

# PLEASE READ, SIGN, AND RETURN.

Coal City High School administration requires all students to acknowledge, in writing, they have received a copy of the student handbook containing the disciplinary policy.

Please complete the form below and return it during the beginning of year assembly. Your cooperation is appreciated.

I have received the 2018-2019 Coal City High School Handbook and have been given the opportunity to review the disciplinary policy. I acknowledge that if I do not understand any provision of this handbook it is my responsibility to seek out clarification from the administration.

STUDENT NAME (PLEASE PRINT) \_\_\_\_\_

GRADE (CIRCLE ONE)                      09                      10                      11                      12

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**Coalers**

# Coal City

# High School

**2018 - 2019**



Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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# TABLE OF CONTENTS

ACCEPTABLE USE POLICY.....	23	FEES .....	34
ACCIDENTS .....	25	FIELD TRIPS .....	34
ACCREDITATION .....	25	FIRE DRILL .....	34
ACHIEVEMENT TESTS.....	11	GANG OR GANG LIKE ACTIVITY.....	34
ADMINISTRATION .....	7	GAVC STUDENTS .....	19
ADMISSION PRICES - ATHLETIC EVENTS .....	18	GENERAL BUILDING/SCHOOL	
ADMISSION PROCEDURES .....	25	GROUNDS BEHAVIOR.....	23
AGGRESSIVE BEHAVIOR POLICY.....	25	GENERAL INFORMATION .....	34
ANSWERS TO COMMON QUESTIONS - WHAT		GRADE LEVEL CLASSIFICATIONS .....	35
SHOULD YOU DO? .....	55	GRADING .....	35
ART CLUB .....	19	GRADING SCALE CONVERSION .....	35
ATTENDANCE/ABSENTEEISM .....	26	GRADUATION INFORMATION .....	35
AVAILABILITY OF ASBESTOS		GRADUATION REQUIREMENTS .....	36
MANAGEMENT PLAN .....	28	GRIEVANCE PROCEDURE .....	36
AWARDS HIGH SCHOOL .....	23	GUIDANCE SERVICES .....	37
BOARD OF EDUCATION .....	7	GUIDELINES FOR ADDITIONAL SOURCES	
BOOKBAGS.....	28	OF HIGH SCHOOL CREDIT .....	37
BRING YOUR OWN DEVICE POLICY:.....	31	GUIDELINES FOR THE PHYSICAL	
BUILDING DISCIPLINE .....	28	EDUCATION REQUIREMENTS .....	37
BUILDING HOURS .....	29	HEALTH SERVICES .....	38
BUILDING SECRETARIES.....	8	HEARING .....	49
BULLYING, INTIMIDATION, AND HARASSMENT -		HIGH SCHOOL DISCIPLINE POLICY .....	58
PREVENTION AND RESPONSE TO .....	29	HOMELESS CHILD'S RIGHT TO EDUCATION .....	38
CANCELLATION OF SCHOOL .....	30	HOMEWORK.....	10
CARE OF SCHOOL PROPERTY .....	30	HOMEWORK/MAKE-UP POLICY - BLOCK	
CCT - SENIORS .....	31	SCHEDULE .....	38
CELLULAR TELEPHONES .....	31	HONOR CODE/CHEATING POLICY .....	39
CLASS RANK .....	31	HONOR ROLL INFORMATION.....	39
CLASSROOM EXPECTATIONS .....	32	INDEPENDENT EVALUATION .....	48
CLASSROOM TESTS.....	11	LATE ARRIVAL POLICY .....	27
CLUBS/ORGANIZATIONS .....	19	LEAST RESTRICTIVE ENVIRONMENT.....	49
COLLEGE COURSEWORK EXPECTATIONS .....	32	LIBRARY .....	39
COLLEGE CREDIT COURSES .....	32	LOCKERS.....	39
COLLEGE PLANNING.....	32	LOST AND FOUND .....	39
COMPLAINT RESOLUTION AND MEDIATION .....	49	LUNCH PERIODS .....	40
CONFIDENTIALITY OF INFORMATION.....	47	LUNCH PROCEDURES/RULES.....	40
CONSENT.....	48	LUNCH PROGRAM.....	40
CORPORAL PUNISHMENT .....	32	MATH TEAM.....	20
CREDIT DEFINITIONS .....	36	MEDICATION .....	40
CRITERION-REFERENCED TESTS.....	11	MISBEHAVIOR DURING CONTESTS.....	19
CUSTODIANS.....	8	MOTOR VEHICLES .....	41
CUT DETENTIONS.....	58	MUSIC .....	22
DAILY SCHEDULES .....	63	MUSIC ORGANIZATIONS HIGH SCHOOL .....	22
DANCE GUIDELINES.....	33	NATIONAL HONOR SOCIETY .....	20
EARLY GRADUATION .....	33	NON-INSTRUCTIONAL ITEMS .....	41
ELIGIBILITY .....	22	NORM-REFERENCED TESTS .....	11
ENGLISH LEARNERS .....	33	OBJECTIVES .....	22
ENROLLMENT INFORMATION .....	33	OFFICE DETENTION PROGRAM .....	45
EQUAL OPPORTUNITY AND SEX EQUITY .....	34	PARENT SUPPORT GROUPS .....	11
EVALUATION PROCEDURES .....	48	PARENT/SCHOOL ORGANIZATION (P.S.O.) .....	41
EXTRA CURRICULAR GUIDELINES.....	12	PARENT/TEACHER CONFERENCES .....	9
EXTRA-CURRICULAR COUNCIL .....	18	PARENTS AS PARTNERS .....	9
FCCLA .....	20	PARTICIPATION IN CURRICULAR AND	
FEE BUSSING .....	54	EXTRA-CURRICULAR MUSIC ENSEMBLES .....	23

PERFECT ATTENDANCE RECOGNITION .....	41	SOCIAL NETWORKING PASSWORDS	
PESTICIDE APPLICATION .....	41	AND WEBSITES, ACCESS TO .....	47
PHILOSOPHY .....	22	SOCIAL PROBATION .....	58
PHYSICAL EDUCATION .....	41	SPECIAL EDUCATION .....	47
PHYSICAL EXAMINATIONS .....	42	SPECIAL NEEDS .....	8
PLAYING IN NON-SCHOOL COMPETITION .....	19	SPECIAL POPULATIONS DIRECTOR .....	47
PRESCHOOL AGE CHILDREN .....	54	SPEECH TEAM .....	21
PROGRAMS .....	42	STAFFING LIST 2017-2018 .....	8
PROGRESS REPORTS .....	42	STANDARDIZED TESTS .....	11
PROHIBITED STUDENT CONDUCT .....	59	STUDENT ACCIDENTS .....	48
PROPER ATTIRE/DRESS CODE .....	42	STUDENT ASSESSMENT .....	50
PUBLIC DISPLAY OF AFFECTION .....	42	STUDENT BEHAVIOR CODE .....	50
PUPIL PERSONNEL SERVICES .....	7	STUDENT COUNCIL - HIGH SCHOOL .....	21
RANDOM DRUG TESTING .....	42	STUDENT INSURANCE .....	50
RELEASE PERIOD FOR SENIORS .....	43	STUDENT PRIVACY PROTECTIONS .....	44
RESPECT FOR STAFF AND		STUDENT RECORDS .....	48
FELLOW STUDENTS .....	43	STUDENT RECORDS .....	50
RESPONSIBILITY TO ALL SCHOOL STAFF .....	43	STUDENT RECORDS - NOTIFICATION OF	
RIGHTS AND RESPONSIBILITIES OF STUDENTS .....	56	RIGHTS OF PARENTS AND STUDENTS .....	50
SAFE SCHOOL ZONE AND THE LAW .....	43	SUSPENSION NOTIFICATION .....	52
SAFE WALKING .....	54	SUSPENSIONS .....	51
SAFETY .....	43	TARDIES .....	28
SCHEDULE CHANGES & REGISTRATION		TEACHER QUALIFICATIONS .....	52
GUIDELINES .....	45	TEACHER TREATMENT OF STUDENT	
SCHOLARSHIPS .....	19	MISCONDUCT .....	28
SCHOLASTIC BOWL .....	21	TESTS .....	11
SCHOOL PLAY/MUSICAL .....	21	TRANSPORTATION .....	52
SCHOOL VISITATION RIGHTS .....	43	TRUANCY .....	28
SCIENCE CLUB .....	21	TRUANCY .....	55
SEARCH AND SEIZURE .....	45	UNEXCUSED ABSENCE/IMPROPER CHECKOUT .....	58
SEVERE WEATHER .....	46	VACATION POLICY .....	55
SEX EDUCATION INSTRUCTION .....	43	VARSITY CLUB .....	19
SEX OFFENDER/VIOLENT OFFENDER		VOCATIONAL CENTER .....	55
NOTIFICATION .....	44	WELCOME .....	6
SEXUAL HARASSMENT AND TEEN			
DATING VIOLENCE .....	46		

## WELCOME

On behalf of the faculty and staff of Coal City Community Unit District # 1, I would like to welcome you to the 2018-2019 school year. It is our sincerest desire that students and their families find the time spent here productive and rewarding. To assist them toward this end, a handbook outlining district policies and procedures has been prepared.

The school board, administration and faculty sincerely believe our schools are more than buildings filled with teachers and students. School experiences are designed to give all students an opportunity to obtain an education complete with class work, extracurricular activities, memories and friendships.

We recognize the importance of preparing students for a successful and fulfilling life - beyond high school. To this end, students are encouraged to perform at their highest levels in all school-related activities. Active participation and self-evaluation are two of the most important elements in achieving success.

Parents are encouraged to participate as partners with the school and to make teachers and administrators aware of situations or concerns that may affect student learning. A joint effort between home and school will insure a quality education for all students.

Sincerely,

Dr. Kent A. Bugg

Superintendent



Coal City Community Unit District #1 does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, ancestry, marital status, discharge, citizenship status, physical or mental handicap or disability.

# COAL CITY HIGH SCHOOL

## BOARD OF EDUCATION

Mr. Kenneth P. Miller.....	President
Mr. Shawn Hamilton .....	Vice President
Mrs. Mary Gill.....	Secretary
Mr. Robert Bianchetti	
Mr. Jeff Emerson	
Mr. Quint Harmon	
Mr. Chuck Lander	

## ADMINISTRATION

Dr. Kent Bugg.....	Superintendent
Mr. Jason Smith .....	Director of Business Services
Mrs. Tammy Elledge.....	Director of Curriculum, Assessments and Instructional Technology
Mrs. Sandy Rakes .....	Director of Special Populations
Mrs. Amanda Davidson .....	ECC Principal
Mrs. Jennifer Kenney .....	ES Principal
Mrs. Tracy Carlson .....	IS Principal
Mr. Travis Johnson.....	MS Principal
Mr. Mitchell O. Hamann .....	HS Principal
Mr. Christopher Spencer.....	HS Associate Principal
Mr. Dan Hutchings.....	Athletic Director

## PUPIL PERSONNEL SERVICES

### High School

Mrs. Erin Dransfeldt.....	HS Counselor
Mr. Keith Kiper .....	HS Counselor

### Middle School

Mrs. Michelle Painter.....	MS Counselor
----------------------------	--------------

### Nurse/Nurses Aide/Health Aide

Mrs. Anne Watson.....	ECC
Mrs. Melissa Vigna .....	ES
Ms. Danielle Meyer/ Ms. Carol Talty.....	IS
Ms. Danielle Meyer.....	MS
Mrs. Minday Rampa .....	HS

### Support Services

Mr. C.J. Dziuban.....	ECC/ES Social Worker
Mrs. Cecelia DePersia .....	ECC/MS Social Worker
Ms. Kailee Marketti.....	IS Social Worker
Ms. Ashley Frizzell.....	ECC/HS Social Worker
Mrs. Abby Dimitrijevic.....	ECC/ES Psychologist
Ms. Sara Veronda .....	IS/MS/HS Psychologist

**COAL CITY HIGH SCHOOL**  
**GRADES 9-12**  
**STAFFING LIST 2018-2019**

**ART**

Mark Fiske

**BUSINESS**

Sara Anderson

Harlan Kennell

Amanda Malsky

**DRIVER EDUCATION**

Brad Schmitt

Giana Trotter

**FOREIGN LANGUAGE**

Tyler Castle

Kim Sondgeroth

**FAMILY & CONSUMER SCIENCE**

Lisa Stith

**INDUSTRIAL ARTS**

Dave Oldham

**LANGUAGE ARTS**

Kara Erb

Cindy Gerber

Emily Johnston

Amy Merrill

Allison Peterson

Greg Wills

**SPECIAL NEEDS**

Megan Eisenhower

Stephanie Harmon

Katie Muntz

Tori Cumming

Katie Thetard

Lauren Deter

**LIBRARIAN**

Allison Peterson

**MUSIC - INSTRUMENTAL**

Eriq Vazquez

**MUSIC - VOCAL**

Bonnie McDowell

**MATHEMATICS**

Dale Koepnick

Matt Leman

Cathy Lyons

Mary Kay Sthay

Jeremy Unger

Colleen Wagner

**PHYSICAL EDUCATION**

Rodney Monbrum

Len Onsen

Brad Schmitt

Giana Trotter

**SCIENCE**

Mellissa Backus

Kaitlyn Czernicki

Mike Kostbade

Tara Welch

Josh Welzen

**SOCIAL STUDIES**

Ben Baer

David Sinkular

Jace Walsh

**THEATER AND EVENTS MGMT**

Jack Micetich

**BUILDING SECRETARIES**

LaWanda Gagliardo

Andrea Huston

**CUSTODIANS**

Tyrone Gregory

Jannell McMullen

Michael McSpadden

Julie Roeglin

Tom Siwek



## **PARENTS AS PARTNERS**

We are frequently asked by parents how they can be of assistance in their son/daughter's education. In response to this question, the following recommendations are being passed along to all parents:

1. Encourage your son/daughter to learn well and achieve - give him/her praise when you see this happening.
2. Have high aspirations for his/her future.
3. Provide help in learning when he/she needs it.
4. Make a deliberate effort to organize time and space for homework regularly.
5. Converse with your son/daughter about everyday events.
6. Encourage and discuss leisure reading.
7. Monitor and jointly analyze television viewing.
8. Teach the importance of deferring immediate gratification in order to accomplish long-term goals.
9. Reinforce school discipline.

## **PARENT/TEACHER CONFERENCES**

You and your child's teacher share a common goal: To help your child reach his or her fullest potential. To reach that goal, the two of you need to work together. That is why this school district schedules regular parent/teacher conferences. Parents are encouraged to request additional meetings with the teacher when they have questions or concerns. Working together, you and the teacher can assess your child's academic and social strengths and weaknesses and identify small problems before they become large problems.

There is another reason to stay in touch with your child's teacher. Research shows that children whose parents take an active role in their education achieve more. The teacher can suggest ways you can help your child learn.

**REMEMBER THAT YOU AND THE TEACHER ARE BOTH ONLY HUMAN AND THAT THE STUDENT MUST ALSO MAKE A SINCERE EFFORT.**

You both are committed to helping your child succeed, and you both need to feel you are doing a good job.

Remember, too, that both you and the teacher will bring your own human characteristics into a conference. You both need to be understanding.

**DONT BE AFRAID TO ASK QUESTIONS.**

If there is information you want, ask. If you don't understand the answer, ask for an explanation. Questions you might want to ask include:

- Is my child doing the best work he or she can?
- Is he mastering the specific subject matter?
- Are her reading and writing skills up to par?
- How can I help my child do better? What reference books and materials should be available at home?
- Does my child show any special abilities or skills? How can I help develop these?

You may also have questions about how grades are calculated, what test scores mean, why certain classroom activities or homework are assigned, and so forth.

At the same time, parents need to keep the teacher informed.

**TEACHERS CARE ABOUT THEIR STUDENTS - BUT THEIR TIME AND ATTENTION ARE DIVIDED AMONG MANY CHILDREN.** It is up to you to help the teacher know your child better and be aware of conditions that may affect schoolwork. These include:

- The child's feelings about school in general.
- Special interests or talents your child may have.
- Physical or emotional problems.
- Major home problems, such as separation or divorce long unemployment, death or illness in the family. You may be reluctant to discuss home problems, but these often affect a child's ability to do well in school. If the teacher knows about the problems, he or she will be able to provide extra help or make allowances for a child going through a difficult time.

One thing to keep in mind is that most teachers have heard almost everything. They aren't likely to be shocked by anything you tell them. They are professionals. Any information you give them will remain confidential.

REMEMBER THAT YOU AND YOUR CHILDS TEACHER WANT THE SAME THING: TO HELP YOUR CHILD.

Probably the most common reason parent-teacher conferences fail is that parents and teachers blame each other for problems. This is especially likely to happen if the conference is over a crisis or serious problem. That's why it is a good idea to schedule a conference before a serious problem develops. If you and the teacher already know each other, it will be easier to maintain a constructive attitude when a problem occurs. Remember, too, that a spirit of cooperation is the best way to resolve any disagreements you may have over grades, classroom procedures or materials, or other issues.

BEFORE YOU END THE CONFERENCE, DECIDE WHAT STEPS YOU AND THE TEACHER WILL TAKE TO SOLVE ANY PROBLEMS.

