

BELL SCHEDULE

We will have a seven-hour schedule this year, with full credit courses meeting for the full period, and lunch and partial credit courses meeting for one-half hour.

Hours	Regular Schedule	Early Dismissal
1	8:30-9:23	8:30-9:17
2	9:28-10:25	9:22-10:10
3A	10:30-10:55	10:15-10:40
3B	11:00-11:25	10:45-11:10
4A	11:30-11:55	11:15-11:40
4B	12:00-12:25	11:45-12:10
5A	12:30-12:55	12:15-12:40
5B	1:00-1:25	12:45-1:10
6	1:30-2:25	1:15-2:03
7	2:30-3:25	2:08-2:55

District No. 201 Board Of Education

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Mrs. Judy Cates, Vice-President
Ms. Carol Eckert
Mr. John Kasper
Mrs. Shelly Schaefer
Mr. Allen Scharf
Mr. Kurt Schroeder
Mrs. Kim Ellison, Secretary

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Dr. Jeff Dosier, Assistant Superintendent of Finance & Operations
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Ms. Andrea Rudanovich, Curriculum Director

Belleville East Administration

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Mr. Warren Fehrenz, Assistant Principal
Mrs. Susan Gillott, Assistant Principal
Mrs. Laurie Gray, Assistant Principal
Ms. Stephanie Harrison, Assistant Principal
Mr. Bruce Perkins, Assistant Principal
Mrs. Chyriell Hill, Guidance Director

*“The Mission of Belleville Township High School East –
District #201 is to provide all students with a quality education and
lifelong learning skills necessary to meet tomorrow’s challenge.”*

*All courses, activities, and educational opportunities are open to
each student at Belleville Township High School District 201 based
upon his or her qualifications and educational background without
regard to race, color, national origin, gender, or disability.*

***The handbook is only a summary of Board policies
governing the District. The handbook may be amended
during the year without notice.***

HELPFUL HINTS:

If students need to....	They should.....
Leave for an appointment or go home early for any reason	Have their parent or guardian call the Class Office in ADVANCE. If they get the secretaries' voicemail please leave their name, the student's name and the reason for the absence & it is the students' responsibility to pick up their pass from their Class Office the morning of their appointment.
Open their locker when having trouble	Report to their Class Office
Leave a class because of illness	Must have a teacher give them a pass to the nurse's office
Find out about their credits or academic situation	See their guidance counselor
Put up a club poster	Have it approved by their assistant principal
Join a student group or activity	See the teacher/sponsor in charge
Get an admit slip to class	Go to their Class Office
Find a lost article or book	Check in the Bookstore
Receive information about a career area or scholarships	Check with the guidance department
Obtain a temporary or replacement ID	Report to the bookstore (replacement ID's are \$5.00)
Use the phone	Students who carry cell phones to school must have them off and out of sight from the time they come on campus until 3:25 p.m. or the official end of the school day. If a student must use a phone to call home they must go to their Class Office
Seek help because they are upset, distraught or having an emotional problem	Report to social worker, guidance counselor, nurse, or assistant principal

Crisis Hotline List:

Local Crisis Line: CALL FOR HELP	618-397-0963
Child Abuse Hotline	1-800-422-4453
Ecstasy Addition, Drug Abuse Hotline	1-800-468-6933
Gay & Lesbian National Support Hotline	1-888-843-4564
National Adolescent Runaway Hotline	1-800-621-4000
National Child Abuse Hotline	1-800-422-4453
National Domestic Violence Hotline	1-800-799-7233
SAFE (Self Abuse Finally Ends) Alternatives Program	1-800-366-8288
Teen Dating Violence Hotline	1-866-331-9474
The Nine Line Suicide/Crisis Hotline	1-800-999-9999
Yellow Ribbon Suicide Prevention Program	1-800-784-2433

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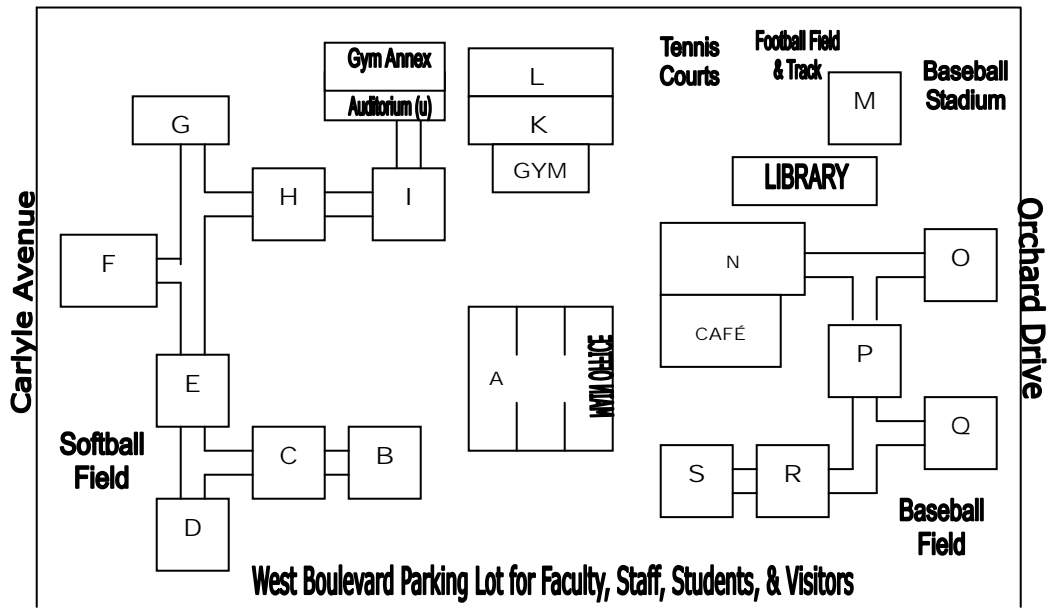
School Calendar 2009-2010

