emblem adopted by the National Honor Society.

SECTION 2: Any member who withdraws or is dismissed from the chapter shall return the emblem to the chapter.

ARTICLE X – DUES

SECTION 1: Annual dues for this chapter shall be \$5.00.

SECTION 2: Dues will be payable to the chapter treasurer within 30 days of induction.

ARTICLE XI – AMENDMENTS

SECTION 1: These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV, which are developed by the Faculty Council with the approval of the Principal.

SECTION 2: By-laws and amendments must be consistent with the Constitution of the National Honor Society.

National Honor Society / Grayville High School Selection of Members

1. Membership in this chapter shall be based on Scholarship, Service, Leadership, and Character.
2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Grayville High School.
3. The selection of active members shall be held once a year during the second semester of the school year.
4. Candidates eligible for election to this chapter must be members of the sophomore, junior or senior class. Candidates eligible for election to the chapter shall have a minimum cumulative GPA of 3.5 out of 4.0. Their eligibility shall then be considered on their service, leadership and character.
5. The final selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of 5 faculty members appointed by the principal. The chapter advisor shall be the 6th, non-voting, ex-officio member of the Faculty Council.
6. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
 - b. Students who are eligible scholastically shall be notified and asked to complete the Student Activity Information Form for further consideration for selection.
 - c. The faculty shall be requested to comment on candidates determined to be scholastically eligible.
 - d. The Student Activity Information Form and faculty comments shall be reviewed by the Faculty Council.
7. Students will be notified via letter whether they have been selected for membership in the National Honor Society.

NON-ACADEMIC/ACADEMIC ACTIVITY ABSENCE APPROVAL

STUDENT _____

DATE OF ABSENCE(S) _____

EVENT _____

DATE APPROVED _____

ADMINISTRATIVE SIGNATURE _____

THE ABOVE ABSENCE(S) WILL BE EXCUSED PENDING ALL WORK BEING TURNED INTO THE INSTRUCTOR AND STUDENT IS IN GOOD STANDING AS TO DISCIPLINARY POLICY.

TEACHER SIGNATURES -

STUDENT IS PASSING:

1. _____

YES _____ NO _____

2. _____

YES _____ NO _____

3. _____

YES _____ NO _____

4. _____

YES _____ NO _____

5. _____

YES _____ NO _____

6. _____

YES _____ NO _____

7. _____

YES _____ NO _____

8. _____

YES _____ NO _____

- TEACHERS ARE REQUIRED TO COLLECT THESE FORMS AND PROVIDE A LIST OF STUDENTS ATTENDING THE TRIP (to the office) AT LEAST TWO DAYS PRIOR TO ATTENDING THE TRIP.
- EACH STUDENT ATTENDING A FIELD TRIP MUST BE PASSING ALL CLASSES. FIELD TRIP STUDENTS ARE HELD TO THE SAME EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS (no pass/no play) WHICH ARE LISTED ON PAGE 56 OF THE STUDENT HANDBOOK.