Follow-up action may include periodic progress reports if low grades or discipline are a problem. The teacher may outline steps you can take to help your child achieve more, and may agree to provide extra help for the child if necessary. Be sure both of you understand clearly what is to be done.

TEACHERS CAN'T SOLVE ALL YOUR CHILDS PROBLEMS.

There are some problems only you can help your child solve. Certain problems may require help from other professionals. If your concerns have to do with school policies or regulations, the teacher may refer you to the principal or the superintendent. But the teacher is the key person in your child's intellectual development and academic success. He or she is your contact person with the school district and a source of information about the other professional help your child may need. By establishing a good working relationship with the teacher and maintaining regular contact, you can do a great deal to improve your child's progress through school.

SCHOOL PARENT VISITATION RIGHTS ACT INFORMATION

The School Visitation Rights Act permits employed parent(s)/guardian(s) who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend without loss of benefits. A copy of the Act, which explains these rights, can be obtained from district administration.

## **HOMWORK**

Many students and parents have asked, why do teachers give homework? Research in the past 10 to 15 years has provided some very relevant information. The data show the following: The most effective teachers teach and then provide their students with an opportunity for independent practice of a particular skill that the students are learning. In conclusion, good teachers assign homework.

HOMWORK TEACHES STUDENTS A VITAL CHARACTERISTIC: RESPONSIBILITY.

Homework teaches children something that many of us, teachers and parents alike, believe is highly important in a child's development. It teaches responsibility. Fulfilling responsibilities and being accountable provide a sense of confidence in a child that he or she might not acquire otherwise.

There are five reasons that teachers assign homework. First is to aid retention. It is important for any student to practice a skill over and over. Fortunately, repetition provides academic retention. Second is to aid reinforcement of material learned. Children learn better if they can practice a skill without the teacher's guidance. Homework provides this opportunity. Third, it promotes mastery. Once the skill is learned, the student feels confident in his or her ability and is comfortable about moving to the next step in the learning process. Homework gives students the chance to judge their level of confidence regarding information that was presented in class.

Fourth, homework gives students the chance for application. Often, homework causes students to concentrate on a specific skill and how it applies to a real-life situation. This is vital, because application to new and unfamiliar situations is the last step in learning. Homework helps achieve this end. Fifth, homework allows for independent practice. After all, homework is practice. When we teach our children to tie their shoes, we first show them how. Then we teach them how. We ask them to practice until they learn the skills. When we teach them to brush their teeth or ride a bike, we teach them how - then we give them an opportunity to practice. We have all witnessed young peoples pride when they realize that they can do each of these skills on their own. A child's confidence grows as he or she learns to do something independently. This is one of the functions of homework.

Parents need to explain to their children why teachers assign homework. Teachers teach students a skill and then ask that they practice the skill on their own. Teachers know that practicing something over and over independently leads to mastery. Therefore, homework is a necessary teaching tool.

# TESTS

Good tests that are properly used can help teachers guide the instruction of your children, help them learn more efficiently, and help you understand your children's progress. Though the variety of tests and test scores can be confusing, you as parents can understand the kinds of tests your children may be taking, the purposes and limitations of such tests, and the meaning of test scores that are likely to be reported to you. Moreover, you may find useful the suggestions for helping your child do his or her best on tests.

Most of the tests your children will take are made by teachers for use in their classrooms.

## CLASSROOM TESTS

These classroom tests are used to find out how much students have learned of what the teacher has been attempting to teach, to identify student's strengths and weaknesses, motivate students, measure their progress, and assign grades. These test results immediately make the teacher aware of those areas that need more emphasis as well as those which have been mastered.

Other tests, designed to be given in thousands of classrooms at different times under standard conditions, are called Standardized tests.

## STANDARDIZED TESTS

Standardized tests allow the comparison of students in schools throughout the country. Just as it wouldn't be fair to compare students running speeds if some ran uphill and some ran downhill, it wouldn't be fair to compare test scores if some students were given 15 minutes to take the test and others were given an hour; or if some students were told to guess the answers to questions they were not sure of and others were told to leave them blank. Standardized tests, for a number of different reasons, assure that all test takers are running the same race.

## ACHIEVEMENT TESTS

Achievement tests are used to measure what a child has learned in a subject. The final examinations given in more courses are achievement tests. APTITUDE TESTS, on the other hand, measure skills and abilities that are less closely linked to specific subjects. Because they measure certain capabilities that are useful in learning new things, they are used to predict how a student will do in school or to help in career planning or to identify gifted children.

Schools often compare what your child has learned with what other children have learned. Scores on tests such as the Stanford Achievement Tests or the Metropolitan Achievement Tests are given meaning when they're compared with a norm group of students who took the same test. These are norm-referenced tests.

## NORM-REFERENCED TESTS

The norm group may be a representative sample from a school district, a state or the nation. Scores on these tests tell you how your child is doing in math or science or reading compared with other students in the norm group.

## CRITERION-REFERENCED TESTS

Criterion-Referenced tests, on the other hand, focus on what a student knows rather than how that student compares with others. You may want to know how well your child can multiply fractions, regardless of how well other children do it. Both norm-referenced and criterion-referenced tests can be useful for evaluating students. Even if the criterion-referenced test results showed that your child met 17 out of 23 instructional objectives in reading, you might still find it informative to know how his or her scores compared with those of other children.

# PARENT SUPPORT GROUPS

Groups working directly with the school include Parent School Organization (P.S.O.), Athletic Boosters, Band Boosters, and Music Boosters.

# EXTRA CURRICULAR GUIDELINES

## A. Philosophy

The goal of Coal City Community Unit School District #1 is to provide middle school and high school students equal opportunities in voluntary, school-sponsored activities that are not part of an academic class. Coal City Schools offer an extensive extracurricular program that includes athletic and non-athletic interscholastic teams and competitions, clubs, non-curricular performing arts and leadership positions. The Unit #1 Extra-curricular Code of Conduct seeks to foster the health, safety, and welfare of the participants and requires high standards of conduct and citizenship in order to sustain a sound extracurricular program. The E.C.C. also seeks to prevent and deter student use of tobacco products, alcohol, controlled substances, other illegal mood altering and/or performance enhancing drugs or chemicals or any substance used to obtain an altered mental state or "high."

Intent: Participation in extra-curricular activities at Coal City High School is not a right but an honor and privilege. Participants make a commitment to their peers and coaches/sponsors to follow rules and to be able to perform their best at all times. One of the primary goals of the extra-curricular programs at CCHS is to provide students with the lessons and skills necessary for success—not only on the athletic field, stage, etc., but also in all areas of their lives. In addition, they have a responsibility to serve as role models for other students in the school, as well as for others in the community. Participants, whether in or out of uniform, carry with them not only their own reputations, but that of their families, their team/activity and their school.

Coaches throughout the district will hold high expectations for student athletes but will not place undue pressure on the students to win. Coaches through the sophomore level will make every attempt to offer sufficient competitive participation opportunities on a regular basis at each grade level to provide continual improvement of the athlete. Varsity level programs will be constructed for maximum competitiveness. Final decisions regarding participation of students will be made by the coach/sponsor.

All student athletes are encouraged to follow the enclosed guidelines as per the Coal City Community Unit School District #1 Board of Education and the school district's mission statement:

It is the mission of the Coal City Community Unit School District #1 to prepare a community of learners to reach their maximum potential when encountering life's experiences.

Scope and Sequence: The first time a high school student becomes a member of an activity, the Extra-curricular Code of Conduct becomes active. The Code of Conduct is in effect twelve months of the year, seven days a week, twenty four hours a day, in and out of season, on and off school grounds until graduation or until the spring season is over after graduation.

## B. If a parent has a question in regard to a son/daughter's status on a team, the following steps must be followed in the order shown. Once completed, no step will be revisited.

1. The day after a contest parents may call the school to schedule a meeting at which the following will be present: an administrator or athletic director, involved coach and/or head coach, parent and the involved athlete.
2. If there still seems to be a concern, the parents should then contact an administrator and/or the athletic director.
3. If clarification is still needed, an appointment should be set up with the principal.
4. The next step would be a conference with the superintendent.
5. After the above steps have been completed, an inquiry to the Board of Education might be necessary.

\*\*\*\*The ONLY TIME that a coach would be required to talk to a parent IMMEDIATELY after a contest would be in case of ILLNESS, INJURY or some other unexpected EMERGENCY.

## C. Coal City High School

1. The Coal City High School is a member of the Interstate Eight Conference (I-8) and participates in interscholastic conference athletic activities in baseball, basketball, football, golf, boys' and girls' soccer, softball, track, volleyball and wrestling. Coal City High School is a member of the S.I.C.A. conference for boys' and girls' tennis. I-8 member schools include Coal City, Herscher, Lisle, Manteno, Peotone, Plano, Reed Custer, Sandwich, Streator, Westmont and Wilmington.
2. The high school adheres to the rules and regulations of the Illinois High School Association (I.H.S.A.) and the policies of the Coal City Board of Education.

3. High School Eligibility Procedures: ([www.ihsa.org](http://www.ihsa.org))
  - a. Students are encouraged to work in the academic arena with the same intensity as exhibited in the athletic arena.
  - b. CCHS and Illinois High School Association rules apply. Participating students must be passing six (6) full credit classes each week in order to participate that week. Eligibility will be posted on Monday of each week and is cumulative for each semester.
  - c. Definitions
    1. Class – a subject taken that earns one (1) credit toward graduation if taken for one year.
    2. Passing – the student would be certified as passing if transfer to another school occurred.
  - d. Eligibility is checked every Friday and posted every Monday. A student found ineligible will not dress or participate from Monday through Saturday. However, the student will be expected to practice and attend activities as a team member. Eligibility will be reinstated the following Monday if all requirements are met.
  - e. The privilege of practicing while ineligible is given for a 2-week period. At the end of this period, if NO PROGRESS is being made to improve the student/athlete's grade, the privilege of practicing will be revoked. After 4 weeks of ineligibility, the student will be removed from the roster.
  - f. Physical Education, band and chorus will be considered in determining eligibility.
  - g. At the end of each grading period, a student failing to meet eligibility requirements will not participate until the teachers verify that eligibility has been achieved.
  - h. At the end of the semester grading period, a student who does not pass six (6) full classes cannot participate for the entire following semester.

#### 4. Precedence of Activities

In cases where there is conflict between an athletic activity and a community sponsored activity fine arts activity, the athlete will participate in the activity based on this priority of order:

- a) State association activities over regular school activities, and
- b) Conference activities over non-conference activities.
- c) School co-curricular activities take precedence over extra-curricular events.

The student may not deviate from this procedure. Any other special problems or situations that may occur will be decided upon by advisors/coaches who are involved with approval of the principal.

#### 5. High School Team Configuration

##### 1. Team Sports

- a. Juniors and seniors will be primarily used on varsity team squads in baseball, basketball, football, soccer, softball, and volleyball.
- b. Sophomores are given first consideration for participation at the sophomore level. Sophomores, capable of successfully contributing (on a regular basis) to the varsity team, will have an opportunity to participate at that level. A parent conference must be held prior to the athlete participating at the varsity level. A sophomore, who plays on a regular basis at the varsity level, will only participate at that level.
- c. Freshmen are expected to participate at the freshman level when separate teams are available. When separate teams are not available, the freshmen will compete at the frosh/soph level. If only one team is available in any sport, the freshmen will be allowed to participate on that team. Rarely will a freshman be allowed to participate at the varsity level. Prior to varsity participation, a conference will be held with the coach, athletic director, principal, and the parent(s). A freshman that plays on a regular basis at the varsity level will only participate at that level.
- d. Freshmen or sophomores who dress for the varsity team in a reserve role will play in the lower level contest on game night. They would be used in a varsity contest to fulfill the need of a specific position that they are capable of playing.

2. Individual Sports
  - a. Athletes in the individual sports of golf, tennis, track and wrestling will be permitted to participate at the varsity level.
  - b. Underclass students will be permitted to participate at the varsity level in wrestling since they participate by weight class. Coaches, however, will not place underclass wrestlers in positions against older contenders, which could jeopardize their safety due to their lack of experience. Underclass students will also be permitted to participate on the varsity level in golf, tennis and track.

3. High School Cheerleading

- a. There will be one cheerleading squad for each of the following sports: basketball and football
- b. While a student athlete is participating as a cheerleader, s(he) may not participate in any other competitive sport that season.
- c. Cheerleaders will be selected by a panel of judges during try-outs arranged by the cheerleading sponsor(s).

- I. GENERAL RULES AND GUIDELINES FOR MIDDLE AND HIGH SCHOOL STUDENT ATHLETES

- A. Sport Participation

1. Student athletes will be allowed to participate in only one sport during any season (Exception: MS girls may try out for and become participants on both softball and basketball teams.)
2. A student athlete who stops playing a sport cannot join another sport team if the selection process of the second team has been completed.
3. A student athlete cut from one team during tryouts may try out for a different team with the permission of that team's coach if the tryouts for that second team have not been concluded.

- B. Physical Examinations

1. Students may not practice prior to having a physical examination and submitting the proper form to the coach.
2. Physical examinations are valid for one school year.

- C. Insurance

1. All student athletes must sign insurance waivers to participate in their selected activities.

- D. Accidents

1. Any athlete injured at practice or during competition must notify the coach immediately. The coach will complete a school accident report within 24 hours and turn that report in to the school nurse.
2. The coach or athletic trainer will notify the parent/guardian of a student's athletic injury.

### ATHLETES AND INJURY/ILLNESS

1. If athletes miss practices or games due to illness or injury, they will still dress for the next contest; but they will not start. Reserve players will not enter the contest as early as usual.
2. It will not be necessary to make up conditioning sessions in case of illness.
3. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### ATHLETES AND VACATIONS

If an athlete is going to be absent from practice or contests for an extended time, the parent or athlete should let the coach know as soon as possible. The eligibility of the athlete will depend on the number of practices or contests missed and the athlete's performance progression upon return. The student's return to eligibility is at the discretion of the coach.

## ATHLETES' ATTENDANCE POLICY

### A. Unexcused Absence

1. First Infraction - The athlete will complete a make-up procedure assigned by the coach as explained at the preseason meetings. The procedure will involve consultation with the athletic director. The athlete will not be allowed to dress for one contest. During the contest, the athlete will be seated behind the team bench.
2. Second Infraction - The athlete will complete the make-up procedure assigned by the coach. The athlete will not dress for two contests and will sit behind the team bench for those contests.
3. Third Infraction - The athlete will be dismissed from the squad.

### B. Excused Absence

1. Athletes will be allowed to participate in practices/contests following consultation with the coach. There will be no make-up conditioning in the event of athlete illness/injury, death in the immediate family or school related activities.
2. The athlete will dress for the next contest; however, (s)he will not appear in the contest as early as usual.
3. Any athlete that must miss practice for a curricular or extra-curricular, school-related event must inform their coach immediately regarding the missed practice. The athlete shall not be penalized for missing practice due to a school-related event.
4. Any athlete that has a curricular or extra-curricular, school-related event at the same time as the sport event, has the right to decide which event to attend, with the approval of coach, sponsor, and Principal approval prior to the event(s). If the athlete misses the sporting event, the athlete will not appear in the contest as early as usual.
5. In the event that seasons overlap, the activity that is nearing completion takes precedent over the practices for the sport/activity that is just starting. When possible, students with the assistance of the coach/director, will try to work out a schedule where they can attend as much as possible of each activity but the activity nearing the end takes precedence when that is not possible. Students will not appear as early as normal during the first week of competition for the new sport/activity.

### C. Half-Day Absence

1. An athlete must attend school the last two blocks of the day to be eligible for practice or competition.
2. If an athlete attends school until lunch and leaves for the last half of the day, he/she is not eligible to practice/play in a contest.

\*\*\*NOTE: PREARRANGED ABSENCES (E.G. HEALTH/MEDICAL APPOINTMENTS, COLLEGE VISITS, FUNERALS, SCHOOL-RELATED ACTIVITIES), AND EMERGENCIES ARE NOT GOVERNED BY THE ATTENDANCE POLICY SHOWN.

### D. Detentions

1. Detentions will be served at their regular times.
2. A student athlete missing a portion of a team practice or meeting as a result of a detention may be suspended from the next contest at the discretion of the coach after consultation with the athletic director.

### E. Cutting (excluding some students who try out) is sometimes necessary.

1. High school non-varsity programs focus on athlete development and participation. Varsity level sports are designed to be competitive. The varsity coach is expected to develop selection procedures that will make the team as competitive as possible. The talents and chemistry of student athletes will be a determining factor in the team selection.
2. Student athletes will not be cut from football, track and wrestling.
3. Factors considered when cutting
  - a. I.H.S.A. and I.E.S.A. guidelines
  - b. The number of student athletes a coach can instruct and supervise effectively
  - c. The number of student athletes who can reasonably be played during contests
  - d. Seniors who try out for a sport only in their senior year and would not be a contributing factor to the team

## F. Transportation

1. Athletes are expected to ride to and from contests with their coaches and teammates. On occasions where the parent(s) feel it necessary to have their son or daughter return from an athletic contest by transportation other than that arranged by the school, the following steps are to be taken:
  - a. The parent/guardian will personally notify the head coach or assistant coach.
  - b. A signed note documenting the time and date and stating the parental request must be provided by the parent to the coach for security reasons.
  - c. If a parent wishes to have a son/daughter return from a contest with a third party adult, the initiating parent should notify the coach or the school office prior to the event. The third party adult transporting the student athlete should make personal contact with the coach at the contest and provide the coach with a signed note from the parent.
  - d. There may be special occasions when the coach wants the entire team to return together. Parents will be informed of this in advance.
2. Athletes who miss the bus to a game with no legitimate excuse will not participate in the contest scheduled on that date

## G. Expectations of Athletes During Contests

1. Frosh-soph/7th grade athletes will be expected to remain for the varsity/8th grade contest, be seated together in a designated area and show support for that team.
2. Varsity/8th grade athletes are also expected to be seated together in a designated area at the start of the frosh-soph/7th grade contest and show support for that team.
3. Any deviation from the above procedure is to be approved by the head coach. These requirements will be reviewed with parents at the preseason meeting for each sport, with copies provided in advance.