Wednesday, August 19	Half Day Student Attendance (FRESHMEN ONLY) (8:30am-11:25am)
Thursday, August 20	Full Day Student Attendance (ALL GRADES)
Monday, August 24	Open House (7:00pm to 8:40pm) (No early dismissal)
Monday, September 7	Labor Day – <i>No School</i>
Friday, September 18	School Improvement Day (Dismissal @ 11:45)
Friday, September 25	End of 1 st grading period (27 days)
Thursday, October 1	Evening Parent/Teacher Conferences (5:00-8:30pm) (Dismissal @ 2:45pm)
Friday, October 2	Parent/Teacher Conferences (8:30-Noon) – <i>No School</i>
Friday, October 9	St. Clair County Institute – <i>No School</i>
Monday, October 12	Columbus Day – <i>No School</i>
Tues.- Fri., October 13-16	Homecoming Week
Friday, October 16	Homecoming Assembly
Friday, November 6	End of 2 nd grading period (28 days)
Wednesday, November 11	Veterans Day – <i>No School</i>
Wed. – Fri., November 25-27	Thanksgiving Break – <i>No School</i>
Saturday, December 5	Winter Ball
Friday, December 18	End of First Semester (26 days)
Thurs.-Fri. Dec. 17-18	Final Exams
If a snow day is used on Dec. 17 th or Dec. 18 th , school would be in session Dec. 21 st and/or Dec. 22 nd for students to take their final exams prior to winter break. If NO snow days are used on Dec. 17 th and 18 th , winter break will begin on Dec. 21 st .	
Wed.-Fri., Dec. 23-Jan 1	Winter Break – <i>No School</i>
Monday, January 4	Teacher's Workshop/Faculty Meeting – <i>No School</i>
Tuesday, January 5	Classes Resume – Start of Second Semester
Monday, January 18	Martin Luther King Holiday – <i>No School</i>
Friday, February 12	End of 4 th grading period (28 days)
Monday, February 15	President's Day – <i>No School</i>
Friday, February 19	School Improvement Day-(Dismissal @ 11:45)
Thursday, February 25	Evening Parent/Teacher Conferences (5:00-8:30pm) – (Dismissal @ 2:25pm)
Friday, February 26	Parent/Teacher Conferences (8:30-Noon) – <i>No School</i>
Monday, March 1	Casimir Pulaski Day – <i>No School</i>
Friday, March 19	School Improvement Day (Dismissal @ 11:45)
Friday, March 31	End of 5 th grading period (31 days)
Thurs.-Mon., April 1- April 5	Spring Break – <i>No School</i>
Saturday, April 24	Prom & After Prom
Sunday, May 16	East Baccalaureate
Tuesday, May 18	East Commencement
Monday, May 31	Memorial Day – <i>No School</i>
Wednesday, June 2	This ending date will be reduced according to the number of emergency days <u>not</u> utilized.

Faculty Meetings are generally held the 2nd Wednesday of the month with student dismissal at 2:55.

***Dates subject to change without notice.**

Belleville Township High School East



Building A

Main Office

Principal's Office

School Resource Officer

1st floor

Assistant Principals

Attendance Office

Nurse

Copy Room

2nd floor

Classrooms & Offices-Math

Building B

Classrooms

Guidance Office

Counselors

Social Worker

Registrars Office

Building C (Node)

Faculty Offices-English

Lockers

Rest Rooms

Building D

Classrooms-English & World Lang.

Building E (Node)

Classrooms

Faculty Offices-Math & World Lang.

Lockers

Rest Rooms

Building F

Classrooms-Social Science & World Lang.

Building G

Faculty Offices-Science

Classrooms & Labs:

Biological Science

Building H (Node)

Faculty Offices-Social Studies

Lockers

Rest Rooms

Building I

Classrooms & Labs:

Family & Consumer Science

Music

Building J, K, L

Gymnasium Complex

Faculty Offices

Classrooms

Lockers

Gym Annex

Physical Education & AD Office

Building M

Auto Shop & Welding

Building N

Bookstore

Industrial Technology Lab

Cafeteria Building

Building O

Faculty Offices-Individualized Ed.

Classrooms & Labs:

Business Education

Driver Education

Industrial Technology

Building P (Node)

Classrooms-Individualized Ed.

Rest Rooms

Building Q

Faculty Offices

Classrooms & Labs:

Art

Business Education

Math

Physical Science

Building R (Node)

Classroom

Faculty Offices

Rest Rooms

Building S

Classrooms-English & Business Ed.

Debate & Journalism Lab

Health

Building U

Performing Arts Center

Classroom-Music

Theatre Office

*The Library is temporarily housed on the back parking lot

* Campus map may change due to construction

Clubs

Club	Sponsor
Art Club	Paul Konya, Mark Lasley, Candice Santos, Rob Thornberry
Big Brothers/Big Sisters	Michelle Seneczyn
Broadcast & Technology Club	Tammie Hettenhausen
Campus Greens	TBA
Chess Team	TBA
Choirs	Heather Netemeyer, Kim Stamps
Debate Team	Anthony Gonzalez
Distributive Education (DECA)	Mark Crask
Ecology Club	Michelle Watts, Jeff West
Fellowship of Christians Athletes (FCA)	Luke Patton
Film Club	Zach Rogers
French Club	Shauna Ecker
French Honor Society	Shauna Ecker
German Club & German Honor Society	Andrew Gaa
Helping Other People Excel (HOPE)	Ashley Creek, Carol Francis-Jorns, Susan Hull
IL Career Association	Patty Watkins
Interact	Kelli Scaiefe, Shelley Watts
Lancer Book Club	Stacy McIlwain, Annette Whitaker
LifeSavers	Norm Dahm, Chris Grodeon, Rich Hodson, Jeff West, Dale Zink
Marching Band/ Color Guard	Mark Tessereau, Lacy Wray
Mashariki Multicultural Club	David Appel, Laura Blankenship
Math Team	Kathy Fields, Tom Hickey, Tom Lodes, Matt Osborn
Model United Nations	Marc Novaria
Mu Alpha Theta	Monica Evans, Kathy Fields
National English Honor Society	Laura Blankenship, Becky McGarrity, Traci Schoenebeck
National Honor Society	Katie Hoerner
Octagon Club	Michelle Seneczyn, Judy Baldus
Odyssey of the Mind / Senior Olympiad	Norm Dahm
Office Occupations	Julie Siebers
Photography Club	Paul Konya
Prom Sponsors	TBA
Renaissance	Michelle Watts
Science National Honor Society	Shawn Hennon
Spanish Club	Jenny Wilton, Tara Zobrist
Spanish Honor Society	Terry Neutzling
Speech Team	Daniel Boyt
STRIDE	Stacy McIlwain
Student Council	Catheryn Dean
The Lancer	Taree McGee
Thespian Society	Zach Rogers
Yearbook	Sarah Davis
Young Democrats	Stacy McIlwain
Young Republicans	Luke Patton

Belleville East Coaching Staff

SPORT	COACHES
Baseball	<ul style="list-style-type: none"> • Todd Blomberg Brian Geluck Matt Osborn Brad Kramkowski
Basketball (Boys)	<ul style="list-style-type: none"> • Ray Hoffman T.J.Posey Jeff Creek Mark Larsen
Basketball (Girls)	<ul style="list-style-type: none"> • Andrea Seipp Dan Kloess Luke Patton
Bowling	<ul style="list-style-type: none"> • TBA
Cheerleading (Football)	<ul style="list-style-type: none"> • Patty Watkins
Cheerleading (Basketball)	<ul style="list-style-type: none"> • Roxanne Dinga Kristin Dinga
Cross Country	<ul style="list-style-type: none"> • Bryan Mitchell Joe Byrne
Dance	<ul style="list-style-type: none"> • Tara Zobrist
Football	<ul style="list-style-type: none"> • Tim Funk Todd Blomberg Fritz Holcomb Mark Larsen Josh Lane Tom Lodes Ryan Presson Bryan Young
Golf (Boys)	John Major
Golf (Girls)	<ul style="list-style-type: none"> • Terry Neutzling
Soccer (Boys)	<ul style="list-style-type: none"> • Mark Lasley Chris Brown Rob Thornberry
Soccer (Girls)	<ul style="list-style-type: none"> • TBA Rob Thornberry
Softball	<ul style="list-style-type: none"> • Natalie Peters Amy Schulte Kalynn Larsen
Tennis (Boys)	<ul style="list-style-type: none"> • Dan Skaer
Tennis (Girls)	<ul style="list-style-type: none"> • Rebecca Schrader
Track (Boys)	<ul style="list-style-type: none"> • Jim Loyet Josh Lane Ryan Presson
Track (Girls)	<ul style="list-style-type: none"> • Bryan Mitchell Karen Frentzel Brian Spacher
Volleyball (Boys)	<ul style="list-style-type: none"> • Joe Nesbit Jeff Creek
Volleyball (Girls)	<ul style="list-style-type: none"> • Kim Ratz Stefanie Marlin
Wrestling	<ul style="list-style-type: none"> • Maurice Brown Mark Bergman

- Indicates Head Coach

ACCREDITATION

Belleville Township High School East is accredited by the North Central Association of Colleges and Secondary Schools and by the State of Illinois Office of Education.

PHILOSOPHY OF BELLEVILLE TOWNSHIP HIGH SCHOOL EAST

The basic aim of education at Belleville East High School is to help equip students to live effectively in society. This implies both an individual and a societal emphasis in that fulfillment of the individual most ideally and pragmatically takes place in the societal context. To this end, we have designated the capabilities that students need in order to function effectively. Then we have selected instructional approaches and course offerings that have the best chances for developing these capabilities. Throughout our entire educational program we recognize the vital role of self-concept in the development of human potential. Finally, we recognize the necessity of evaluative feedback in monitoring and improving the educational program. If we are successful in these endeavors, then we may be able to produce what has been called by Ernest Boyer, former Commissioner of Education, "personally empowered individuals committed to the common good."

GRADUATION REQUIREMENTS

Specific requirements for graduation are outlined on the following chart. To graduate from Belleville Township High School, District 201, a student must meet the minimum requirements of the State of Illinois and of District 201.

All courses in the curriculum carry a value at .5 units per semester for one hour classes and .25 units per semester for half-hour classes. 19.5 units of credit are required for graduation from District. **20.5 units of credit are required for graduation from District 201, effective with the class of 2013.** Among the units to graduate, a student must accumulate 15.00 units from academic classes. "Academic classes" means any course except physical education, driver education, and music performing classes.

Passing tests on the flag, Declaration of Independence, Illinois Constitution and United States Constitution is also required. In addition, each student must pass a course that includes consumer education requirements, as mandated by the State of Illinois. The State of Illinois has also implemented Public Act 93-857-**Prairie State Achievement Examination as a Condition of Graduation**, which requires all students to take the PSAE as a condition of receiving a regular high school diploma. Exemption rules are available from the guidance counselors.

The consumer education credit can be earned by passing Civics, Intro to Business & Technology Concepts, Consumer Education, Adult Living, Parenting, American Problems, Pre-Voc Training Skills for Learning and Living, Work Skills Ed, or Illinois Proficiency Test.

All students, except those excused for medical or other approved reasons, must complete seven semesters of physical education and one semester of health. Driver education will substitute for one semester of physical education.

A limit of 1.0 unit may be earned by authorized correspondence courses (senior year only, one course per semester.) Correspondence credit may not be earned for any course (including those different titles but similar content) offered in District 201.

Specific requirements for Graduation are as follows:

Graduation Date 2010 (enter 2006):
<i>Math:</i> 3 units; Must include Algebra 1 equivalent and 1 unit must include geometry content
<i>Science:</i> 1 unit
<i>Language Arts:</i> 3.5 units; Incorporate two-year writing intensive requirement
<i>Social Studies:</i> 2 units; must include 1 unit of U.S. History and either .5 unit of Civics/Government or .5 unit of government or proof of completion of the Illinois Requirements
<i>Electives:</i> 1 unit from any of the following areas: music, art, foreign language, or vocational education
<i>Physical Education:</i> 3 units of PE – Health must be taken one semester. * see additional information below.

Graduation Date 2011(enter 2009):
<i>Math:</i> 3 units; Must include Algebra 1 equivalent and 1 unit must include geometry content
<i>Science:</i> 2 units
<i>Language Arts:</i> 3.5 units; Incorporate two-year writing intensive requirement
<i>Social Studies:</i> 2 units; must include 1 unit of U.S. History and either .5 unit of Civics/Government or .5 unit of government or proof of completion of the Illinois Requirements
<i>Electives:</i> 1 unit from any of the following areas: music, art, foreign language, or vocational education
<i>Physical Education:</i> 3 units of PE – Health must be taken one semester. * see additional information below.

Graduation Date 2012(enter 2008):
<i>Math:</i> 3 units; Must include Algebra 1 equivalent and 1 unit must include geometry content
<i>Science:</i> 2 units
<i>Language Arts:</i> 4 units; Incorporate two-year writing intensive requirement
<i>Social Studies:</i> 2 units; must include 1 unit of U.S. History and either .5 unit of Civics/Government or .5 unit of government or proof of completion of the Illinois Requirements
<i>Electives:</i> 1 unit from any of the following areas: music, art, foreign language, or vocational education
<i>Physical Education:</i> 3 units of PE – Health must be taken one semester. * see additional information below.

Graduation Date 2013(enter 2007): *This class must earn 20.5 credits
<i>Math:</i> 3 units; Must include Algebra 1 equivalent and 1 unit must include geometry content
<i>Science:</i> 2 units
<i>Language Arts:</i> 4 units; Incorporate two-year writing intensive requirement
<i>Social Studies:</i> 2 units; must include 1 unit of U.S. History and either .5 unit of Civics/Government or .5 unit of government or proof of completion of the Illinois Requirements
<i>Electives:</i> 1 unit from any of the following areas: music, art, foreign language, or vocational education
<i>Physical Education:</i> 3 units of PE – Health must be taken one semester. * see additional information below

*All students, except those excused for medical or other approved reasons, must complete seven semesters of physical education and one semester of health. Driver education will substitute for one semester of physical education.

To graduate from Belleville Township High School, District No. 201, a student must meet the minimum requirements of the State of Illinois and District No. 201.

All courses in the curriculum carry a value at .5 units per semester for one hour classes and .25 units per semester for half-hour classes. 19.5 units (20.5 starting for the class of 2013) of credit are required for graduation from District 201. Among the units necessary to graduate, a student must accumulate 15.00 units from academic classes. "Academic class" means any course **except** physical education, driver education, learning strategies and music performance courses.

Passing tests on the flag, Declaration of Independence, Illinois Constitution and United States Constitution is also required. In addition, each student must pass a course that includes consumer education requirements, as mandated by the State of Illinois. The consumer education credit can be earned by passing Civics, Intro to Business & Technology Concepts, Consumer Education, Adult Living, Parenting, American Problems, Pre-Voc Training Skills for Learning and Living, Work Skills Ed, or Illinois Proficiency Test.