## H. Practice Times and Schedules

1. A monthly practice schedule will be provided for students and parents. Times will need to be flexible based on space available. Changes to the schedule will be communicated as early as possible.
2. Athletes are to leave the buildings within 20 minutes of the conclusion of practice.
3. Practices on other than school days are to be arranged in advance by the coaches after consultation with the athletic director and building principal.
4. Each coach will develop monthly practice and game schedules which will be provided to the student athlete, athletic director and athletic administrator.

## I. Discipline

1. Generally, coaches are responsible for the discipline of the student athletes under their tutelage. Coaches are to provide for the supervision of students.
2. Prior to dismissing a student from the squad, the coach should discuss the situation with the athletic director and principal. If the dismissal is agreed upon, the coach is to:
  - a. notify the parents of the dismissal and
  - b. check-in the athlete's equipment.

## J. Hazing (Initiation)

1. Soliciting, encouraging, aiding or engaging in hazing is prohibited.
2. Hazing is defined as any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any club, organization or athletic team whose members include other students.
3. Coaches will discuss the inappropriateness of hazing acts with their athletes.
4. Coaches will provide for the supervision of athletes to help ensure hazing does not occur.
5. Students found to be soliciting, encouraging, aiding or engaging in hazing will be subject to one or more of the following disciplinary actions:
  - a. conference with parent(s)/guardian(s),
  - b. removal from the extracurricular activities and/or
  - c. referral to the appropriate law enforcement agency.
6. Physical hazing will result in maximum disciplinary action.



## II. TRAINING RULES/CIVIL INFRACTIONS

- A. The use of alcohol, tobacco products or illicit drugs can harm a student's physical and mental health, athletic and academic performance and personal reputation. Use of these items is both illegal and dangerous. The safety and well being of our extra-curricular participants is the top priority of Coal City High School and its programs. The conduct of a Coal City extra-curricular participant should be consistent with the mission of the school, and the behavioral policies set forth shall reflect appropriate values and attitudes.

Important: Coal City High School is not asking students to make sacrifices. Sacrifice implies giving up good things. We are asking our students to do the opposite: live clean, think clean and do things that will make them better people and well-respected members of their community. With these things in mind, there are certain types of conduct that will not be tolerated from a Coal City High School extra-curricular participant. Those types of conduct are clearly defined the Unit #1 Extra-curricular Code of Conduct.

- B. Major Rule Infractions as listed in the Extra-curricular Code of Conduct

1. The possession, use, purchase, sale, or distribution of tobacco, alcohol or controlled substances and/or drug paraphernalia are serious infractions of the E.C.C.
2. Criminal acts as defined by state criminal law are cause for appropriate punishment. Minor traffic violations do not apply.
3. Acts of inappropriate conduct such as bullying, sexual harassment, theft, battery, etc. will result in severe consequences.

Note: Out-of-sport season infractions, during the school year, will be addressed when the student goes out for a sport or activity during that year. If the student disagrees with any penalty assessed, he/she may make an appeal to the Unit #1 Co-curricular Council prior to participation, and the student's status will be determined by a majority of the council.

- C. Random Drug Testing (High School Only)

In order to foster the health and safety of participants in extracurricular and school sponsored activities, to offer a legitimate reason for students to say "no" to drug and alcohol use and to help those using prohibited substances in locating various agencies/programs which provide assistance, the district shall conduct a random drug and alcohol testing program for participants in school-sponsored, competitive, IHSA-governed extra-curricular activities, as well as all school sponsored clubs, organizations and activities. The testing program is designed to deter drug and alcohol use; to educate participants as to the serious physical, mental and emotional harm caused by drug and alcohol use/abuse; to create and maintain a safe, drug-free environment for participants and to assist them in getting help when needed. Therefore, to be eligible to try out for or to participate in extra-curricular activities, school sponsored clubs, organizations and activities in grades 9-12, students and their parent(s)/guardian(s) must agree to submit to random testing for the use of prohibited substances in accordance with the procedures implemented in the random drug testing policy.

## III. HIGH SCHOOL/MIDDLE SCHOOL AWARDS PRESENTATIONS

- A. Middle School

An awards night will be held at the end of the season of each sport; when possible, awards for several sports will be presented on the same night but in different areas of the school.

- B. High School

- A. Each sport will schedule an awards night at the culmination of each season.

- C. General Information

- A. No awards will be issued until all equipment has been turned in by the athlete.
- B. The awards night is the final part of the season, and the athlete needs to attend to complete the season and receive the awards. If the athlete is not able to attend the awards presentation due to extreme circumstances, communication with the coach is necessary; and the awards may be given to that student at a later time.

C. Three-Sport Athlete Recognition

1. Qualifications – The program pertains to any student/athlete from 6th through 12th grade. Any student who COMPLETES THREE SPORT SEASONS IN A SCHOOL YEAR IS ELIGIBLE. It is not necessary for the person to earn a letter, numeral, pin, etc.; if the person was a part of the team and received a certificate of participation, (s)he is eligible. Included in this group are athletic competitors, cheerleaders, managers and stats personnel.
2. Awards – Each middle school/high school student/athlete who meets the qualifications receives a designated award in May in a combined ceremony in the high school auditorium. Students/athletes who compete in 3 sports each year of their high school and middle school careers receive a permanent type of recognition to be displayed in the school.

D. Senior Night Recognition

1. Seniors who have fulfilled duties as active participants qualify for recognition.

**ADMISSION PRICES - ATHLETIC EVENTS**

Individual athletic admission prices are listed below. Athletic season passes are available for high school events.

**Individual Admission Prices**

**High School**

Students	FREE with valid school Identification/otherwise \$2.00
Adults	\$4.00
Pre-School	FREE

**SEASON PASSES** - Excluding Tournaments, if any:

**H.S. FALL SEASON** - Includes ALL Home Football and Volleyball Games

ADULTS - \$15.00	STUDENTS - \$12.00
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**H.S. WINTER SEASON** - Includes Boys and Girls Home Basketball Games and Home Wrestling Meets

ADULTS - \$32.00	STUDENTS - \$23.00
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**DISTRICT PASSES** - Includes ALL HOME Sports Events

FALL SEASON	ADULTS - \$20.00	STUDENTS - \$15.00
WINTER SEASON	ADULTS - \$42.00	STUDENTS - \$25.00

**EXTRA-CURRICULAR COUNCIL**

The council will be made up of the following:

- Principal and/or Assistant Principal
- Athletic Director
- 1 head coach
- 5 faculty representatives
- 1 member of student council
- 1 member of varsity club

Staff and student representatives will be elected by their respective groups at the beginning of each school year. Alternates will be used when a coach or staff person is directly involved with the student making the appeal.

The student making the appeal must make his request in writing to either the assistant principal or principal ten (10) days prior to the hearing. In addition, the student is expected to make his/her appeal orally in front of the Extracurricular Council. Once the council has heard all evidence, the student making the appeal will be asked to leave the room prior to the vote being taken.

NOTE: A student who is scholastically ineligible during the first semester will be permitted to begin practice during the Christmas vacation (in anticipation of becoming eligible during the second semester) provided a week by week check of the student's grades indicates the student is likely to become eligible for the second semester.

## **GAVC STUDENTS**

When going north on athletic trips, third time block students may be picked up at the Center. On other trips when third time block students must leave early for athletic trips, the student will make pre-arrangements the day before the activity with Assistant Principal and with teacher at the GAVC.

## **VARSITY CLUB**

The Varsity Club is an organization for varsity athletes at Coal City High School. A member must be currently participating in a varsity sport and/or has earned a varsity letter in the past and plans on participating again in that sport. Officers for this organization include an elected President, Vice President, and Secretary-Treasurer.

## **SCHOLARSHIPS**

The most tangible sign of success for today's high school athlete is the college scholarship. It can be worth thousands of dollars, and its value in self-esteem is inestimable, largely because so few will actually earn one.

No statistics are kept on the total number of available college athletic scholarships. Whatever the number, there is no doubt that the total number of high school athletes far exceeds it.

A student/athlete should check with the guidance office for assistance in regard to academic scholarships and financial aid. The student/athlete should check with his/her coach to see what scholarships may be available in their particular sport.

THE TERM STUDENTS/ATHLETES IN THE PRECEEDING INFORMATION INCLUDES PARTICIPANTS of BOTH SEXES. THE GOAL OF COAL CITY COMMUNITY UNIT # 1 IS TO PROVIDE ALL STUDENTS EQUAL OPPORTUNITIES TO COMPETE IN INTERSCHOLASTIC EVENTS IN ACCORDANCE WITH TITLE IX GUIDELINES.

## **PLAYING IN NON-SCHOOL COMPETITION**

1. When you are participating on a school team in a sport at your high school, you may neither play on an outside team nor compete in outside competition as an individual in that same sport during the school season.
2. If you participate in outside competition during the sport season and subsequently join the school team in the same sport, you will have a period of ineligibility.
3. If you are trying out for or competing as a representative of the United States in recognized national or international competition during their high schools sport season in the same sport, you may be allowed to do so only after receiving permission from the IHSA Board of Directors.
4. You may try out for a non-school team in the same sport while you are on your schools team (and your name may be placed on the non-school team roster); but you may not practice, receive instruction in the skill of the sport, or participate in competition with a non-school team until you cease being a member of your schools team. You cease being a member of your schools team when the team(s) of which you are a member terminates for the school year.
5. You will become ineligible if you play on any junior college, college or university team during your high school career.

## **MISBEHAVIOR DURING CONTESTS**

1. If you are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. Any other person(s) who are found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

## **CLUBS/ORGANIZATIONS**

### **ART CLUB**

The Art Club is open to all students at Coal City High School. Members should demonstrate serious interest in Art, willingness to attend meetings and participate in Art Club sponsored activities.

## **FFCLA - HOME ECONOMICS RELATED OCCUPATIONS**

FFCLA/Home Economics Related Occupations extends opportunities for students to assume active roles in society in areas of personal growth, family life, vocational preparation and community involvement. The organization also provides opportunities for students to develop citizenship and leadership skills, enhance the relevance of their studies to the world of work and to family life, and ease the transition from school to adult work and family roles. FFCLA provides a rich climate for members to develop the critical thinking skills, as well as the attitude and behavior patterns, that are associated with successful functioning in both work and family roles.

To become a member, one must have had one semester of Home Economics or be currently enrolled. Dues are paid by the members. Local, section, region, state and national activities are provided for student members.

Students have the opportunity to become members of the state peer education teams. There are two teams: Nutrition Peer Education Team and the Families and Futures Peer Education Team. The team members meet for a training workshop and sign a contract to do 3-4 presentations in their community during the year.

## **MATH TEAM**

The math team participates in interscholastic contests each year. Contests are usually held in February and March. Students enrolled in math who are interested in participating should contact one of the sponsors in January. The sponsors will determine placement in a category and provide practice problems and coaching for interested students.

## **NATIONAL HONOR SOCIETY**

To be eligible for membership in the Pete DiPaolo Chapter of the National Honor Society, a student must be a member of the sophomore, junior, or senior class and must have spent at least one semester in Coal City High School. A student will be eligible for candidacy if he/she has been named to the High Honor Roll for a grading period during the year previous to selection and has a cumulative weighted 3.7 grade point average. Students meeting the above requirements will be asked to complete an information sheet dealing with their experiences in the areas of leadership and service, as well as write a letter of introduction to the faculty council. Students must document at least 6 hours of service hours and must have held at least 1 leadership role since their Freshman year.

The faculty council, consisting of five teachers appointed by the Principal, will appraise each student in the areas of leadership, service, and character. After consulting with other members of the faculty, the council will make their selections. It must be understood that not all candidates will necessarily be selected.

A student that is not selected for membership will have the right to discuss the non-selection with the advisor and 2 members of the faculty council. If the student and his/her parents still have questions he/she can then meet with the Principal. If the issue of non-selection is still not resolved, they can then meet with the Superintendent, and finally the Board of Education.

To retain his/her membership in the National Honor Society, a student must

1. maintain the high standards of scholarship, leadership, service, and character used as a criteria of membership.
2. maintain a cumulative grade point average of 3.7.
3. attend all chapter meetings.
4. participate in each chapter project.
5. plan and carry out an independent personal service project each semester and document completion of that project with the chapter advisor.
6. participate in a formal induction ceremony.
7. pay annual dues not to exceed five dollars.

The following are grounds for dismissal from the National Honor Society:

1. Not maintaining the high standards of scholarship, leadership, service, and character that were used as a basis for their selection.

2. A member whose cumulative average falls below B for a grading period will receive a written notice from the advisor that the member has been placed on probation for the next grading period. Failure to raise the grade during the next grading period will result in dismissal.
3. Failure to maintain high standards of leadership, character, or service may be observed by any member of the faculty and brought to the attention of the faculty council. The council advisor shall inform the student in writing of the nature of the violation and the student must meet with the advisor to work out a suitable course of action. Receipt of such a letter is indication of probation and the advisor will suspend certain privileges, or require a specified positive action by the member during the specified time period determined by the advisor. Failure of the student to correct the deficiencies is cause for dismissal.
4. Failure to meet obligations such as ushering and doing a personal project is grounds for dismissal.
5. Being arrested for an act of criminality is cause for immediate dismissal. If the student is found not guilty or the charges are dropped, he or she will have his or her full membership reinstated.
6. In those cases where grounds for dismissal are apparent, the faculty council will provide the advisor with a recommendation prior to final action. Final action will come only after consultation with the Principal.
7. Any combination of 3 missed meetings, missed deadlines, OR behavior incident will be grounds for dismissal.

### **SCIENCE CLUB**

The Science Club is open to all students at Coal City High School. Members should demonstrate serious interest in science, willingness to attend meetings, and participation in the activities of the Science Club.

### **SCHOLASTIC BOWL**

Students participate in academic competition with other schools; a conference tournament is held each year. Any student who is interested in participating should contact the sponsor.

### **SCHOOL PLAY/MUSICAL**

An all school drama will be presented in the fall of each year, and an all-school musical will be presented in the spring of each year.

### **SPEECH TEAM**

Speech team is an I.H.S.A. activity and adheres to its policies. Eligibility is determined by grades. The team which consists of both individual and duet participation is an activity for those who enjoy performing. The team practices before and after school from November through February. Contests are held most Saturdays in November through February.

### **STUDENT COUNCIL - HIGH SCHOOL**

Student Council members are elected by each class and by each organization in school. Any student is eligible, as long as (s)he is of good character, shows an interest and is willing to work for the good of the school. A council member is expected to maintain passing grades in all subjects and to attend all council meetings.

The student council provides a means for the expression of student opinion by maintaining communications between students and administration and between students and faculty. The council undertakes various projects which are aimed at developing pride and school spirit as well as teaching leadership and good citizenship.

### **EXTRA-CURRICULAR COUNCIL**

The same body will govern all extra-curricular programs.

# MUSIC

## PHILOSOPHY

The Coal City Community Unit District # 1 provides students the opportunity to augment their academic curriculum with basic aesthetic and cultural education through voluntary participation in the Music Program of the schools. Through the medium of music performance, all students may enhance and enrich their lives by playing or singing the variety of music offered in the program.

The Coal City Community Unit District # 1 Music Department is open to all students who choose to express themselves musically through the development of their vocal and/or instrumental talents to their fullest potential.

## OBJECTIVES

The Coal City Community Unit Music Program shall:

- Provide a variety of musical performance experiences for each student, including, but not limited to, vocal and instrumental concert ensembles, small ensembles, solos and marching ensembles and auxiliary groups.
- Provide for students a variety of musical styles, periods and cultures, including, but not limited to, serious concert, contemporary, electronic, march, popular, Broadway, patriotic and jazz music, as well as music of various national, ethnic, or sacred backgrounds.
- Provide an opportunity for students to travel outside the community to perform and to hear performances of other individuals or groups, amateur or professional; also, bring groups and individuals into the schools periodically to perform for all students or for any interested group of students, as the case may warrant.
- Provide the community a resource of musical information and performance and represent the community as musical ambassadors to other communities.

## MUSIC ORGANIZATIONS HIGH SCHOOL

Curricular:

Concert/Marching Band

Varsity Choir

Freshmen Show Choir

Percussion

Extra-Curricular:

Jazz Band\*

Flag Squad

Show Choir\*

Solos and Ensembles (Vocal and Instrumental)

I.M.E.A. Festival (selected Chorus and Band members)

IHSA Organizational Contests

\*Membership based on audition and instrumentation needs

## ELIGIBILITY

Concert/Marching Band and Concert Chorus are curricular subjects, meaning that they are held during the school day; and a grade and graduation credit are given for participation. The rules and regulations for these classes are distributed in the classes at the beginning of the school year. I.H.S.A. rules and regulations will be imposed for co-curricular groups when applicable.