The State of Illinois has also implemented Public Act 93-857-**Prairie State Achievement Examination as a Condition of Graduation**, which requires all students to take the PSAE as a condition of receiving a regular high school diploma. Exemption rules are available from guidance counselors.

A limit of 1.0 unit may be earned by authorized correspondence courses (senior year only, one course per semester). Correspondence credit may not be earned for any course (including those with different titles but similar content) offered in District 201.

ADVANCEMENT AND GRADE LEVEL PLACEMENT

The Illinois State Board of Education requires schools to accurately report student progress on annual reports and the Student Information System (SIS). Therefore, it is necessary at the end of each school year to review each student's progress toward completion of graduation requirements and determine grade level placement as an outcome of monitoring such progress.

To graduate from Belleville Township High School District 201, each student must earn at least 19.5 credits (20.5 starting for the class of 2013) and complete the minimum course requirements of the State of Illinois and the Board of Education. To be on track for graduation in four years, students must accumulate five or more credits per year. Failure to do so will result in falling behind the class and decrease the likelihood of on-time graduation.

EARLY GRADUATION

Any student who desires to graduate in January of any year will be required to complete an application for early graduation by December 1. All credits must be earned before the end of the first semester prior to being approved for early graduation. Those students who fail to comply with the December 1 deadline will be denied early graduation.

GRADES

Grades are reported in letters, which have the following values; exceptions to this are noted in the Grade Weighting section.

- A Excellent 4
- B Good 3
- C Average 2
- D Poor 1
- F Failure 0

The following are also used:

I-Incomplete. Work is to be made up within one semester and if not made up, becomes an F.

WP-Withdrawal Passing. The student obtains an approved withdrawal from the course at a time when his cumulative grade is passing. No credit is received and the grade WP is entered on the student's record. Withdrawals that are not approved will be entered on the student's records as WF or F.

WF-Withdraw Failing. The student withdraws from the course at a time when his cumulative grade is F. No credit is granted and WF is entered on the student's record. NOTE: Students who withdraw because of disciplinary reasons or late in the semester receive a grade of F for the course.

GRADING PERIODS

Two progress reports are mailed home each semester. Semester grades are issued at the end of each semester and are permanently recorded grades. The dates for progress reports and semester grades are listed on the calendar at the front of this handbook. Grades will be mailed home approximately one week after these dates.

Parents are encouraged to telephone their student's teacher(s) to discuss a student's academic progress. Counselors may also be contacted and conferences with teachers will be arranged on parental request.

GRADING SCALE

The District 201 grading scale is:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

59 & below = F

GRADE WEIGHTING

Grades are weighted according to the academic difficulty of each course. Weights are assigned to all courses except physical education, driver education, and music. Courses are categorized and assigned numerical values as follows: Honors (H) .250, Advanced (A) .10, General .00, and Remedial .00. Class rank is determined by the grade-point average and although we use a 4.00 scale, the weighted grade system will result in some students achieving a total grade-point in excess of 4.00.

Honor Roll achievement is recognized in three categories:

Honor Roll 3.5-3.999

High Honor Roll 4.00 or higher

Straight A's

1. A maximum of four weighted classes (the four highest weighted) will count in the GPA each semester.
2. Summer school will be considered an extension of semester two for GPA purposes.
3. Each semester, GPA will first be calculated without consideration to weighted classes. Then, under the guidelines established in #1 and #2 above, a weighting factor of .01 will be added to the GPA for each advanced level course a student takes, and .025 will be added to the GPA for each honors level course the student takes.
4. Although weighting factors will affect GPA, they will have no effect on credits earned.

ACT / SAT Test Dates

September 12	ACT Test given	February 6	ACT Test given
October 18	SAT I and SAT II Test given	March 13	SAT I Test given
October 24	ACT Test given	April 10	ACT Test given
November 7	SAT I and SAT II Test given	May 1	SAT I and SAT II Test given
December 5	SAT I and SAT II Test given	June 5	SAT I and SAT II Test given
December 12	ACT Test given	June 12	ACT Test given
January 23	SAT I and SAT II Test given		

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a privilege and is reserved for those students who have excelled and brought honor to themselves, their school, and their community through excellence in the classroom, unquestionable character, responsible leadership, and willing service. Potential candidates must attain or maintain a **3.500** or higher grade point average at the end of the candidate's fifth or seventh semester. The national charter of N.H.S. specifically states that a student must not only excel academically, but also must show excellence in areas of character, leadership, and service to school and community. Service requirements should include a **consistent involvement** in school, community, or church activities during all years at Belleville East, which must include a minimum of **two activities** during the candidate's junior year. One of these activities must be a school activity at Belleville East.

ATTENDANCE PROCEDURES

Success in school depends largely on regular, punctual attendance and good study habits. Students are expected TO ATTEND ALL CLASSES AND ASSIGNED ACTIVITIES unless there is a justifiable reason for being absent. Please understand that excessive absenteeism, regardless of cause, may adversely affect academic performance and may even lead to academic failure. Parents, with the aid of the school, are responsible for insuring regular, punctual attendance. Poor attendance and truancy will be reported to the parents. **STUDENTS ARE TO BE ON TIME AND IN THEIR CLASSES EACH DAY.**

Students involved in any co-curricular activity must be in school for at least ½ day to participate that same day. On weekends, holidays, or breaks, the student is eligible to participate regardless of whether or not he or she was present the last day before the event.

Classified Reasons for Absence

1. **Excused Absence:** The school recognizes as an excused absence that which is due to personal illness, death in family, or an emergency situation acceptable to the school administration. An excused absence entitles the student to a reasonable amount of time and help in making up assignments and tests missed. Credit is given according to the quality of work. The student is responsible for requesting the make-up assignments and tests missed.
2. **Planned Absence:** A student who knows in advance that he will be absent must make arrangements with his assistant principal. Except in emergency situations, requests should be processed at least three days before the absence. Absences due to causes such as pleasure trips, shopping trips, and social engagements which could be delayed until school is not in session will not be approved. Generally, planned absences are not approved except for

family trips where the home is closed, serious problems at home, medical or dental appointments that cannot be scheduled on out-of-school time, visits to colleges, interviews for permanent employment, and religious instruction or observation. A student who fails to properly arrange for a planned absence may be classified as unexcused.

3. **Unexcused Absence:** An absence due to truancy or to any cause which the office of the assistant principal cannot approve is classified as unexcused. In such cases the teacher has no responsibility for assisting the student in making up the work missed, and the student receives no credit. However, it is to the student's advantage to cover the subject matter missed.

4. **Absence Limit and Medical Statement:** The school may require that absences in excess of ten (10) days per semester be accompanied by a physician's statement in order for them to be classified as excused.

5. **Truancy:** Truancy, forbidden by law, cannot be condoned by Belleville Township High School East. The state truancy law is clear and will be invoked when other reasonable approaches fail to bring results.

"Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy and who willfully permits such child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor." (Illinois School Code, Article 26, Section 26-10)

REPORTING AN ABSENCE

A REPORT ON EACH ABSENCE MUST BE MADE BY THE PARENT OR GUARDIAN BEFORE A STUDENT MAY BE EXCUSED FOR AN ABSENCE.