Performances and functions of the Music Department, which are required of the curricular courses, are: concerts, fine arts festival, parades, field shows, pep band (high school), and organization contest. Co-curricular activities are offered primarily before or after school and are considered voluntary; however, once a student becomes a member of such an ensemble, participation in the functions of the ensemble is required.

Parents of music students are encouraged to impress upon their children the importance in doing their best in the academic areas of the curriculum.

## **PARTICIPATION IN CURRICULAR AND EXTRA-CURRICULAR MUSIC ENSEMBLES**

1. All scheduled performances are listed in the school calendar. All upcoming events are written on the whiteboard in the music room in advance of any engagement. Please mark these dates on your calendar.
2. Concert/Marching Band and Chorus are performing organizations. Once a person becomes a member of a performing organization, he/she is required to attend and participate in all performing functions of that organization.
3. All performances are part of the class requirements and will be considered equivalent to a major exam.
4. If a missed performance is considered UNEXCUSED, the member's grade average will not be as high as those students completing the concert/contest (major exam). Parents will then be informed of final decisions.
5. In the event of an absence due to personal illness, the student must have missed the entire school day of or after the performance due to his/her illness. A signed written note from the members parent(s) designating their sons/daughters absence due to illness must accompany the student on the next school day and given to the Director. If no note is received, the absence will be considered UNEXCUSED; and the student's grade average will not be as high as those students completing the concert/contest (major exam).
6. Those students not completing the concert/contest (major exam) will meet privately with the Director to discuss the student's grade average.
7. In the case of a family emergency over which the family has no control, parents are to contact the Director as soon as possible.
8. Concerts and Contests cannot be made-up.

(PARENTS: Please assist your child in fulfilling his/her obligations and responsibilities to the school and the other members of the performing organization. In many instances, your child simply cannot be replaced, especially at the last minute. Thank you!)

## **AWARDS HIGH SCHOOL**

1. Director's Senior Awards: Each year the seniors in Concert/Marching Band, Concert Chorus, and Jazz Band will be considered for the Director's Award. There will be one award offered for each organization. The award consists of a plaque to be displayed with the music department trophies that will be engraved with the students name, class year, and instrument. A small plaque will be given to the student.
2. The Roger Cumming Scholarship and the Mark Laron Scholarship: Awarded to a graduating senior who plans to pursue music as a major or minor in college

# **GENERAL INFORMATION**

## **ACCEPTABLE USE POLICY**

The School District's goal in providing Intranet and Internet access is to promote educational excellence by facilitating resource sharing, innovation and communication. The use of the Intranet and Internet is intended to support curriculum and be utilized as an instructional tool for delivery of information. The use of the School District's network for non-educational purposes may result in loss of privilege and/or disciplinary action.

Acceptable Use is defined as use of the District's Intranet and/or Internet network for the purpose of education or research, and is consistent with the educational objectives established by the curriculum and procedures set by the Board of Education. The use of the District's network, including Intranet and Internet access, is a privilege, not a right. Because communications over the network are often public, Board Members, employees and students must abide by generally accepted rules for behavior and network etiquette.

The following behaviors are not permitted on the District's network:

1. Sharing confidential information on students or employees;
2. Sending or displaying offensive messages or pictures;
3. Participating in Chat Rooms that are not educationally oriented;
4. Assisting in the campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition;
5. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus);

6. Using others' passwords;
7. Trespassing in others folders, documents, or files;
8. Intentional wasting of limited resources;
9. Employing the network for commercial purposes;
10. Violating regulations provided by the network service provider;
11. Promoting, supporting or celebrating religion or religious institutions;
12. Posting materials authored or created by another without his/her consent;
13. Violating copyright laws;
14. Downloading or installing any program or software without prior permission from the Superintendent or the system administrator per policy 5.170;
15. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
16. Using the network while access privilege has been suspended or revoked.

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite in communications across the network.
2. Use appropriate language.
3. Do not reveal personal information such as address, telephone numbers and images of students or colleagues.
4. Do not use the Intranet or Internet network in any way that would disrupt its use by other users.

The School District makes no warranties of any kind, whether express or implied, for the service it is providing. The School District will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk.

The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the School District relating to, or arising out of, any breach of these procedures.

Network security is a high priority. If the user can identify a security problem on the Intranet or Internet, the user must notify the system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Intranet or Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism will result in the cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Intranet, the Internet, or any other network component. This includes, but is not limited to, the uploading or creation of computer viruses.

The system administrator may review files and communications to maintain system integrity and to ensure that the system is being used responsibly. Users should not expect that files stored on District servers, workstations, computer hard drive or other media storage devices would be private. The system administrator will report restricted behaviors and route reports of inappropriate behavior, violations or complaints to the appropriate supervisor for appropriate action. Misconduct will result in the loss of access privileges and/or disciplinary action. When applicable, law enforcement agencies may be involved. The system administrator and District administrators will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Users have the right to due process and the right to appeal to the system administrator and District administrators.

Failure of any user to follow these procedures will result in the loss of privilege, disciplinary action and/or appropriate legal action.



**Coal City District #1 does not discriminate on the basis of sex in admission to its educational programs or activities. Questions regarding the application of Title IX and its implementing may be referred to:**

**Jason Smith  
Chief School Business Official  
815-634-2287  
jsmith@coalcityschools.org**

## **ACCIDENTS**

Any accident occurring in any school building, on school grounds, at practice sessions, athletic events or at any school-sponsored activity must be reported to the teacher or the sponsor supervising the activity and to the school office. First aid procedures for any injuries will be followed at all times.

## **ACCREDITATION**

Coal City High School is accredited by the Illinois State Board of Education. This means that units of course credit earned at Coal City High School are acceptable at most colleges in the United States. However, a diploma alone does not guarantee admission into college.

## **ADMISSION PROCEDURES**

Children are required to furnish a birth certificate at the time of their first enrollment in the Coal City Community District #1.

Kindergarten pupils must be five years of age on or before September 1. Before acceptance as an early childhood or kindergarten pupil, a physical examination and a record of immunization must be provided; if not, the student is subject to exclusion from school.

Written proof of guardianship will be required.

Transfer students from other districts should present a transfer as well as a report card from their former district.

A kindergarten registration day is held each spring. Advance notice of this is announced by a parent bulletin and in local newspapers.

Registration is held at the end of each school year and prior to the beginning of the next school year.

Children transferring into Coal City Community District #1 schools must present report cards or other proof of grade placement. Pupils moving from the district should notify the teacher or principal at least one week in advance. On the last day of attendance the pupil will be given a transfer card and a grade report.

Test data and other information maintained by the school will be mailed to the pupil's new school when a request and signed authorization is received.

Book rental refunds may be procured through the principal.

## **AGGRESSIVE BEHAVIOR POLICY**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct including, using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behaviors include, without limitation, the use of violence, force, coercion, threats, intimidation, fear or other comparable conduct.

Students who engage in acts of aggressive behavior may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include, but is not limited to verbal or written reprimand, in-school suspension, change of placement and/or out of school suspension or expulsion. Parental notification of discipline will be made in accordance with disciplinary procedures.

In addition, school personnel shall monitor student behavior and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior. School personnel shall refer the student to the building principal or designee and the student support team. The building principal or designee shall notify the student's parent/guardian in writing of the referral to the student support team and any action taken by the team concerning the student.

Upon receipt of the referral, the student support team shall monitor the student, review any non-school, community-based interventions available for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 team may, when appropriate, assume the functions of the building's student support team.

## ATTENDANCE/ABSENTEEISM

The Illinois School Code requires: Whoever has custody or control of any child between the ages of seven and seventeen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session.

Just one visit to any classroom in our school system will impress the visitor with the number and range of activities in progress. The student, who is absent, for whatever reason, misses these activities; no amount of effort can recreate them. With this in mind, concerned parents will never allow their child to miss school except for the most compelling reasons. Removing students from school for vacation trips is discouraged. Planning the family vacation to coincide with school vacations will insure that the student's best interests are being served. (See homework policy below.)

Regular attendance is essential if a student is to make use of the educational opportunities the district offers. It develops punctuality, dependability and responsibility in the student and contributes to academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

The district shall not be liable for the educational progress of students who fail to maintain regular attendance habits, nor for the progress of students who are removed from the school for extended periods of time contrary to law or good educational procedure.

I. The following Remediation Plan will be followed for students who have a continual attendance problem per semester:

9 days per school year - may be excused by parent

II. Excused Absences

An excused absence from school allows the student to receive full credit for missed work. The following circumstances will lead to an excused absent for the student:

1. Personal illnesses or injury
2. Medical and dental appointments providing a doctor's note has been given to the main office
3. Serious illnesses or death in the family
4. Family Emergency
5. Court dates are excused absences if the student has a note from the probation officer or traffic judge saying they were required to appear in court.
6. School Functions

III. Pre-Arranged Absences

Permission for a pre-arranged absence should be secured in the office **at least 3 days in advance** of the absence. Pre-arranged absences will be included in the 9 days of allowed parent excused absences. Pre-arranged absence could include the following:

1. Family vacations
2. Required court appearances
3. College visitation – 2 college days per school year will be allowed and will not count towards the number of excused absences
4. Business interview
5. Religious holidays or retreat

IV. Unexcused Absences

Most other absences, with the exception of those listed above, will be considered unexcused. Unexcused absences may include but are not limited to:

1. No phone contact with parent
2. Truancy
3. Missed the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Oversleeping

## Attendance Procedure

1. Unexcused absences will result in a student receiving a 0 (zero) for each class period missed. Work missed should be made up. It is in the student's best interest to make up any work missed. Work missed due to an unexcused absence will fall under the same time frame as the excused work policy.
2. In order to receive credit for work students received a zero on, they may make it up in an assigned office detention. This must be arranged through the Assistant Principal and the teacher. They will only receive credit for work completed during the office detention. Tests, quizzes, long-term assignments will be counted as late.
3. Any student who accumulates 9 days of parent excused absences during a school year must have a third party note from someone other than the parent in order to be excused for any additional absences. Upon reaching 9 days of unexcused absences, students will be referred to the Grundy County Truant officer if appropriate. Letters to parents will be sent on or about the 5th and 10th student absence.

Students are not to leave school during school hours for any reason without first checking out at the office. Failure to check out properly (i.e. getting permission from a school official) will result in an unexcused absence and/or truancy.

## LATE ARRIVAL POLICY

Between 8:25 - 8:35 a.m.

1. If lateness is to be excused (due to illness, family emergency or prearrangement)
  - Report to Guidance Office for verification (note/phone)
  - Students will be allowed 5 parent excused tardies
2. If lateness is unexcused
  - Report directly to class-teacher will record tardy

Beyond 8:35 a.m.

1. All students report to the Guidance Office
2. Lateness will be verified-by note or phone  
(Late arrivals, which cannot be verified, will be considered unexcused.)
3. Only illness, family emergency or prearranged lateness will be excused.
4. All others will be considered Office Tardies with consequences as follows:
  - 1st Oral Reprimand
  - 2nd Detention (equals missed class time) minimum-20 minutes/maximum-2 hours
  - 3rd Detention (equals missed class time) minimum-20 minutes/maximum-2 hours
  - 4th Office Referral

Teachers may not release pupils from school at other than the regular dismissal times without prior approval of the principal. No pupil will be released from school to go with any adult other than the custodial parent or guardian without the written permission of that parent or guardian.

Parents/Guardians are asked to notify the appropriate school by phone on the day of the absence, when their child will not be in attendance. Absences will only be excused until 9:00 am of the following school day. If a parent/guardian is unable to contact the school, a signed note should be sent to school when the child returns, this note must be submitted to the school by 9:00 am in order for the absence to be excused.

**The administration reserves the right to determine if an absence is excused or unexcused.**

Doctor or dental appointments shall be made for a reasonable time only. When it is necessary for seniors to be absent for college interviews or employment interviews, pre-arrangement with parental permission will be necessary.

Students are required to make up work, in a satisfactory manner, for all absences in order to receive course credit.

By law, any student that is absent for more than 5% of a school year when unexcused or truant, will be referred to the Grundy County Truancy Officer.

## TARDIES

Every student is expected to be in his/her assigned room at the time of the final bell. If more stringent guidelines are developed, they will be explained by the individual teacher at the opening of school.

The following guidelines are recommended in tardy situations:

**-HIGH SCHOOL-**

- 1st infraction - Oral reprimand
- 2nd infraction – Oral reprimand – Parent Contact
- 3rd infraction - Classroom detention served with teacher
- 4th infraction – Increased detention time served with classroom teacher
- 5th infraction – Office Referral

**TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- 1. Referral to the truancy officer
- 2. Reporting to officials under the Juvenile Court Act
- 3. Referral to the State's Attorney
- 4. Appropriate school discipline

**A PARENT OR GUARDIAN WHO KNOWINGLY AND WILLFULLY PERMITS A CHILD TO BE TRUANT IS IN VIOLATION OF STATE LAW.**

**AVAILABILITY OF ASBESTOS MANAGEMENT PLAN**

Copies of the Coal City School Districts Asbestos Management Plan as accepted by the Illinois Department of Public Health, are available to the general public in the District Office at 100 South Baima Street, Coal City, Illinois 60416.

Review of this information may be done during district office hours from 8:00 am to 4:00 pm, and if copies are requested, they will be provided at a reasonably calculated fee determined annually by the Board of Education. Questions concerning this information may be directed to the district office by phoning (815) 634-2287.

**BOOKBAGS**

Book bags, backpacks and sport bags create a safety concern in the classroom. While such bags are necessary to carry books, sports equipment, and other items to and from school, they are not appropriate for use in the classroom. Book bags, backpacks and sport bags should be stored in student lockers while at school.

**BUILDING DISCIPLINE**

Our building discipline policy is based on three beliefs:

- (1) Everyone has the right to learn, and no one has the right to interfere.
- (2) Everyone's dignity, welfare and material possessions should be respected.
- (3) Everyone should attend class.

If a student violates the above, the following are procedures/guidelines for dealing with this misconduct:

TEACHER TREATMENT OF STUDENT MISCONDUCT

- 1. Individual Conference - When a staff member observes misconduct by a student, the staff member may choose to talk with the student immediately and correct the behavior as long as that action is consistent with building practices.
- 2. Parental Contact - The staff member will contact the parents by telephone, individual conference, or written note, or email.
- 3. Classroom Detention - The staff member may choose to assign a detention to the student that would be served with the staff member no sooner than 24 hours following notification of the detention.
- 4. Office Detention - A staff member may recommend an Office Detention to a student who has been tardy to class or guilty of misconduct in class, the cafeteria or the hallway.

5. Referral - If the staff member believes that a student's misconduct requires a contact with the Assistant Principal, consistent with building practices, the staff member will complete a written referral to the Assistant Principal, identifying all relevant information concerning the misconduct.

### ASSISTANT PRINCIPAL TREATMENT OF STUDENT MISCONDUCT

Following the visual observation of student misconduct by an Assistant Principal or the receipt of a verbal or written report of student misconduct, the Assistant Principal may use any of the following alternatives in dealing with the student involved:

1. Individual Conference
2. Detention - 20 min. or more, depending on offense with parental contact
3. Counselor Referral
4. Office Detention - 1 to 3 hours
5. Internal Suspension – ½ day to multiple days
5. External Suspension - 1 - 10 days

### **BUILDING HOURS**

High School: 7:50 - 4:00

All pupils are to follow their respective building procedures for students in the schools after the regular scheduled class periods. No pupil shall remain in the building or on the grounds that is not under the direct supervision of a faculty member and has not received prior permission of the faculty member to stay.

Parents wishing to bring their children to school earlier than 8:00 a.m. should realize that there is no adult supervision until 8:00 a.m. The same is true for after school starting at 4:00 p.m., there is no supervision after that time. Regular building hours are from 8:00 a.m. to 4:00 p.m.

Coal City High School has a security system in place that is directly linked to the local police department. Unauthorized entry will be immediately identified. Parents and students are advised that an agreement exists between the Coal City School District and the law enforcement agencies. Violators may be subject to prosecution through the civil legal process.

All visitors to the high school must submit a photo ID to the main office and will be provided with a visitor's lanyard and badge, which must be worn for the duration of their visit. When they leave the building, they are asked to checkout in the main office, at which time their photo ID will be returned.

### **BULLYING, INTIMIDATION AND HARRASSMENT – PREVENTION OF AND RESPONSE TO**

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

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

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member.

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

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

Consequences for bullying are a minimum one-hour office detention to a maximum 10 days out of school suspension.