In order that the school may have an accurate accounting, it is requested that the parent or guardian communicate by phone to the Attendance Office (222-3700) between 8 a.m. and 9 a.m. the morning of the absence.

Beyond the optimum 8 a.m. to 9 a.m. calling period, calls can be made at any time, day or night, by leaving a message on the automated phone system. This can be accomplished by calling the same number (222-3700). The prompt will direct you to dial "1" for the absentee line. The next prompt will ask you to dial the appropriate number for each student.

Please leave your name and relationship to the student, the student's name, the date, and the reason for the absence. **NOTE: ONLY A PARENT OR GUARDIAN MAY EXCUSE AN ABSENCE.**

If the absence is of more than one day's duration, the Attendance Office should be notified concerning the duration of the absence. In cases of extended illness, it is recommended that the counselor be contacted and arrangements be made for make-up work. **THE SCHOOL HAS DETERMINED THAT A PHONE CALL SERVES AS THE MOST DEPENDABLE MEANS OF COMMUNICATION BETWEEN HOME AND SCHOOL.** However, a note from the parent or guardian will be accepted on the day the student returns from the absence in cases where there is no phone in the home.

FAILURE TO PROPERLY CLEAR AN ABSENCE WILL RESULT IN AN ABSENCE BEING CLASSIFIED AS UNEXCUSED. STUDENTS WITH AN UNEXCUSED ABSENCE WILL NOT BE AFFORDED MAKE-UP PRIVILEGES.

ADMISSION AFTER ABSENCE

If the absence has previously been cleared, the student should report directly to class upon returning to school. If not, upon returning to school, the student should report to the Class Office and receive a special admit.

All absences must be taken care of in the morning before school, regardless of the period (s) in which the student was absent. **THIS MUST BE DONE ON THE STUDENT'S OWN TIME.** If the student is late to first-hour class as a result of

failing to allow enough time to arrange for securing an admit, the student will be marked tardy.

PARTIAL DAY ABSENCE

Permission to miss class for personal emergency, important business, or medical and dental appointments that cannot be scheduled out-of-school must be obtained from the Class Office. Students must present a note from home or an appointment card from a doctor or dentist. In addition, the student's parent or guardian may telephone the Class Office. **In no case should a student leave school without checking in with the Class Office and upon returning to campus the student must check in with the Class Office, nor should any student report to school late in the morning without checking in with the Class Office. Failure to do will result in an unexcused absence.**

Students who become ill at school and must miss class must report to the health office, their counselor, or their Assistant Principal to be excused from class. A pass will need to be secured from either the student's teacher, counselor, or Assistant Principal before reporting to the health office.

POLICY REGARDING BEFORE SCHOOL ARRIVAL

Belleville District 201 strives to keep the safety of your child a top priority. Therefore the only students who are allowed to be on campus prior to 7:45 a.m. will be those who are scheduled for "0" period or students who are being directly supervised by a staff member.

Students who are found to be on campus prior to 7:45 a.m. may be dealt with by the administration. The District appreciates your support and cooperation in maintaining the safety of your child.

Entering Buildings in the Morning

Students are to remain outside of the buildings until 8:15 a.m. They may remain on the terrace areas or in the cafeteria until that time. Students who are scheduled for a "0" period or who are being directly supervised by a staff member will be allowed to enter the building prior to 8:15 a.m.

CHANGE OF ADDRESS

Any change in the student's address or phone number must be reported to the Class Office as promptly as possible. Proof of the new address must be provided to the appropriate Class Office. This enables the school to send all mail to the proper address and to contact the home when necessary.

FOREIGN EXCHANGE STUDENTS

Belleville East will accept up to four foreign exchange students per year, with up to two of these students coming from Belleville's sister city in Germany.

ENGLISH AS A SECOND LANGUAGE

District 201 students may participate in the St. Clair County Regional Office of Education English as a Second Language Program (ESL). If a second language is indicated for a particular student, he/she may be given the access screener to see if he/she qualifies for the program. The ESL is housed at the St. Clair County Regional Office of Education (ROE) from 8:30 a.m. – 11:15 a.m. Participating students will be provided transportation to the ROE in the morning, and returned to their home campus for the afternoon. Students will receive credit towards graduation for passed courses in the ESL Program. Please contact the guidance department for further information.

WITHDRAWAL OR TRANSFER FROM SCHOOL

A student who plans to withdraw or transfer from school should observe the following steps:

1. Provide notification by a parent or guardian to the Class Office indicating approval of the student's withdrawal or transfer.
2. Secure a withdrawal/transfer card from the Assistant Principal's Office.
3. Take the card to the counselor to be signed.
4. Have each teacher sign the card and indicate the grade earned to date.
5. Clear all library, bookstore, shop, athletic, physical education and miscellaneous obligations and have the staff member in charge of each activity sign the card.
6. Clean out locker.
7. Return the card to the assistant principal for final approval before leaving school.

ALTERNATIVE NIGHT SCHOOL PROGRAM

District 201 students who are at risk of not graduating may participate in the Alternative Night School Program. East students who access the program must receive approval from their assistant principal. The program is housed on the Belleville West campus. Students can receive graduation credit toward a diploma at their home school. Students are responsible for their own transportation to the Alternative Night School classes. Please contact the Director of Special Services (222-8273) or the Alternative Night School Manager (222-7660) for more information.

SUMMER SCHOOL

A summer session of six weeks is held each summer in Belleville Township High School District 201. The session usually runs from the beginning of June until the end of July. Courses are offered in most areas of the curriculum. A sufficient number of students must enroll for a course to be offered.

A student may earn credit for a summer course by attending two hours daily or earn credit for two semesters by attending four hours a day. Courses normally meet in the morning only. The sessions are held from 8:00 - 10:25 a.m. and from 10:35 - 1:00 p.m. Tuition fees are charged for summer school classes.

Instruction and requirements in summer school are equivalent to those of the regular school year.

GUIDANCE AND COUNSELING

The chief aim of the Guidance Department is to assist students so that they will be well prepared for life after high school. During all four years we encourage students to prepare for further education in the following ways:

1. Academic course pattern - Take strong, sequential courses.
2. School and community activities - Emphasize quality participation rather than only quantity.
3. Tests - Take the proper courses; utilize test preparation materials.
4. Community and school volunteer service - Become involved.
5. Special talents - Develop to the maximum; build on your strengths.

SCHEDULE CHANGE PROCEDURE

Changes in course selections will not be permitted after schedules have been entered into the computer due to the:

- need to teach students to assume responsibility, to develop accountability, and to develop perseverance.

- extensive preparation the faculty and administration must make in hiring teachers, making assignments, balancing classes, preparing facilities, allocating budgets, and ordering books, supplies, and equipment.
- efficient use of staff time.

The exceptions to this policy are: (1) when a scheduling mistake has been made (enrolled in an advanced course without the prerequisite); (2) when there is a need to balance classes; (3) when classes must be canceled due to insufficient enrollment; or (4) where it is determined by school officials that a circumstance exists whereby the student has little chance to realize success. Students are encouraged to spend ample quality time studying the course descriptions before deciding upon course selections.

Please Note: There may be occasions when your counselor needs to switch a second semester course selection with a first semester selection in order to have a workable schedule. Students should check with their counselor prior to the Winter Holiday Break regarding scheduling concerns for second semester. In order to achieve more flexibility and fewer scheduling conflicts, second semester scheduling may result in students being scheduled for different teachers and/or periods than they had first semester in all-year classes.

CLASS DROP PROCEDURE

Students are encouraged to spend ample quality time studying the course descriptions before deciding upon course selections.

Types of Schedule Changes:

- **Class Substitutions:** This is changing a course the student is enrolled in and substituting it for another offering. The deadline for these changes will be June 1st.
- **Class Additions:** This is adding a new course to the schedule where one did not previously exist. The deadline for this change is prior to the first day of school. This is only subject to class availability and alignment with existing student schedule.
- **Class Deletion:** This is removing an existing class from the student's schedule with no academic replacement. Students will be placed in a study hall. The deadline to drop will be the first 10 days of the start of a semester. Deletions made after this time will result in a grade of **withdraw failing (WF) which is calculated in the semester grade.**
- **Level Changes:** This change is when a student changes from one level to another level of the same course. (Honors – Regular) The deadline for a level change will be any time during the first four weeks of the semester. This requires permission from parent, teacher, and school counselor. No level changes will be made after this time.

NAME OF CHANGE	DESCRIPTION	DEADLINE
Class Substitution	Changing one course for another	June 1 st
Class Addition	Adding a course where one does not exist	First day of school
Class Deletion	Removing a class from schedule and exchanging for a study hall	First ten days of a semester
Level Change	Move from one level to another level of the same course	First four weeks of school

* A student will receive a grade of **F** if he/she is dropped from a class at anytime for misbehavior.

DUAL ENROLLMENT WITH SOUTHWESTERN ILLINOIS COLLEGE

Students who are 16 years of age or older before the end of the semester in which they are enrolled may earn college credits by registering through Southwestern Illinois College at Belleville East. A Southwestern Illinois College representative will register students in their classes.

DUAL ENROLLMENT WITH ST. LOUIS UNIVERSITY

Students with a cumulative GPA of 3.0 or better may choose to 'dual enroll' in the following course at Belleville East. Please be informed that SLU does charge a fee.

- | | |
|----------------------------------|---------------------------------------|
| *American Studies - U.S. History | *American Studies – U.S. English |
| *AP Chemistry | *English 7 |
| *English 8 | *German 6 (2 nd sem. only) |
| *German 7-8 | *French 6 (2 nd sem. only) |
| *French 7-8 | *Honors Writing |

STUDENT ASSISTANCE PROGRAM

At times, students bring personal problems with them to school. The weight of some of these problems can make it difficult to concentrate on academic and social responsibilities. The aim of the Student Assistance Program is to identify students who are struggling and connect them with the help services available to them in school or in the community.

The Student Assistance Program strives to help students develop healthy coping skills, make positive lifestyle choices, and avoid problems associated with substance abuse. Student Assistance Program offers students support and educational groups, information and referral services, and short-term individual counseling sessions with a social worker or guidance counselor. Students may go to the Guidance Office in B building to talk with their counselor or a social worker.

RENAISSANCE PROGRAM

Belleville East students, staff, parents, and business are joining forces to form one of the most successful partnerships in America. We call the program Renaissance to signify the birth of this partnership which offers unlimited opportunities to Belleville East students.

Renaissance provides an excellent avenue through which the adult community can support students in their pursuit of academic achievement. Through Renaissance, businesses provide tangible rewards for students who earn academic recognition.

Incentive programs are being used successfully in hundreds of schools nationwide. We believe that this program will help accomplish the goal of quality education for the betterment of the community and the enrichment of students.

EXTENDED LUNCH

The administration and staff of Belleville East High School expect students to behave in a mature adult-like manner. They also believe that students who demonstrate this ability to be successful in the classroom and demonstrate positive behaviors should be rewarded for their good citizenship. Therefore the “**Extended Lunch Program**” has been established to reward these students. This program entitles them to “opt” out of study hall if they meet the established

criteria. Failure to maintain the standards established by the program will result in the immediate return to the study hall.

EXTENDED LUNCH CRITERIA

1. Students must be in the 11th or 12th grade.
2. Students must demonstrate good citizenship skills, therefore they can not receive any type of discipline consequence (Saturday Detention, Tardy School, In-School Suspension, suspension from school or others as determined by the administration.)
3. Students can not accumulate more than 14 tardies per semester.
4. Students can not have failed physical education as a result of "non-dress" during the previous semester.
5. Students must maintain good attendance standards; therefore they can not miss more than five days in the previous semester unless proper medical authorization has excused the absences.
6. Students must demonstrate appropriate behavior in the cafeteria and on campus during both the regular lunch period and the Extended Lunch period.
7. Students are encouraged to use the inner terrace areas after they finish eating, thereby helping to ease the overcrowding in the lunchrooms.

CAREER AND TECHNICAL EDUCATION OPPORTUNITIES

Career and technical education provides opportunities for career exploration and for technical skill development both for students seeking employment immediately after high school and for those interested in attending technical school or college. All courses develop general workplace and technical skills through an interrelationship between academic and career education.

Career and technical education programs include: business/administrative assistant, marketing, accounting, word processing, information processing, automotive mechanics, computer-aided drafting, machine tool operation, construction and building trades, food service, family and consumer science, and graphic production and design. Opportunities for paid cooperative work experiences are available to some seniors. Many offerings articulate with programs offered at Southwestern Illinois College.

All courses, activities, and educational opportunities are open to each student at Belleville Township High School District 201 based upon his or her qualifications and educational background without regard to race, color, national origin, gender, or disability.

WORK PERMIT PROCEDURE

Students under sixteen years of age who are going to work in Illinois must have work permits. Work permits are secured from the registrar's office. A work permit may be issued upon presentation of (1) a birth certificate or a copy thereof furnished by the state or county, (2) a letter from the employer stating the hours and type of work and (3) the parent's signature on the work permit if the student is under 16 years of age.

LIBRARY

The Belleville East Library is currently located behind the cafeteria in the school's back parking lot. The library will be moved in December of 2009 to the second floor of N-Building.

Library hours are 8:00 AM to 4:00 PM each day school is in session. Students have the opportunity to visit the library before school, after school, and during

their lunch hours. With permission, students may also visit the library during their study hall periods. To use the library during a study hall period, students must obtain a pass from library personnel before 9:30 AM on the morning they would like to visit.

Students must display their student ID when checking out materials from the library. A fine of ten cents per day is charged for overdue materials with a maximum late fee of \$5.00 per book. Students must pay the replacement cost for library books that they lose or damage beyond repair.

Students at Belleville East have access to Interlibrary Loan and may request books from another library at no cost. They are responsible, however, for late fees and charges for lost books.

Food and/or drinks are not permitted in the library.