**COMPLAINT MANAGERS:**

Jason Smith  
815-634-2287

Michelle Painter  
815-634-5039  
mpainter@coalcitieschools.org

jsmith@coalcitieschools.org

**CANCELLATION OF SCHOOL**

When situations arise that might necessitate the closing of school such as adverse weather and/or road conditions, a joint decision will be made by the school and the Unit No. 1 bus contractor and announced via the following radio stations:

WCSJ AM 1550/FM 103.1	WJOL AM 1340
WRXQ FM 100.7	WJDK FM 95.7
WCCQ FM 98.3	WSSR FM 96.7
WYKT FM 105.5	WKAM AM1320
WGN AM 720	WBBM AM 780
CBS TV Channel 2	NBC TV Channel 5
ABC TV Channel 7	Fox 32 Channel 12

Parents and students are asked not to telephone the Superintendent or the Unit No. 1 bus contractor as this congests the telephone lines and makes necessary communications more difficult. Parents and students are also asked to check the district's web page for pertinent school information and will be notified by the district's automated phone calling system.

School will be in session as per the normal schedule unless announced otherwise by the above radio stations.

**CARE OF SCHOOL PROPERTY**

This is your school. Please be proud of it. You will be expected to demonstrate reasonable care of all books and supplies issued to you. The same care should be shown towards school equipment, furniture, locker(s), buildings and grounds. Damage to school property will result in repayment for damage done and/or suspension from school not to exceed ten school days.

## **CCT - SENIORS**

As a Senior at CCHS, students have the privilege of having an early release at 2:30 p.m. if certain criteria is met. Each senior must be passing all classes in order to leave. If a Senior student has a grade the has dropped below passing, they will be assigned a CCT from 2:35 – 3:15. Students that are failing at the weekly eligibility check will be placed in CCT for a week until the next eligibility check. If a student is assigned a CCT for a second time, they will be placed in CCT for a period of one month, even if all grades are passing. If a Senior is assigned a CCT for a 3<sup>rd</sup> time, he/she will be placed in there until the end of the semester. Early release is a privilege and not a right so students must adhere to the criteria in order to enjoy the benefits of early release.

## **CELLULAR TELEPHONES**

While in school or on school property, students may possess electronic devices only in accordance with the following requirements:

Electronic devices may be used before and after school and during lunch periods. "Earbuds" are the only permitted headphones in school.

Electronic devices may not be used to conduct any activities that violate Board policy, school rules, state law or federal law and may not be used in any manner that interferes with, or is disruptive to, educational or extracurricular activities or events.

The Board of Education assumes no responsibility or liability for cellular radio telecommunication devices brought on school property.

Notwithstanding the rules set forth above, electronic devices may be used at any time to respond to or report an emergency situation.

## **VIOLATIONS OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION, INCLUDING DETENTION, SUSPENSION AND/OR EXPULSION.**

### BRING YOUR OWN DEVICE POLICY:

1. All electronic devices must be off and out of sight until students are directed to have them out.
2. A sign will be posted to let students know when electronic devices can be out.
3. The staff will not fix technology problems.
4. Coal City High School does not assume responsibility for theft, damage or loss of any electronic device. Please keep it locked or in your possession at all times.
5. Video recording, audio recording and photographing of others is prohibited without their consent.
6. Teachers must have access to view the screen of a student's electronic device at all times.
7. All electronic devices should be registered with the Coal City Police Department and Coal City High School, as a proactive crime prevention measure.
8. Teachers and school officials reserve the right to confiscate any and all electronic devices used inappropriately.
9. All Coal City Unit District #1 Acceptable Use Policies will be observed.

## **CLASS RANK**

For academic purposes students are put in rank order by cumulative grade point averages to show where they stand in relation to the other members of their class. Rank is calculated at the end of each semester of high school attendance.

Students who attend out-of-district placements are not calculated into the class ranking.

Declaration of Valedictorian and Salutatorian: for the purpose of the graduation ceremony will be calculated on the basis of seven semesters. Final class rank for all students will be recorded on the basis of eight semesters.

## **CLASSROOM EXPECTATIONS**

Students are to be cooperative and ready to engage in instructional activities in the classroom at all times. If a student is sleepy or acting unusual in class, corridors, or on school grounds, for purpose of individual safety, the following will apply:

1. The office will be notified.
2. After contact by the principal or his designee, the student may be referred to the nurse.
3. If recommended by the nurse, the student's parents will be contacted and informed of the problem.
4. Parents may be asked to pick up the student from school.

5. Appropriate follow-up will occur as a need is demonstrated.

Additionally, students should come to class with the necessary materials for full participation. These shall include, but not be limited to, pen/pencil, paper, notebook and texts (where applicable). You may be assigned to after-school or lunch detention for coming to class unprepared.

## **COLLEGE COURSEWORK EXPECTATIONS**

1. Students will be required to take the COMPASS test and perform at a satisfactory level in both English and Mathematics in order to be admitted to the requested course. The student will receive notification of test results in approximately one week. A score of 19 or above on the ACT test would also serve as a barometer for entry into a college level class.
2. The college grade will not be recorded on the high school transcript, and will not be averaged with high school courses.
3. Grading and course expectations will be established by Joliet Junior College. In order to achieve a course credit, those guidelines must be followed. Course withdrawal times will also be governed by the college.
4. The courses will transfer to most state colleges and universities; however, it is up to the student/parent to review the requirements of the college you plan to attend. Different course requirements exist for different colleges, and in some instances the course will transfer with less than full credit.
5. Since this is an optional program, all related costs will be the responsibility of the family. This includes tuition, books and fees payable to Joliet Junior College.
6. Students are strongly advised to secure a recommendation from their high school teacher in order to enroll in any college course. It is important that students review their potential for success with a teacher who could provide additional insight. The final choice is left to the family provided they have conferred with school officials and the student has scored at a level prescribed by the college.
7. The regulations and expectations apply to only those courses offered during the regular high school day. Other course requests will be dealt with on an individual basis.
8. A college course or courses may be used to replace a high school course in the senior year. (This program is available to students in their senior year of school.)

## **COLLEGE CREDIT COURSES**

Coal City High School serves as a satellite center for Joliet Junior College. College credit courses are available to seniors through evening classes sponsored by Joliet Junior College. College- in- Escrow Programs are available at many universities between the junior and senior year for high school students.

Arrangements for college credit courses and testing are made through the Guidance Office, provided the student has met the scholastic requirements.

## **COLLEGE PLANNING**

Services of the counselors are available for students planning to enter college upon high school graduation. Students are urged to select courses as recommended by colleges outlined in catalogs available in the Guidance Office and Library.

Requirements for colleges may vary and there is no single program of high school preparation which will guarantee college admission. Most colleges require a minimum of three units of high school math (algebra and geometry). Four or more units of English are preferred. Three units of laboratory science and three units of social studies are considered minimum.

## **CORPORAL PUNISHMENT**

Corporal punishment may not be employed by district personnel as per Illinois School Code 105 ILCS 5/24-24.

## **DANCE GUIDELINES**

In order to continue to have successful dances, the following regulations will be enforced:

1. Once you leave the dance, you may not return.
2. All school regulations will be enforced.
3. If you bring a guest who is either out of school or attends another school, your guest will be expected to comply with the rules that apply to a student at Coal City High School.
4. Please advise your guest of the expectations of the school; and if they are unable to comply, don't bring them.
5. All students must be in 9th grade or older. No dance guests may be older than 21 years.



6. Students will not be permitted to dance provocatively:  
1st Offense: Student will receive a warning  
2nd Offense: Student will be removed from the dance floor.
7. You will have to sign your name and your guests name to a sheet, prior to all dances, agreeing to abide by the regulations listed above.
8. Prior to dances, students and parents will be informed of dress code expectations.

## **EARLY GRADUATION**

The philosophy of education of Coal City High School recognizes that a basic responsibility of the school is to offer educational opportunities to every student regardless of race, ability, or background. It is the position of the Coal City Unit #1 Board of Education that this responsibility can best be carried out by having students enrolled in school for eight full semesters in a full-time program of studies each semester. In order to be considered for early graduation, the following requirements must be met:

1. All graduation requirements must be satisfied;
2. A written request from the parent(s) by November 1 prior to the anticipated early graduation date is received by the guidance office;
3. A conference with the student and counselor is scheduled to discuss the pros, cons, and requirements of early graduation;
4. The final recommendation on early graduation will be made by the Superintendent upon discussion with the Principal;
5. Final approval will be granted by the Board of Education at the regularly scheduled December meeting

Certain privileges are lost or restricted to the early graduate:

1. Participation in student activities;
2. The ability to take and successfully complete full-year courses;
3. Information on late-developing scholarships and other financial aids;
4. The ability to attend Prom unless as an invited guest;
5. Having to wait until spring for a graduation ceremony.

## **ENGLISH LEARNERS**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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

FOR QUESTIONS RELATED TO THIS PROGRAM OR TO EXPRESS INPUT IN THE SCHOOL'S ENGLISH LEARNERS PROGRAM, CONTACT MRS. SANDY RAKES AT 815-634-2287.

## **ENROLLMENT INFORMATION**

Students are required to enroll in eight units of credit each year.

The extracurricular guidelines require the student to pass six classes. A class is defined as a subject taken that would earn one credit towards graduation.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact either the Principal or Assistant Principal.

## FEES

Replacement I.D. \$3.00

Driver Education Fee \$50.00

Handbook Replacement Fee \$5.00

Athletic Participation Fee 1 time/year \$25.00

## FIELD TRIPS

At various times during the school year, students may take field trips. These trips are to complement classroom study. After a class has studied a particular subject, a field trip may be taken to show the subject in real life application.

All trips are made under the direct supervision of a teacher, and a school bus is usually used for transportation.

All students attending field trips must be passing at least six of the eight classes they are enrolled and not be on social probation to be eligible to go on the field trip.

## FIRE DRILL

When the fire alarm sounds, students should quietly proceed out the exit according to the teacher's instructions. They should remain outside the building until directed otherwise by the teacher. All students in the commons area, rest rooms and library will go to the outside through the main exit.

## GANG OR GANG LIKE ACTIVITY

Students are prohibited from engaging in gang activity. A gang is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to: wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.

## GENERAL BUILDING/SCHOOL GROUNDS BEHAVIOR

Students are expected to be courteous and mannerly in the halls, classrooms, and on the school grounds at ALL times. Specifically, you should adhere to the following:

1. You are to move about the building in a quiet and orderly manner so as not to disturb others who are present.
2. There is to be no fighting, wrestling, pushing, shoving or other activity that could result in injury.
3. Keep corridors open to traffic by walking to the right and not standing in groups. No running is permitted in the corridors.
4. Place trash in the containers provided.
5. Students should comply with the reasonable requests of ANY staff members.

# GRADING

## GRADING SCALE CONVERSION

Coal City High School calculates grade point average based on the 4.0 grading scale. The table below lists the scale in detail.

COAL CITY HIGH SCHOOL GRADING SCALE CONVERSION		
Letter Grade	100 pt. Scale Conversion	100 pt. Scale Conversion 4.0 Scale Conversion
A+	100-98	4.3
A	97-94	4.0
A-	93-90	3.7
B+	89-88	3.3
B	87-84	3.0
B-	83-80	2.7

C+	79-78	2.3
C	77-74	2.0
C-	73-70	1.7
D+	69-68	1.3
D	67-64	1.0
D-	63-60	.7
F	59-0	0

## GRADE LEVEL CLASSIFICATIONS

Students will be classified according to the following procedure:

To have SOPHOMORE status, a student must have successfully earned 6 CREDITS, including 2 semesters of English, 2 semesters of Math and 2 semesters of Science.

To have JUNIOR status, a student must have successfully earned 13 CREDITS, including 4 semesters of English, 4 semesters of Math, and 4 semesters of Science.

To have SENIOR status, a student must have successfully earned 20 CREDITS, including 6 semesters of English, 6 semesters of Math and 6 semesters of Science.

## GRADUATION INFORMATION

A total of twenty-eight (28) units of credit are required for high school graduation. Unless early graduation has been approved by the Board of Education, four years of high school attendance will be required to earn a diploma. A maximum of four units of credit will be permitted through outside sources:

Summer School (maximum of 2 units of credit accepted);

Night/Evening School (maximum of 2 units of credit accepted);

Correspondence Courses (private, for-profit companies; maximum of 2 units of credit accepted);

On-Line Courses (private, for-profit companies; maximum of 2 units of credit accepted).

Approval from a counselor is necessary prior to enrollment. Correspondence courses must be completed by the deadline established by the school counselor. Successful completion of each course must be verified by an official transcript from the participating school or institution. See your counselor for details on specific enrollment qualifications. Any exception to the above requires special arrangement and approval.

## GRADUATION REQUIREMENTS

<b>English</b>	4 credits (which include 2 <b>credits of intensive</b> writing courses)
<b>Mathematics</b>	3 credits (3 different Math courses must be passed which include Algebra and Geometry)
<b>Science</b>	3 credits
<b>Social Science</b>	2 credits (which include U.S. History and Civics. Each student must pass an examination on the Federal and State constitutions, Declaration of Independence, and the proper use and display of the American flag.)
<b>Fine &amp; Applied Arts</b>	2 credits (courses taken in Art, Music, Foreign Language or Career/Technical Education satisfy this requirement)
<b>Physical Education</b>	½ credit of Health 3 semesters of Physical Education Unless a State or medical exemption is granted, Physical Education must be taken every year.
<b>Miscellaneous</b>	Consumer Education SAT - Students must take this exam before being granted a diploma.
<b>28 total credits are required for a Coal City High School diploma</b>	

## **CREDIT DEFINITIONS**

One unit of credit is defined as the successful completion of a subject for one full school year.

A student receives one-half credit for each semester of course work completed successfully.

## **GRIEVANCE PROCEDURE**

No child or employee shall be discriminated against because of race, sex, color, national origin, age, or handicap.

Title VI, IX and Section 504 Grievance procedure (for violations in the areas of race, sex and/or handicap discrimination and/or harassment.)

A. Grievance procedure: If a student incurs a grievance involving a violation of Titles VI, IX or Section 504, the following procedure must be followed:

1. The aggrieved shall present a written account of the occurrence within one week to the Building Principal or his or her designee. The Principal will meet with the aggrieved within 48 hours to establish the legitimacy of the grievance and to achieve a possible solution.
2. If a resolution satisfactory to both parties is not reached, the grievance is to be forwarded to the Superintendent within five days of Step 1. The Superintendent will meet with the Principal and the aggrieved to seek a solution.
3. If a satisfactory resolution has still not been achieved, the Superintendent and the aggrieved will present the grievance reports on Steps 1 and 2 to the Board of Education within 30 days of Step 2. The Board of Education has the final decision as to the resolution of the grievance. A hearing officer may be included on any of the above steps at the discretion of the parties involved.
4. In cases of sexual harassment the concern shall be aggrieved in the following order: harasser, counselor, Associate Principal, Principal, and Superintendent.
5. In cases where the grievance involves Section 504, and a satisfactory resolution has not been achieved by Step 2 above, the student has the right to an impartial due process hearing. A hearing officer may be included on any of the above steps at the discretion of the parties involved.

When resolution is reached, whether it be at Step 1, 2, 3 or 4, a written report of their solution shall be given to the aggrieved, the hearing officers, the Title VI, IX and Section 504 Building Principal, the Superintendent and the Board of Education.

B. Due Process Procedure: In cases where students believe their rights have been violated, they may request a due process hearing. The request must be in writing and within five days of the occurrence. The hearing request shall be submitted to the Building Principal. The Grievance Coordinator shall, within five days, rectify the problem causing the grievance or establish a hearing date with the Superintendent.

## **GUIDANCE SERVICES**

The counselors are responsible for the supervision of guidance in the Unit. They are available for review of school-pupil personnel policies. They will be glad to arrange appointments with students or parents when a clarification or review of policy regarding students is desired.

The counselors are available to meet with students at any time. A testing program is carried on to aid students or parents with information as an aid in future planning. Parents are invited to contact the guidance officer of the school at any time to discuss any phase of a student's present or future learning experience.

The counselors will make out-of-school contacts to outside agencies:

- (1) Information will be provided to students by arranging contacts with college representatives in our high school.
- (2) Industrial, professional and business representatives will be brought to the school for discussions with students interested in specific areas of vocation.
- (3) Students will participate in vocational and college career information experiences.

The counselors are the persons to whom student problems are generally taken, if so desired. Problems may concern studies, activities, getting along with others, course planning, future plans, and outside problems that are making life difficult. In most cases, the counselor provides the help needed. However, there are occasions where it is suggested that others in the community and the school may be of special help.

A student should feel free to contact a counselor at any time that he feels in need of help.

Referrals to the school psychologist, social worker and various outside agencies are made through the guidance office.

A NOTE TO PARENTS: The counselors welcome the opportunity to talk to parents concerning the welfare of their children.

### **GUIDELINES FOR THE PHYSICAL EDUCATION REQUIREMENTS**

It shall be the policy of Coal City Unit District that students in grades 11 and 12 may request exemption from Physical Education for the following reasons:

1. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course.
2. The student lacks sufficient course credit or one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption.

### **GUIDELINES FOR ADDITIONAL SOURCES OF HIGH SCHOOL CREDIT**

**Correspondence courses:** Will be accepted for credit toward diploma requirements (credit recovery) from accredited institutions. Approval from the student's school counselor must be received before submitting payment for the course. Successful completion of each course must be verified by an **official transcript** from the participating school/institution before credit will be granted. Two (2) total credits maximum will be allowed for credit. Correspondence work can be taken during the senior year (June 1 – April 1). Classes can be done independently by the student or monitored by the school. Coursework must be completed by April 1st and a transcript received by CCHS by May 1st showing final grade(s) in order to participate in the May graduation ceremony. All expenses are the responsibility of the student and his/her family.

**Summer school** (abbreviated, short-term sessions): Coursework accepted at any grade level (9, 10, 11, 12). Successful completion of each course must be verified by an **official transcript** from the participating school/institution before credit will be granted. All expenses are the responsibility of the student and his/her family.

**Illinois Virtual (High) School:** Two (2) classes allowed per semester (2 units of credit per year). Maximum of 4 units of credit will be allowed for credit. Online coursework can be taken during the junior & senior years. Approval from the student's school counselor must be received before submitting payment for the course. Successful completion of each course must be verified by an **official transcript** from the participating school/institution before credit will be granted. All expenses are the responsibility of the student and his/her family.

**Online courses** (private, for-profit companies): Approval from the student's school counselor must be received before submitting payment for the course. Two (2) total credits maximum will be awarded for credit. Online coursework can be taken during the junior & senior years. Successful completion of each course must be verified by an **official transcript** from the participating school/institution before credit will be granted. All expenses are the responsibility of the student and his/her family.

**\*\*\* Any deviation to the above guidelines or special circumstances must first be approved by the Principal. \*\*\***

### **HEALTH SERVICES**

The school attempts to have on record for each child the following information: the names and telephone numbers of parent's home and place of employment, two other persons (friends or relatives) to contact in an emergency and the name of the family doctor and dentist. Should the child become ill or injured at school, the school will first call the parent. If no contact is made, the emergency persons are then called; and finally if the condition warrants it, the emergency squad and/or doctor will be called.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support, contact the District Homeless Liaison:  
Mr. CJ Dziuban 815-634-2334

## **HOMEWORK/MAKE-UP POLICY - BLOCK SCHEDULE**

1. Students should contact their teachers for make-up work when they return from any absence, and will be given 1 school day for everyday missed, after they return, to complete any make-up work. Example 1: Student is absent on A1. Student will talk to teacher on B1 to obtain the homework that was missed. The make-up work is then due A2 during the class period. Example 2: Student is absent A1 and B1. Student will talk to teachers on A2. Student will have 2 days to make up work. It will be due on A3 and B3.  
Absence beyond three days will be made up as soon as possible with a DATE and TIME negotiated between the teacher and student with help from a counselor or principal's designee if necessary.
2. For pre-arranged absences (those known before-hand) or absences for only part of the day, students are responsible for turning in any work due that day either before they leave or upon their return to the building that day. If not possible because of an emergency, work will be turned in the next day student is in attendance or will be considered late.
3. Suspensions
  - a. In-School-Suspension - Students are expected to contact each of their teachers before the suspension starts to receive homework assignments. Homework is expected to be done during the suspension; thus, barring any extenuating circumstances, the student is expected to turn homework in on time.
  - b. Out-of-school-suspension - Students will be expected to contact each of their teachers to receive all homework assignments before the second day of their suspension. Each student will be expected to contact each of their teachers to receive all homework assignments before the second day of their suspension. Each teacher will set the due date for each assignment at that time.
4. An I on the report card indicates incomplete course work. Students have two weeks from the end of any quarter to make up work they have failed to complete. If the work is not made up, the students will receive no credit for ANY missing assignment(s).

## **HONOR CODE/CHEATING POLICY**

Students are expected to complete all assignments and tests individually, unless specifically instructed to do otherwise. It is unacceptable for you to copy another individual's class work or to allow someone to copy your class work. Individuals participating in the copying of class work may receive zeros for the work. First offense is teacher discretion. Second offense may result in discipline referral to administration. Cheating is also unacceptable and can result in receiving a grade of 0 on the test, quiz, project or paper where cheating was found to be done. The second offense for cheating will also result in disciplinary consequences. Plagiarism is also considered cheating. Do your best work on your own!

## **HONOR ROLL INFORMATION**

The honor roll will be published by the Guidance Office at the end of each grading period (semester). The following criteria will be used to determine the Honor Roll:

1. HIGH HONORS - a student must have a semester G.P.A. of 3.5 or higher.
2. HONORS - a student must have a semester G.P.A. of 3.0 to 3.49.
3. ELIGIBILITY - To be eligible, no grade must be lower than a C-.
4. INCOMPLETE GRADES - An I indicates the course work is incomplete for the grading period; an I will render a student ineligible for the Honor Roll until the necessary course work is completed.
5. WEIGHTED GRADES - This is a process of equalizing the determination of Class Rank by incorporating course difficulty into the Grade Point Average (GPA). The higher the level of difficulty, the more points a student earns.
6. The following courses are designated as **honors level (weighted) courses for 2014-2015: Honors English 1, Honors English 2, Honors English 3, AP English, Honors Civics, Honors Global Studies, Honors World History, Honors U.S. History, Algebra 3, Statistics, Pre-Calculus, AP Calculus, Intro to Physics, Honors Biology, Honors Chemistry, Honors Physics, AP Biology, AP Spanish, and AP English.**

## **LIBRARY**

Library facilities are available in each of the schools. Books and magazines are available to all students and may be checked out between 8:00 a.m. to 3:30 p.m.

All materials are to be checked out from the circulation desk before leaving the library. Each student is FULLY RESPONSIBLE for each item checked out even to the extent of paying for damaged or lost materials. It is recommended that students do not loan to others books that are checked out in their name.

Books and materials should be returned to the circulation desk in the library. Fines are charged for late materials. Amounts of fines in each library are posted. Audio- visual materials are available for use in the library only. CAREFUL USE OF MATERIALS AND MACHINES IS STRESSED.

To maintain an atmosphere in which students may study, it is necessary that all students conduct themselves in an orderly fashion. There is to be no talking, and group study is RESTRICTED. Each student must have a specific purpose for going to the library such as a project in connection with an assignment or reading for pleasure. It is felt that instruction in making good use of study time is important, and students are encouraged to use their library privileges wisely.

Students in violation of library rules and procedures are disciplined as the need arises by use of detentions and suspensions, if necessary.

In the High School Media Center, students may not use the library or check out additional materials if their books are overdue or if they owe fines. Notices are delivered as needed.

Heritage Trail Library System Materials and other inter-library loan materials are loaned to the students under the same provisions.

Reference materials and magazines must be used in the library. A copy machine is available at a charge of 10 cents per page.

**LOCKERS**

Lockers and locks are furnished to students at the high school to relieve the schools of any responsibility for stolen articles. Please keep your locker locked. Failure to have lockers locked may result in a disciplinary action. Periodic locker inspections will be held. Students are to occupy assigned lockers and are responsible for any damage that might occur. Restitution, if necessary, will be required.

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

**LOST AND FOUND**

Considerable amounts of unclaimed clothing and personal items often accumulate in the school office. This loss can be greatly diminished if each item is plainly marked with name tapes or ink. Direct your child to inquire at the school office lost and found when he/she is missing items of clothing or school materials. If your child fails to do this, you may wish to contact the office yourself.

**LUNCH PROGRAM**

Hot lunches will be served beginning on the first full day of school at the Coal City High School. Milk will be available to the students in Kindergarten. Extra milk and milk for students who bring their own lunches will be served at a minimum additional cost.

**LUNCH FEES**

Grades 9-12.....	\$3.10
Adults .....	\$3.60
Extra Milk.....	\$0.30

Extra milk charge is subject to change, if necessary. Students may purchase lunch from an ala carte line at the high school.

Free or reduced price meals are available for qualifying students. For an application, contact the district office.

**LUNCH PROCEDURES/RULES**

Everyone who eats at school will be required to eat in the cafeteria. Students are not to eat in any other part of the building.

Pupils using the school cafeteria are expected to conduct themselves in a manner approved by the school administration. Failure to do so may result in exclusion from the cafeteria.

**NOTE THE FOLLOWING:**

- (1) All students share equally the responsibility for the cleanliness of the table where they sit.

- (2) Students should clear their area of the table of wrappers, cartons, food, etc., and return their tray to the washing counter.
- (3) Chairs should not be moved to other tables as they end up misplaced for students in the next lunch group.

## **LUNCH PERIODS**

- A Lunch: 11:15 – 11:40
- B Lunch: 11:45 – 12:10
- C Lunch: 12:15 – 12:40

## **MEDICATION**

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

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

### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

## **MOTOR VEHICLES**

In compliance with the Board of Education policy, high school students driving a motor vehicle to school must show proof of a valid driver's license and proof of automobile insurance coverage prior to obtaining a CCHS parking tag, issued by the Student Services Office. Only students with a registered CCHS parking tag will be permitted to park their vehicle in the provided, designated areas on school grounds. Students who drive to school will park their vehicle and leave it there until dismissal from school or the close of the school day. **Permission will not be granted to any student to drive home for lunch.** Automobiles in the lot are not to be occupied by any student during anytime of the school day.

Students enrolled in instructional extension programs, such as the Advanced Placement and GAVC's Early Childhood Program are permitted to drive autos with special arrangements and by registering their vehicle(s) in the Student Services Office. Auto mechanic students must follow the proper procedure of obtaining a permit before driving an automobile to G.A.V.C.

Students whose vehicles are found to have any contraband are subject to having their driving privileges suspended.

The parent or guardian will be notified of any rule violation.

## **NON-INSTRUCTIONAL ITEMS**

Students should bring with them to school/class only those items or materials which are needed for educational processes. Any item that may cause personal injury should not be brought to school. The following will apply to non-instructional items:

1. Dangerous or harmful items will be taken away from the student and deposited with the principal. Parents will be notified and arrangements made for the return of the confiscated items. Proper authorities will be notified.
2. Nuisance items, such as water guns, water balloons, sunflower seeds, syringes, yo-yos, noise makers, dice, etc., will be taken away, and student may be excluded from school for the remainder of the day until further determination of this infraction has been made.



3. Use or threatened use of a dangerous or harmful item may result in suspension not to exceed ten school days.
4. Skate boards are not to be ridden in the school or on school property.

The Coal City Unit #1 School District is not responsible for any personal items that might be lost or stolen when brought to any school events or on any school property.

### **PARENT/SCHOOL ORGANIZATION (P.S.O.)**

The district Parent/School Organization holds regular meetings during the school year (refer to the calendar for dates and times). The activities and programs are planned for this year. All parents in our Unit District are encouraged to get involved by attending meetings.

### **PERFECT ATTENDANCE RECOGNITION**

In order to be recognized for having perfect attendance throughout the school year, that student will be in attendance for **all classes for every school day**. The only exception will be school- scheduled activities that are held during the school day. Pre-arranged absences will be counted as an absence; however, if the prescribed procedures are followed, the absence will be excused.

### **PESTICIDE APPLICATION**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the District Office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **PHYSICAL EDUCATION**

A written excuse from a physician, school nurse or parent stating the reason for not participating in physical education and the length of time excused is to be provided to the school if there is valid reason for the student to be excused from physical education.

### **PHYSICAL EXAMINATIONS**

All kindergarten, 5th and 9th grade students are required by state law to have a physical examination and up-to-date immunizations. The Coal City District #1 also encourages a dental exam. These are to be submitted to the nurse at the beginning of the school year. Letters of non-compliance will be issued on the 1st day of school attendance if these records are not complete. A new transfer student is allowed a grace period of 30 days to comply with this law. Any students who enroll during the school year are required to have their health records transferred from their former school within this 30-day period.

### **PROGRAMS**

Other health services the district provides are: vision and hearing screening at all schools, scoliosis screening in the middle school, home visits as needed for conferences with parents or health histories of the student, communicable disease reporting, dental health programs at the elementary school and maintenance of a cumulative health file on every student.

At the high school and middle school, non-emergency services for students are by appointment only.

### **PROGRESS REPORTS**

Progress reports are mailed to parents/guardians midway through each grading period. Parents are encouraged to contact teachers with any concerns they have in regard to their child's academic progress.

### **PROPER ATTIRE/DRESS CODE**

We take pride in the appearance of our students. Your appearance reflects the pride that you have in your school. You are expected to dress and groom yourself in clothes that are appropriate for school activities. Ultimately, the school will make final judgment as to what is acceptable.

Articles of clothing may not endanger the health and safety of students, nor may they cause interference with class work or result in school disorder. Overly casual dress should be avoided. Shoes must be worn at all times in school buildings. Hats, clothing with profanity, bandannas and sunglasses are not acceptable for student dress.

No clothing that is slow cut or exposes the chest, abdomen and/or undergarments. Examples include, but are not limited to, racerbacks, revealing tops or blouses, spaghetti straps, tube tops, halter tops, bare midriffs, clothes that are sagging or any other clothing that is offensive due to being revealing. Tops which are not tucked in must be long enough to cover the midsection when the student is in a sitting or standing posture. No clothing of any kind with straps of less than one (1) inch.

Tank tops will be allowed, but monitored using the two-finger rule. Any tank top measuring smaller than the two-finger rule will be deemed inappropriate and the student will be asked to change. Tank tops sides must also not reveal skin or undergarments.

Shorts, dresses, and skirts need to be approximately mid thigh (fingertip length). **Pants must be worn at or above the hips.** No alcohol or tobacco advertisements, pictures of weapons, drug or drug paraphernalia references or shirts with sexual connotations will be permitted. Students shall not wear clothing with holes that show undergarments. Holes must be below fingertips when present in jeans. Students are not allowed to wear hoods at anytime during the school day.

If a student is not in compliance with the dress code the student will be provided alternative clothing to wear while in school.

## **PUBLIC DISPLAY OF AFFECTION**

Any display of affection, other than handholding is not permitted.

## **RANDOM DRUG TESTING**

In order to foster the health and safety of participants in extracurricular and school sponsored activities, to offer a legitimate reason for students to say "no" to drug and alcohol use and to help those using prohibited substances in locating various agencies/programs which provide assistance, the district shall conduct a random drug and alcohol testing program for participants in school-sponsored, competitive, IHSA-governed extra-curricular activities, *as well as all school sponsored clubs, organizations and activities.* The testing program is designed to deter drug and alcohol use; to educate participants as to the serious physical, mental and emotional harm caused by drug and alcohol use/abuse; to create and maintain a safe, drug-free environment for participants and to assist them in getting help when needed. Therefore, to be eligible to try out for or to participate in extra-curricular activities, school sponsored clubs, organizations and activities in grades 9-12, students and their parent(s)/guardian(s) must agree to submit to random testing for the use of prohibited substances in accordance with the procedures implemented in the random drug testing policy.

## **RELEASE PERIOD FOR SENIORS**

High School Administration reserves the right to withdraw a student's release period. This period can be taken away due to, but not limited to, failing grades, poor attendance, social probation, etc. Release time is a privilege, not a right.

## **RESPECT FOR STAFF AND FELLOW STUDENTS**

We expect every staff member to be treated with respect and dignity. Likewise, we expect the same behavior from staff towards students. It is imperative that teachers be in charge of their classes. Anything less than this would lead to a poor educational opportunity for all.

## **RESPONSIBILITY TO ALL SCHOOL STAFF**

Every student in the Coal City Community Unit is under the supervision of each staff member within our school. Any district employee may reprimand a student for inappropriate behavior. Such violations will be reported to the administration for disciplinary procedures.

## **SAFE SCHOOL ZONE AND THE LAW**

The Illinois General Assembly passed the Safe School Zone act in an effort to enforce stricter penalties for acts of criminality that occur on school grounds. Under the legislation, laws increased penalties for the sale, distribution, and manufacture of illegal drugs on any school campus and within 1000 feet of school property. These laws also increased penalties for possession of weapons, violations committed on school property, and gang activity and recruitment.

Any act of criminality taking place on school grounds, buses, or during school sponsored activities not only makes the student subject to penalties the courts may prescribe but also may result in suspension or expulsion from school.

The Board of Education of Coal City Community Unit School District #1 takes a zero-tolerance stance in regards to such acts of criminality and/or gross misconduct. All disciplinary actions and their implementation shall be in accordance with Board policy and the procedures outlined in the student handbook

## **SAFETY**

Safety is a matter of concern for all individuals in the building. All public buildings are required to provide regulations and procedures to be followed in case of any disaster. Each teacher will have a copy of safety regulations that will include directions and procedures to follow in case of emergency. Appropriate drills will be scheduled during the school year.

## **SCHOOL VISITATION RIGHTS**

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

## **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## **SEX OFFENDER/VIOLENT OFFENDER NOTIFICATION**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

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

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

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

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

A violation of this law is a Class 4 felony.

## **STUDENT PRIVACY PROTECTIONS**

### Surveys by Third Parties

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

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

### Surveys Requesting Personal Information

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### Instructional Material

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

## **OFFICE DETENTION PROGRAM**

The Office Detention Program will allow students to remain in school and to go to their regularly scheduled classes even though they have broken school rules. With the Office Detention Program the student's education continues while school personnel work to improve his/her attitude and behavior, as well.