Occasionally, objections to the library's instructional materials will be raised, in spite of the quality of the selection process. Students or parents who wish to have materials reviewed for appropriateness should first contact the school's Library Director with their concerns. If the parent or student is not satisfied with the Library Director's response, he/she may request a Curriculum, Program, Book, or Materials Objection Form from the District 201 office.

INTERNET USAGE

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Consistent with the Superintendent's implementation plan, the Internet may be used throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Student Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Cyber Bullying

Cyber bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computer, PDAs, etc.) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyber bullying is strictly prohibited. Cyber bullying using home-based or off-campus devices that result in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents to notify the Assistant Principal's office of any incidents regarding bullying immediately.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials,
2. Student safety and security when using electronic communications,
3. Limiting unauthorized access, including "hacking" and other unlawful activities, and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Student Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the *Student Authorization for Electronic Network Access* before being granted unsupervised use of the District's electronic network. This consent is valid for the entire time the student is enrolled in Belleville Township High School District 201. The parent/guardian may revoke this consent at anytime by notifying the Building Principal in writing.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student to follow the terms of the *Student Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Student E-Mail

Students in grades 9-12 will be provided with a restricted e-mail account. This E-mail account is filtered for profanity and sexual content. Student e-mail accounts will be allowed to communicate with District teachers and other students within the District. Students will have access to their e-mail account from home for the purposes of transferring assignments as attachments from home to school. Since the District is providing an e-mail account, use of any other e-mail accounts or online communication is strictly forbidden. This includes the use of chatting software such as AOL Instant Messenger, Yahoo Messenger, and the like. Inappropriate use of the account may result in loss of privileges and/or disciplinary action.

BOOKSTORE

The bookstore is located on the first floor of the cafeteria building.

Textbooks will no longer be sold in District 201; however, a non-refundable \$57 per year book rental charge will be assessed each student. All students will be responsible for the purchase of consumable supplies, such as workbooks and supplemental reading materials. **If a textbook is lost, damaged, or written in, the student will bear the cost to repair or replace the textbook.**

Bookstore hours are 8:00-10:00 a.m., 10:30-1:30 p.m., & 3:15-3:45 p.m. Monday through Friday. Bookstore hours may change throughout the year. Changes will be announced and posted on the front door to the bookstore.

STUDENT AID/WAIVER OF SCHOOL FEES

In cases of extreme financial need, books, fees, clothing vouchers and lunches are furnished to students. The degree of aid given is based on need. Students with financial difficulties should see their assistant principal. Waived fees do not include driver's education fees or costs for lost or damaged books, locks, materials, supplies and equipment.

The District 201 Board of Education will be responsible for the education fees of indigent students. A fee means a charge for schoolbooks or a student's required participation in a curricular activity or the student's participation in a co-curricular activity. An indigent student is one who qualifies for free lunches under the Community School Lunch Program. Additional extenuating circumstances, such as reduced price lunch eligibility, severe loss of income because of serious illness or injury in the family, or disastrous loss from fire or storm, may also qualify.

To apply for a school fee waiver, a parent/guardian must fill out a "Request for a Waiver of School Fees and Charges" form or a "Student Dress Code Policy Economic Hardship" application and submit it to Mr. Fehrenz, Assistant Principal. If the request is denied, an explanation of the decision will be mailed to you within thirty days of the initial waiver request.

To appeal a decision, the parent/guardian should contact the building principal who will hear the parent/guardian's appeal. If the appeal is denied, the principal shall notify the parent/guardian by mail of the reason for the decision within thirty days of the appeal request.

No fee will be collected from any parent/guardian seeking a fee waiver until the assistant principal has acted on the initial request or appeal, and until the parent/guardian has been notified of the decision. No punishment of any kind, including lowering of grades or exclusion from classes, will result because a student's parent/guardian is unable to purchase required textbooks or instructional materials or to pay required fees.

FOOD SERVICE

Lunch will be served periods 3 through 5 (10:30 a.m. – 1:30 p.m.). Sodexo Marriott Services provides multiple entrée choices, many side dish choices and ala carte items on four service lines plus a full salad bar. A snack bar is also offered. The snack bar is located in the northwest section of the cafeteria and is open from 8:00 a.m. until 1:30 p.m.

The cafeteria manager welcomes all complaints and/or comments regarding the cafeteria operation.

Students are expected to conduct themselves as ladies and gentlemen and exhibit good manners and behavior in the cafeteria.

The following regulations are intended to help keep the cafeteria a pleasant and sanitary place in which to eat.

1. Keep your own place in the serving lines. Do not move ahead of others.
2. Leave food on the trays to catch crumbs and spilled food.
3. Do not move tables.
4. Do not move chairs from one table to another.
5. Do not tilt chairs on their back legs.
6. Place all paper food containers in the waste cans before placing trays on racks.
7. Slide other trays down to make room for your own. Do not stack trays.
8. There shall be no loud conversation, singing, boisterous conduct, unnecessary noise or profanity.
9. Follow directions of faculty, staff, and cafeteria personnel, they are in complete charge of the students in the cafeteria.
- 10. Do not take food or drinks out of the cafeteria.**
11. Students who throw food or leave trays and dishes in the cafeteria will be assigned after-school or Saturday detention and/or cafeteria clean-up.
12. Students who sit down at a messy cafeteria table assume responsibility for the trays, dishes, and refuse left there. They will be asked to properly dispose of these items when they leave the table. Failure to do so will result in detention and/or clean-up.

Computerized Debit System

The District has implemented a computerized debit system for the cafeteria. This system will allow you to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc) if you choose to do so. Students will still be able to pay cash on a daily basis as they have in the past. The system works with a twelve key PIN pad (located near the end of the serving line) that is similar to an automated teller machine (ATM). It will allow your son or daughter to enter their Student Identification number (Student ID) to access their account. **Your child's Student ID number is listed across the bottom of his/her Student ID Card.** The Student ID number will stay the same throughout the remaining years your child is enrolled at Belleville Township High School District 201. **Please note that this system is very confidential. All students will be required to enter their Student ID number regardless of meal status or payment method, thus insuring your child's privacy.**

All students will have an established debit account, although you will not be required to make advanced payments because the system has the ability to act as a cash register and can accept cash payments on a daily basis. However, for your convenience, you may wish to choose one of the options for making advanced payments. These options can be found on the District's website (<http://www.bths201.org/>). To prevent fraudulent use of student accounts, the student's picture will be displayed on each register for the cashier to view every time the student accesses his or her account, therefore insuring that no other student can use the account.

Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account.

HEALTH SERVICE

Illinois law requires students entering the ninth grade and transfer students to have physical examinations and to maintain up-to-date immunizations. The results of all physicals must be reported on a state issued form. Students may obtain physicals from the physician of their choice or have the exam performed

at a designated time by the school physician for freshmen/athletes with a fee of \$20. Physical exams are required annually for participants in athletics.

A health office, in the administrative building on the 1st floor, is available for students. Students may go to the health office if they feel ill. The nurse will help the student determine if he/she needs temporary treatment or if the student's parents are to be notified. It is necessary for the students to obtain passes from their teachers or Class Office before reporting to the health office. UNDER NO CIRCUMSTANCES MAY A STUDENT WHO IS ILL LEAVE SCHOOL WITHOUT CHECKING WITH THE SCHOOL NURSE OR CLASS OFFICE.