The procedures and guidelines for the Office Detention Program are as follows:

1. The administration may offer an Office Detention Program for violation of any school rule.
2. Students assigned to an office detention must serve it in a designated room under the supervision of a certified staff member.
3. Students will be assigned to serve a date and time agreed to by the student, the parents, and the administration. No changes will be made after the final written notification is made to the student and the parents.
4. Students will be expected to conduct themselves in an appropriate fashion during the entire detention period. Normal classroom behavior is expected. Failure to comply with this directive could result in the student being sent home and being reassigned an alternate detention time or other alternative disciplinary action.
5. The students will be responsible for their own transportation from school after their detention period.
6. Failure to report promptly when they are assigned will result in a reassignment and an administrative conference.
7. The administration will inform students and parents of the date and time of their office detention.
8. All students must bring school related work to keep them busy during their detention.
9. Talking and sleeping will not be permitted.
10. Failure to serve office detentions will result in additional consequences.
11. Students will not be given access to other parts of the building with the exception of the washrooms.
12. All school policies will be enforced while students are on the school property.

## **SCHEDULE CHANGES & REGISTRATION GUIDELINES**

Course registration is an important decision that a student makes each year. Registration determines the classes the school will offer, development of student scheduling, and how the school will utilize staff. Students are to carefully select courses during the enrollment period in the spring and are encouraged to confer with their parents, counselor and teachers before making their final selections.

1. ALL students must be enrolled as a full-time student (8 total credits per year).
2. Students must be enrolled in two (2) semesters of Math during the Freshman, Sophomore, and Junior year.
3. Students will not be allowed to take more than one Physical Education course each semester.
4. Only Seniors will be allowed to serve as teacher/office assistants or tutors.
5. Seniors can only be assigned one teacher/office assistant or tutoring period in the same semester.

Exceptions to the above guidelines will be by Administrative approval only.

Students have from March until August 1st to make any adjustments in their course selections. After school begins in August, schedule changes will only be made for these reasons:

1. A specific course is needed for graduation or college admission.
2. Student does not meet the prerequisite for a class.
3. Student has failed a course must retake the class.
4. There is a schedule conflict.
5. School personnel initiate the change.
6. Schedule has a clerical error such as incorrect level or incorrect course sequence.

Changes will be made during the first 4 days of each semester unless approved by the Administration under the above guidelines.

Schedule changes will NOT be made for these reasons:

1. Student has changed his/her mind regarding the elective class(es) chosen.
2. Student would like to switch lunch periods.
3. Student would like to change the teacher(s) he/she has been assigned.
4. Student is concerned that taking the class will negatively impact his/her GPA.
5. Student would like to drop because credit is no longer needed.

## **SEARCH AND SEIZURE**

"School authorities" as used in the policy includes police liaison officers.

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

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

The School authorities may request the assistance of law enforcement officials to conduct inspections and searches of locker, desks, parking lots, and other school property and equipment owned or controlled by the School District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students

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

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness;
- by a certificated employee or police liaison officer of the same sex as the student.

Immediately following a search, the school authority that conducted the search shall make a written report. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible. The written report shall be submitted to the Building Principal, where appropriate, and a copy shall be forwarded to the superintendent.

### Seizure of Property

- If a search produces evidence that a student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. School authorities may turn over such evidence to law enforcement authorities.

LEGAL REF.: T.L.O. v. New Jersey, 105 S. Ct. 733 (1985)  
105 ILCS 5/10-20.14,5/10-22.6, and 5/22.10a.

CROSS REF.: 7.130, 7.140, 7.190.

Adopted: December 16, 1996

## SEVERE WEATHER

An announcement will be made over the intercom. Students should proceed to the area of the building directed by the teacher. When students reach the designated area, they should sit quietly until notified over the intercom of additional instructions.

## SEXUAL HARASSMENT AND TEEN DATING VIOLENCE

Sexual harassment of students and staff is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

Making a Complaint; Enforcement - Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal, assistant building principal, or the complaint manager. A student may choose to report to a person of the student's same sex.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### Complaint Managers:

Jason Smith  
815-634-2287

Michelle Painter  
815-634-5039  
mpainter@coalcityschools.org

[jsmith@coalcityschools.org](mailto:jsmith@coalcityschools.org)

\*Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## SOCIAL NETWORKING PASSWORDS AND WEBSITES, ACCESS TO

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## SPECIAL EDUCATION

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

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required.

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

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

Special transportation, if needed, will be provided by the school district.

As the parents of a child who may or will receive special education benefits, you have certain rights that are safeguarded by state and federal statute. The rights to which you are entitled are listed below in abbreviated form.

## **SPECIAL POPULATIONS DIRECTOR**

Sandy Rakes  
550 South Carbon Hill Road  
Coal City, IL 60416  
815 634-2287 ext. 2112

Link to District Special Populations Website

[http://www.coalcity.k12.il.us/spec\\_pops/index.htm](http://www.coalcity.k12.il.us/spec_pops/index.htm)

## **STUDENT ACCIDENTS**

It is the responsibility of the student to report to the teacher or coach in charge, at the time of the occurrence of the accident, all facts pertaining to the accident. Witnesses should be identified at this time.

Students who have school insurance will have the proper forms filled out by the school nurse. The parents, upon receipt of the claim form, shall see that the physician or dentist completes the claim. The parents shall mail the completed form along with any and all necessary itemized statements to the insurance company. Each student will report all accidents to the principal or nurse.

## **STUDENT RECORDS**

- (1) Right to inspect and review records:
- (2) Right to obtain copies of records at cost or at no cost, depending on ability to pay;
- (3) Right to be informed of all types and locations of records being collected, maintained or used by the agency;
- (4) Right to ask for an explanation of any item in the records;
- (5) Right to ask for an amendment of any record on the grounds it is found inaccurate, misleading or has violated privacy rights;
- (6) Right to a hearing if the agency refuses to make the requested amendment.

## **CONFIDENTIALITY OF INFORMATION**

- (1) Right to restrict access to your child's records by withholding consent to disclose records;
- (2) Right to be informed before information in your child's file is to be destroyed;
- (3) Right to be told to whom information has been disclosed.

### **NOTICE:**

- (1) Right to notice before the agency initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child;
- (2) Right to have that notice in writing, in your native language, or other principal mode of communication, at a level understandable to the general public;
- (3) Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those other options were rejected;
- (4) Right to be notified of each evaluation procedure, test, record or report the agency will use as a basis for any proposed action.

## **CONSENT**

- (1) Right to give consent before an evaluation is conducted and before initial placement is made in special education;

- (2) Right to revoke consent at any time.

## **EVALUATION PROCEDURES**

- (1) Right to have a case study evaluation of your child's educational needs completed within 60 school days of referral;
- (2) Right to have more than one criterion used in determining an appropriate educational program for your child;
- (3) Right to have the evaluation performed by a multidisciplinary team;
- (4) Right to have your child assessed in all areas related to the suspected disability;
- (5) Right to have a re-evaluation every three years or more frequently if conditions warrant or if you or your child's teacher requests it.

## **INDEPENDENT EVALUATION**

- (1) Right to an independent educational evaluation;
- (2) Right to have the district pay for the independent evaluation if it is determined through a due process hearing that the district's evaluation is not appropriate;
- (3) Right to be informed of the procedures for obtaining an independent evaluation at public expense;
- (4) Right to have the independent evaluation considered when placement and program decisions are made.

## **LEAST RESTRICTIVE ENVIRONMENT**

- (1) Right to have your child educated with non-handicapped children to the maximum extent possible;
- (2) Right to have your child removed from the regular educational environment only after supplementary aids and services were tried and found unsatisfactory;
- (3) Right to have placement in the school your child would attend if non-handicapped unless the Individualized Education Plan requires some other arrangement;
- (4) Right of your child to participate with non-handicapped children in nonacademic and extracurricular services and activities, such as meals, recess, counseling, clubs, athletics and special interest groups.

## **COMPLAINT RESOLUTION AND MEDIATION**

- (1) Complaints alleging violations of parent and special education rights can be referred to the Superintendent.
- (2) Complaints alleging violations of parent and special education student rights can be referred to the Program Monitoring/Development Section, Department of Specialized Educational Services, Illinois State Board of Education for review, investigation and action within sixty days.
- (3) Illinois mediation service is designed as an alternative to the Due Process Hearing to resolve disagreements regarding the appropriateness of the provision of special education and related services. This service is administered and supervised by the Illinois State Board of Education and is provided upon request at no cost to the parties. Parents and/or local school districts who wish to request mediation services or to know more about the State Board of Education complaint resolution system may contact the Program Monitoring/Development Section, Illinois State Board of Education, at 217-782-6601.

## **HEARING**

- (1) Right to request an impartial due process hearing to question the district's identification, evaluation, or placement of your child or to question the district's provision of a free, appropriate public education;
- (2) Right to be informed of the procedures to follow to make a request for an impartial due process hearing (i.e., to whom, how, what to include in the request, timeliness, etc.);
- (3) Right to be informed of any free or low-cost legal and other relevant services available (e.g., expert on handicapping conditions that may be a witness at the hearing);
- (4) Right to have the hearing chaired by a person not employed by a public agency involved in the education of your child or otherwise having any personal or professional interest in the hearing;
- (5) Right to see a statement of the qualifications of the hearing officer;
- (6) Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the handicapped;
- (7) Right to have your child present at the hearing;
- (8) Right to have the hearing open to the public;
- (9) Right to present evidence and confront, cross-examine and compel the attendance of witnesses;



- (10) Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing;
- (11) Right to have a record of the hearing;
- (12) Right to obtain written findings of fact and a written decision within 45 days after the initial request for the hearing;
- (13) Right to appeal to the Illinois State Board of Education and receive a decision within 30 days of the filing of an appeal;
- (14) Right to have a hearing and an appeal set at a time reasonably convenient to the parent;
- (15) Right to appeal an Illinois State Board of Education decision in court.
- (16) Right to have your child remain in his or her present educational placement during the pendency of the administrative proceeding, unless the parent and district agree otherwise.
- (17) A request for a due process hearing should state the reasons that the hearing is being requested. The request should be sent to your district superintendent.

## **STUDENT ASSESSMENT**

Teachers are expected to inform every student at the beginning of each semester of the grading procedures to be used in the course, the type of evaluation activities to be used, such as quizzes, tests, projects, etc. and the tentative schedule for such evaluations. Students are expected to complete all assigned work, such as classroom work, homework and projects, in order to meet course requirements.

## **STUDENT BIOMETRIC INFORMATION**

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

## **STUDENT BEHAVIOR CODE**

The School Code of the State of Illinois states:

105 ILCS 5/24-24 Maintenance of Discipline. Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds that are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Nothing in this section affects the power of the board to establish rules with respect to discipline; EXCEPT THAT EACH BOARD MUST ESTABLISH A POLICY ON DISCIPLINE, AND THE POLICY SO ESTABLISHED MUST PROVIDE THAT A TEACHER MAY REMOVE A STUDENT FROM THE CLASSROOM FOR DISRUPTIVE BEHAVIOR AND MUST INCLUDE PROVISIONS WHICH PROVIDE DUE PROCESS TO STUDENTS.

The board may make and enforce reasonable rules of conduct and sportsmanship for the athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten days notice of the violation is given such person and a hearing had thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

All of the rules and regulations of the district are meant to permit teachers to teach and students to learn without undue interference. The jurisdiction of the school-over-student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and at after-school activities; and the school-sanctioned activities that occur off campus. The school administration and staff will diligently manage and supervise student conduct in all programs maintaining the confidence of students, parents and the community.

Violations of this policy may result in disciplinary action, including detention, suspension and/or expulsion.

## **STUDENT INSURANCE**

All students in the district will be under a blanket coverage with Earl Allen Insurance Agency.

## STUDENT RECORDS

The Coal City Community Unit District No. One will comply with the General Education Provisions Act (Section 438 of Public Law 93-380), commonly referred to as Family Educational Rights and Privacy Act of 1974.

### STUDENT RECORDS - NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

1. The student permanent record consists of basic identifying information, academic transcript, (including grades, class rank, college entrance test scores, graduation and/or grade level achieved), attendance record, health record, record of release of permanent information and other basic information. The permanent record shall be kept for 60 years after graduation or a non-transfer withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be destroyed entirely within five years after graduation or a non-transfer withdrawal.
3. Parents have a right to:
  - a. INSPECT AND COPY ANY AND ALL INFORMATION contained in the student record. There may be a small charge for copies, not to exceed 25 cents a page. This fee will be waived for those unable to afford such cost.
  - b. CHALLENGE THE CONTENTS OF THE RECORDS by notifying the principal or record custodian of an objection to information contained in the record. An informational conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
  - c. RECEIVE COPIES OF RECORDS PROPOSED TO BE DESTROYED. The school will notify parents of the destruction schedule.
  - d. INSPECT AND CHALLENGE INFORMATION PROPOSED TO BE TRANSFERRED TO ANOTHER SCHOOL DISTRICT in the event of a move to another school district.
4. Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or persons. ALL OTHER RELEASES OF INFORMATION REQUIRE THE INFORMED WRITTEN CONSENT OF THE PARENT OF ELIGIBLE STUDENT.
5. **The following is designated as directory information and may be released to the general public, unless a parent/guardian or a student 18 years of age or older requests within 30 days of receiving this Handbook, that any or all such information not be released: students name and address, gender, grade level, birth date and place, parents/guardians names and addresses, academic awards, degrees and honors, information on participation in school-sponsored activities, organizations and athletics, the students major field of study, and the period of attendance in the school.**
  - **Access to secondary students, their directory information, and their telephone listings will be given to military recruiters, post-secondary schools and prospective employers unless a parent/guardian or a student 18 years of age or older requests within 30 days of receiving this Handbook that such access be denied.**
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the superintendent of the district.

Custodians of the school records are the Guidance Counselors and Principals of the various attendance centers.

## SUSPENSIONS

Make-up work during suspension is to be completed according to the time lines established by district policy. Failure to complete make-up work at the scheduled time will be cause for a zero (0) to be recorded for the assigned work.

When suspensions are assigned, students are expected to follow the established procedures:

1. During any suspension it will be the students responsibility to contact teachers and secure homework assignments. In most instances this would be done before the suspension begins since every effort will be made to have suspensions begin the day following the infraction.
2. Students assigned to I.S.S. will have the opportunity to take tests when they are scheduled (at the discretion of the classroom teacher) by either going to their regular classroom for the test, or having the test sent to the teacher supervising the I.S.S. area.
3. In those instances where a student fails to comply with the rules for the in-school suspension area, the student will be reassigned to out-of-school suspension with a MINIMUM of one day added to the original suspension time.
4. Students assigned to in-school suspension are not eligible to participate as a representative of the school in any extra-curricular activities. They may attend school activities as a spectator.
  - (a) Students assigned to out-of-school suspension will not be permitted to attend ANY school activity or program.
5. Suspension for extra-curricular activity will begin on the date of the infraction and include all practices or games that occur while the suspension is being served. EXAMPLE: A student who is suspended on Monday would not attend practice on Monday. If the suspension lasts through Thursday, the student would be eligible to participate on Friday.

## **SUSPENSION NOTIFICATION**

In all cases of suspension, the suspending school official will:

1. Notify the student of the nature and seriousness of his/her actions and the dates and duration of the suspension from class, from school, school activities, and school grounds.
2. In the case of an out-of-school suspension, the parents or guardians of the student will be notified by written notice sent by mail, a return receipt may be requested. This written notice will state the reasons of the suspension and the dates and duration of the suspension from school, school activities, and school grounds.
4. Notify the student and parents of their rights regarding suspension from Coal City High School.
5. Send a copy of the parental notice of suspension to the Superintendent.

## **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.
6. If you would like to receive any information, please contact the school office.

## **TRANSPORTATION**

### **Instructions to School Bus Riders**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. The building principal must approve exceptions in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Students should follow the instructions below to ensure the safety and well being of all students on the bus and to assist the driver in the safe operation of the school bus vehicle.

1. Expect to walk some distance to an established bus stop.
2. Be on time at the designated school bus stop; help keep the bus on schedule.
3. Stay off the road at all times while waiting for the bus.
4. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
5. Do not leave your seat while the bus is in motion.
6. Be alert to emergency instructions from the driver.
7. Remain in the bus in the event of a road emergency until the driver gives instructions.
8. Occupy the seat assigned by the bus driver.
9. Keep hands and head inside the bus at all times.
10. Do not throw anything out the bus windows. Windows will be opened only with the permission of the driver.
11. Loud talking, laughing, singing and/or unnecessary confusion divert the driver's attention and could result in a serious accident.
12. Be absolutely quiet when approaching and crossing railroad crossings.
13. **Never** tamper with the bus or any of its equipment. Vandalism, theft or destruction of school or personal property will not be tolerated. Parents and students will be held financially responsible for damages.
14. Knives, firearms and weapons will not be transported. Police may be notified upon discovery.
15. Evidence of use or possession of drugs, tobacco or alcohol will result in notification of appropriate authorities.
16. No eating or drinking is allowed on the bus.
17. Do not bring animals on the bus (except with special permission of the district.)
18. Keep books, packages, coats, and all other objects out of the aisles and away from emergency exits. These items should be in the rider's lap or in the seat next to the rider while in transit.
19. Musical instruments are to be held by the owner. Transportation of large instruments will be the parents' responsibility unless space is available to keep instruments in seats and out of aisles.
20. Be courteous to fellow pupils and the bus driver. Use of vulgar language or obscene gestures is prohibited.
21. Always be considerate and helpful, especially of younger children.
22. Do not ask the driver to stop at places other than the regular bus stop. He or she is not permitted to do this except by proper written authorization from a school principal or designee.
23. Observe safety precautions at exit points. Know and observe the rules. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for the signal from the school bus driver permitting you to cross.
24. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Remember: Your safety on the school bus depends on how well you conduct yourself as well as how the driver performs his or her responsibilities. There are consequences for breaking bus-riding rules, and **you can lose your bus-riding privileges as a result of breaking the rules\***. The driver also has rules that must be followed and unsafe driving practices or inappropriate conduct should be reported to the school director of business services or principal.

**\*Consequences for bus conduct slips:**

**First Offense:** Verbal Warning, Pre-K, 1, 2 parent contact

**Second Offense:** Parent contact and loss of free time

- Third Offense:** Parent contact, loss of free time, bus suspension may result
- Fourth Offense:** Parent contact, loss of free time, multiple days bus suspension may result
- Multiple Offenses:** Loss of bus privilege may result for the remainder of the school year
- Severe Offense:** Regardless of the number of offenses, may result in immediate loss of bus privilege

### **Alternate Drop Off and Pick Up**

Students are expected to ride a bus to and from their home unless other arrangements have been authorized through the school. If your child(ren) is **eligible** to ride a bus, and an alternate drop off or pick up stop is requested a Bus Registration Form must be completed and signed by the parent/guardian of that student. The following guidelines will be strictly adhered to:

Any alternate bus pickup and drop off stops must be in writing and on the district form. **No verbal requests will be honored.**

- Any bus eligible student may be picked up or dropped off at an alternate stop with **written permission from the parent, the receiving parent and the principal.**
- Parents are limited to two (2) different stops.
- Desired pick up and drop off locations must be constant.
- There must be adequate capacity on the bus if a request would require a child to ride a different bus route.
- Instructions such as "if the mailbox flag is up, take Johnny to grandma's house" will **NOT** be honored.

### **Emergency Transportation Procedures**

Students who reside outside 1 ½ miles from school may ride the bus from points other than their assigned pick-up or drop-off point when an emergency situation exists. In order to do this, parents must write a letter requesting alternate transportation to the Principal of the school the child attends. The Principal will then issue a temporary emergency bus pass to the student. The student should give this pass to the bus driver when he/she boards the bus. Bus drivers will only allow students who are assigned to their bus route to ride the bus unless a bus pass is presented. Parental notes to the bus driver are not accepted as a replacement for temporary emergency bus pass.

### **Field Trip Safety**

On many occasions field trips are provided as a valuable educational experience. The safety of students during these trips remains a high priority for the Community Unit #1 School District. To maximize student safety, parents are often asked to volunteer to assist the teacher in supervising the students during field trips. Parents that volunteer for field trips will be asked to follow the following guidelines:

- Be familiar with the district's general bus safety rules.
- No eating or drinking allowed on the bus.
- Maintain good student discipline.
- Know the whereabouts of each student assigned to you.
- Remind students not to leave books, lunches or other articles on the bus.

### **PRESCHOOL AGE CHILDREN**

Parents of preschool aged children are responsible to deliver their child(ren) to the bus stop and to have a responsible adult pick up the child at the drop off point. **Bus drivers are instructed to take a preschool aged child back to school if there is not a parent visible when dropping off that student.**

### **FEE BUSSING**

If you live within one and one-half miles from school and your families is **not** eligible to ride a bus you may be eligible to ride a bus by paying a nominal fee to the school district provide that:

- Your child(ren) must walk to an established bus route (No bus pick up or drop off stops will be established within a walking area)
- There must be adequate capacity on the already established bus route.
- Payment is made in full, by the semester or monthly **prior** to service being provided.
- If payment is not received, bus privileges will stop immediately.

### **SAFE WALKING**

1. When you cross the street at a corner with a signal light, you should wait for the green light to show in the direction you are walking.

2. At busy intersections there may be lines on the road called a crosswalk for you to walk between. There may also be special signals to tell you it is okay to cross the street. These are the WALK signals or a PICTURE of a person walking.
3. Always look both ways before you cross the street, by looking **left, right and left** again to make sure no cars are coming or turning on the crosswalk.
4. Yellow lights and signs mean caution or that you are coming to a dangerous area. If you are waiting to cross the street, you should not cross if the light is yellow. The light is about to turn red, and cars will enter the intersection.
5. Like a yellow traffic light, both of these flashing "DON'T WALK" signals mean to use caution.
6. If you are in the street, finish crossing the street.
7. If you have not started crossing the street, stay on the curb.
8. Crosswalks are two white lines painted on the road, which go across the street. You should walk inside the lines.
9. Cars, bicycles and in-line skates **must stop** to allow people in the crosswalk to cross the street.
10. When you use the crosswalk to cross the street, before you step into the street, you should look carefully to the **LEFT, RIGHT AND LEFT** again to be sure it is safe to cross.
11. This sign means you are near a crosswalk by a school.
12. On school days this area will be busy when school is opening and closing.
13. If you have to cross the street at a crosswalk, like any other crosswalk, it is important to look carefully to the left, right and left again.
14. If you must walk through parked traffic, stop and look carefully before stepping out from between vehicles.
15. Don't run between parked cars and buses.
16. Remember the danger areas close to school buses where the driver can't see you.
17. When the signal light turns red, stop. If the light is red in the direction you're walking, do not cross the street.
18. At busy intersections there may be a DON'T WALK signal or a picture of a hand, meaning STOP.
19. Mind all traffic signals and/or the crossing guard-never cross the street against a light, even if you don't see any traffic coming
20. Walk your bike through intersections.
21. Walk with a buddy.
22. Wear reflective material...it makes you more visible to street traffic.

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

**A PARENT OR GUARDIAN WHO KNOWINGLY AND WILLFULLY PERMITS A CHILD TO BE TRUANT IS IN VIOLATION OF STATE LAW.**

## VACATION POLICY

### Vacations that cause students to miss instructional time are discouraged.

Students should obtain a vacation form from the main office, then have his/her teachers sign the form and return the form to the main office with parental signature and note explaining dates the student will not be in school. Each school day missed during a vacation will be considered one day of absence and will be added to the student's total days missed for the school year.

## VOCATIONAL CENTER

Coal City Community Unit One is cooperating with Morris, Minooka, and Gardner-South Wilmington to operate the Area Vocational Center.

Advanced vocational courses are planned primarily for junior and senior students, and it is expected that those students accepted will have vocational background training from their home high school in their first two years. Accepted students will attend the area school for one-half day each day and will be granted two credits for the half-day of attendance. Transportation to and from the area school will be provided by the local school district for most programs. Students are required to use the bus service provided unless other arrangements have been made and approved by Coal City administration.

Upon successful completion of this program of the Area Vocational Center each year, junior and senior students of Coal City High School will receive four units of academic credit toward graduation.

The Area Vocational Center will provide each student enrolled there with a Student Handbook which will explain the procedures, policies and regulations of the Center.

## ANSWERS TO COMMON QUESTIONS - WHAT SHOULD YOU DO?

If you are tardy to school - report to your office/class.

If you have been absent - verify absence by phone call or in writing.

If you have lost or found something - take it to or inquire at the office.

If you have lost a library book or textbook - see the librarian to pay for the lost book and/or get a new one.

If you want to try out for one of the athletic teams - see your P.E. teacher or coach.

If you wish to be placed on limited P.E. for reasons of health - bring a request from your physician to the school office.

If you must accompany your parents on a trip when school is in session - make arrangements in ADVANCE with the office and teachers.

If you have any questions about school policies or procedures - see your counselor or administrators.

Driving a car to school is a privilege not a right. Safe driving must be adhered to - failure to comply with safe driving practices will result in the privilege of driving to school being revoked.

If you wish to make suggestions about improving the school - contact your Student Council Representative, your Counselor, your Assistant Principal or your Principal.

If you need extra help or assistance in a school subject - contact your teacher.

If you leave school during the day, it is required to report to the main office prior to leaving.

The Coal City Community Unit District No. One welcomes parents to contact the schools at any time to obtain information about the welfare of their child. We sincerely feel that the maximum educational benefit for the child will be obtained through mutual cooperation of student, parent and school.

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS

### CATEGORY I

LEVEL I	9-12
Disobedience of Class Rules	Min Verbal Reprimand Classroom Detention (1-3) Max O.S.S. (1-10)
Disobedience of School Rules	Min Verbal Reprimand Max O.S.S. (10)

Disruptions in Hall or Classroom	Min Verbal Reprimand Max O.S.S. (10)
Forgery, Lying, Cheating or Plagiarism	Min Detention Max O.S.S. (10)
Public Display of Affection	Min Verbal Reprimand Max O.S.S. (10)
Tardiness	Min Detention Max O.S.S. (10)
Truancy	Min 2 Hr. O.D.T. Max O.S.S. (3-10)
Use of Profanity	Min Detention Max O.S.S.
Other (Non-Cooperation)	Min Verbal Reprimand Max O.S.S. (10)

<b>LEVEL II</b>	<b>9-12</b>
Arson	Min O.S.S. (5-10) Restitution Max Expulsion
*Automobile Misuse	Min 2 Hr. O.D.T. Max O.S.S. (10) Loss of Privilege
Bus Misconduct	Min Verbal Reprimand Conduct Slip Loss of Privilege
Bullying	Min 1 Hr. O.D.T. Max O.S.S. (10)
Disrespect or Disorderly Conduct	Min 2 Hr. O.D.T. Max O.S.S. (1-10)
Extortion	Min 3 Hr. O.D.T. Restitution Max Expulsion
Fighting	Min I.S.S. Police Notified Max Expulsion
Fire Alarm Misuse	Min I.S.S. (5) Max O.S.S. (10)
Harassment of Others (Physical, Verbal, or Sexual)	Min 2 Hr. O.D.T. Max O.S.S. (10)
Possession/Distribution of Inappropriate Materials	Min Verbal Reprimand Max O.S.S. (10)
Insubordination	Min 2 Hr.O.D.T. Max O.S.S. (10)
Possession of Tobacco/Smoking Paraphernalia/E-Cigarettes/Inhalants/Vaping Devices/Juuling Devices	Min 2 Hr. O.D.T. Max O.S.S. (10)
Use of Tobacco	Min 3 Hr O.D.T. Max O.S.S. (10)
Theft/Vandalism/Damage to Property/Possession of Stolen Items	Min I.S.S. Max O.S.S. (10) Restitution
Other/Gross Misconduct	Min Verbal Reprimand Max O.S.S. (10)
<b>LEVEL III</b>	<b>9-12</b>
Bomb Scare	Min O.S.S. (10) Counseling Max Expulsion
Possession/Use/Distribution of Alcohol	Min I.S.S. Police Notified Max Expulsion
Possession of Drug Paraphernalia	Min I.S.S. Police Notified Max Expulsion
Possession/Use/Distribution of Drugs/Marijuana or Drugs that Intoxicate	Min I.S.S. Police Notified Max Expulsion
Violation of School/Civic Laws	Administrative Discretion Max Expulsion or Civil Action
Possession of Weapon	Recommendation for Expulsion for 2 years



Possession of Firearm	Recommendation for Expulsion for 2 years
Gang Identifiers/Activity	Min O.S.S Max Expulsion
<b>LEVEL I</b>	<b>9-12</b>
Cutting Detentions	Min Add 1 Penalty Max I.S.S
<b>LEVEL II</b>	<b>9-12</b>
In-School Suspension Problems I.S.S.	Min O.S.S. (1-10)
Office Detention Problems	Max O.S.S. (1-10)

**SOCIAL PROBATION**

Social probation at Coal City High School will exclude students from participating in any social events sponsored by Coal City High School during the probationary period. The criteria for being placed on social probation are as follows:

- a. Students who are suspended will be placed on social probation for a specified amount time to be determined by CCHS administration at the time of the suspension.
- b. Students with multiple unexcused absences will be placed on social probation.
- c. Students academically ineligible will be placed on social probation.
- d. Students with multiple missing assignments could be placed on social probation at the discretion of CCHS administration

Students placed on social probation will not be allowed to attend specified extra-curricular events, school dances, field trips, prom etc. Coal City High School administration will notify parents when the Social Probation policy in enacted on their son or daughter.

When serious or habitual disciplinary problems occur, students will be referred directly to the principal or his designee. The areas listed below represent behaviors of such a serious nature that students would be subject to suspension from school. ANY conduct, in addition to those listed below, which is disruptive of educational processes, inimical to the welfare, safety or morals of other students or which is in defiance of proper authority may result in suspension and/or expulsion. DISTRICT GUIDELINES FOR DUE PROCESS WILL BE FOLLOWED AT ALL TIMES.

The Office Detention Program — May be instituted for any infraction at any level when appropriate.

**HIGH SCHOOL DISCIPLINE POLICY**

- O.D.T. = Office Detention (1-3 Hours)
- I.S.S. = In School Suspension
- O.S.S. = Out of School Suspension
- EXP = Recommended Expulsion

Social Probation may be instituted at any point in the discipline policy.

**TRUANCY**

- 1st Oral Reprimand from Administrator
- 2nd 1 O.D.T. (1 hr.)
- 3rd 1 O.D.T. (2 hrs.)(Plan initiated)
- 4th ½ Day I.S.S.
- 5th I.S.S. (1 Day)

**CUT DETENTIONS**

- Office Detention 1 hr. O.D.T. (2 hrs.)
- Office Detention 2 hr. O.D.T. (4 hrs.)
- Office Detention 3 hr. O.D.T. (6 hrs.)

**UNEXCUSED ABSENCE/IMPROPER CHECKOUT**

- 1st Oral Reprimand from Administrator
- 2nd 1 O.D.T. (1 hr.)

3rd	1 O.D.T. (2 hrs.)(Plan initiated)
4th	½ Day I.S.S.
5th	I.S.S. (1 Day)

\*\* Chronic abuse of any disciplinary infraction may result in a hearing before the Board of Education with a possible recommendation for expulsion.

## PROHIBITED STUDENT CONDUCT

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.

Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

(d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

#### When and Where Conduct Rules Apply

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

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

#### Disciplinary Measures

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

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

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

Weapons Prohibition

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

The Coal City High School Handbook is only a summary of Board policies governing the District. Board policies are available to the public at the District Office or online at

<http://www.coalcity.k12.il.us/BoardPolicies/index.htm>

The Coal City handbook may be amended during the year without notice.

The following policies can be found in more detail at the website above.

Student Services

Transportation policies (4:110)

Transportation reimbursement eligibility and dispute resolution (4:110)

Administration of medications to students (7:270, 7:270-AP, 7:270-E)

Policy and procedures for waiver of school fees (4:140, 4:140-AP, 4:140-E1 - E4)

Student Programs

Notice of instruction in recognizing and avoiding sexual abuse (if applicable, K-8 only) (6:60-AP, 6:60-E1, E2, E3)

Provision of free appropriate public education to students with disabilities (6:120, 6:120-AP, downloadable from IASB website)

Identification, assessment, and provision of special education services to eligible children not enrolled in the District (6:120, 6:120-AP, downloadable from IASB website)

## Student Responsibilities

Examples of Prohibited Conduct and Disciplinary Measures (7:190)

Absenteeism and truancy (7:70)

Dress code - School Building Specific

Prohibition of electronic paging devices, seizure of devices (7:190)

Controlled substances (7:190)

Firearms and other weapons (7:190)

Gangs and gang-related activity (7:190-AP2)

Co-curricular and athletic codes of conduct (if applicable) School Building Specific

All other conduct prohibited by Board policy - School Discipline Code

Suspension and expulsion procedures, with due process requirements (7:200, 7:210)

Behavior interventions guidelines, policies and procedures (7:230, 7:230-AP) District-developed guidelines may be Spec. Ed. Coop developed.

Statement of District ownership of and right to search student lockers (7:140)

Search procedures for school grounds and lockers (7:140)

School bus safety procedures (7:220, 4:170-AP3)

Videotape surveillance policies (if applicable) 7:220-AP (Bus)

## Student Rights

Policy against discrimination on the basis of color, race, national origin, sex, disability (7:10)

Sex equity policy and grievance procedures (7:10, 2:260)

Sexual harassment policy and grievance procedures (7:20, 2:260)

Notice of non-discrimination coordinator(s) and procedures for raising complaints of illegal discrimination and sexual harassment (2:260)

Notice of disability accommodation (8:70)

Notice of parent and student rights under the Illinois School Student Records Act and the Family Educational Rights and Privacy Act (7:340, 7:340-E1, 7:340-E2)

Disclosure of directory information (7:340-E1)

Categories of information classified as directory information (7:340-E1)

Procedures and timeframe for objecting to disclosure of information (7:340-E1)

## General Information

Notice of pesticide application procedures (4:160-AP)

Preventing Bullying, Intimidation, and Harassment (7.180)

School visitation rights notice (8:95-E1, 8:95-E2)

## **DAILY SCHEDULES**

### Regular Schedule

1	8:25 - 9:45
2	9:50 - 11:15 (Announcements 11:10-11:15)
3A	11:20 - 11:45
3B	11:50 - 12:15
3C	12:20 - 12:45
3	12:50 - 1:10
4	1:15 - 2:35
CCT	2:40 – 3:15

### Early Dismissal Schedule (No CCT)

1A/1B	8:25-9:15
2A/2B	9:20-10:10
3A/3B	10:15-11:05
4A/4B	11:10-11:55