First aid may be given when injury occurs as deemed appropriate. In case of major injuries or severe illness, every attempt will be made to contact the student's parent/guardian. If the parent/guardian cannot be contacted, the school administration will act "in loco parentis". The health office is precluded by state law from being a clinic. Students must make arrangements with the nurse for dispensing of prescribed medications.

If the family receives diagnosis of a specific medical problem or handicap that would necessitate medical attention or treatment at school, this information should be documented and furnished to the health office.

Students are not to use the health office as a substitute for obtaining medical services from their own physicians.

ADMINISTERING MEDICINES TO STUDENTS

Prescription Meds

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being.

When a prescriptive medication is required to be taken by a student while at school, the health care provider and the parent must complete and sign the "Administration of medication authorization form" to be kept in the nurse's office and administered by the nurse. This prescription medication should be brought to the nurse's office by the parent in the original prescriptive container, or it can be brought directly to the nurse's office prior to the beginning of school by the student in the original container.

To aide in the safe administration of medication to the students, the school nurse(s) may determine, based on their professional judgment and recommendations by the drug's manufacturer and the Physician's Desk Reference (a standard source for appropriate dosages and other information critical to safe administration of medication) whether a prescribed medication should be administered at school.

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's nurse(s) believes, in their professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but not necessarily limited to, situations in which the District is asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

In the event the nurse(s) determines that the administration of some medication could cause harm to the student, other students, or the District, the nurse shall contact the doctor who prescribed the medication to verify the dosage.

A student may possess an epinephrine auto-injector (Epi-Pen), asthma inhalant, and/or insulin for immediate use at the student's discretion, provided the student's parent/guardian and the health care provider have completed a "School Medication Administration Form."

Nonprescription Meds

When an over-the-counter medication is required, the parent/guardian must complete a "Medication Self-Administration Form." This non-prescriptive medication will be stored in the nurse's office and overseen by the nurse while the student self-administers the medication.

A student may transport over-the-counter medication to school in an enclosed container for self-administration in the nurse's office, but may not remove it outside of the nurse's office or administer it to another student.

A Coach/Director for an after school event may act as over-seeer for self-administration of an over-the-counter medication if the parent/guardian has given permission to them by circling "Coach/Director" on the "Medication Self-Administration Form."

The school District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication of epinephrine auto-injection, asthma inhalant medication, insulin, and/or self-administered medication that has been signed and approved by the parent/guardian, and the health care provider, (for prescription medication only), or the storage of any medication by school personnel.

BUS RULES

In the interest of safety and in compliance with state law, students shall observe the following rules:

1. A school ID card must be shown to the bus driver in order to board a First Student bus.
2. All students must be seated while the bus is in motion.
3. No smoking and no eating on the bus.
4. Use the emergency door only in an emergency.
5. Good behavior is required-behavior which will not distract the bus driver from operating the bus safely.
6. Window ventilation is to be regulated by drivers only and not by students.
7. Obey the instructions of the drivers at all times. They are trained to protect you.
8. Treat the driver with respect at all time.
9. Keep the bus neat and clean.
10. Students who misbehave will be reported to school authorities, and failure to observe safety rules will result in disciplinary action which may include the loss of bus-riding privileges.

TRANSPORTATION

According to the policy of the Board of Education, all students who live within 1 ½ miles of Belleville East are responsible for their own transportation. Transportation will be provided for all other students. For the first few days of school, students riding the school buses should be at the departure point 10 to 15 minutes before the scheduled pickup time. Pickup points and departure times vary year-by-year according to the needs of the students. Detailed information will appear in the opening-of-school packet which accompanies each student's schedule at the beginning of the school year. First Student Transportation can provide specific times and pickup points. First Student's phone number is 277-8565. Except in unusual weather, buses will be consistent in pickup time.

Students must conduct themselves in a mature manner and avoid violations of the school bus code. **Students on buses may be audio taped & video taped thus helping to provide a safer environment.**

LOCKERS

Students are assigned a locker & lock for their personal use. (There is no charge for the use of the lock; however, if the student loses or damages the lock they must pay \$6.00 for a replacement.) **Students must provide their own separate combination lock for physical education.** Locks will be for sale in the bookstore. School lockers & locks remain the property of Belleville School District 201. At no time does Belleville School District 201 relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

The rules and regulations to be observed in connection with lockers are as follows:

1. Students may not have enough time to go to their lockers after each period. It may be necessary to carry books for more than one class.
2. Tardiness as a result of a trip to one's locker is unexcused.
3. Students will not allow others to use their lockers. Also, students should not use any locker other than their own. Students should keep their combination confidential.
4. Students are to keep their lockers locked at all times. Large sums of money or very valuable materials are not to be kept in lockers. The school is not responsible for losses.
5. Students should keep their lockers neat and orderly.
6. Students should report locker difficulties to the appropriate assistant principal.
7. A student who damages school property will be required to reimburse the school.
8. Personal possessions must be removed at the end of each school year. School personnel will clean lockers and dispose of items left in lockers.
9. **STUDENTS SHOULD NOT KEEP BOOKS OR OTHER ITEMS OF VALUE IN THE TOP PORTION OF LOCKERS.**

LOST AND FOUND

Students are urged to cooperate in bringing any article found on the campus to the Bookstore.

PARKING AND VEHICLE REGULATIONS

All students who drive to and from school, FOR THE SCHOOL YEAR OR ANY PART THEREOF, are required to register their vehicles and PAY AN ANNUAL FEE. This includes motorcycles as well as cars. Annual permits may be purchased in the bookstore. Any vehicle without a current parking sticker is subject to towing.

Any person who causes a vehicle to be located, drives a vehicle or has control of a vehicle in a school parking lot, shall be deemed to have consented to a search of such vehicle. The search may be conducted for any reason and at any time by school officials or by law enforcement officials at the request of school officials. The entirety of the vehicle shall be subject to search, including but not limited to, the passenger compartment, the trunk or the undercarriage of the vehicle and any containers located therein, whether locked or unlocked.

The following rules pertain to parking and student use of vehicles:

1. Students are to follow directions of school personnel regarding use of parking lots.
2. There will be no parking around the gymnasium or cafeteria buildings.

3. The front bridge area is reserved for bus parking only. There is to be no other parking there at any time.
4. Students who are driven to school should be dropped off at the front entrance by the bridge. Drivers waiting for students in the afternoon should wait in the parking lot along West Boulevard.
5. At no time should students coming to school be let out of cars on Carlyle Road or West Boulevard as these are very busy roads.
6. City and state traffic laws, as well as school regulations, must be observed while driving on Belleville Township High School East property. Students must drive slowly and carefully.
7. All cars must be parked in the designated area on the school grounds.
8. Students must observe all signs indicating parking areas, reserved areas, entrances, and exits.
9. Students are not to loiter on the parking lot during the school day.
10. A Belleville East parking permit decal must be displayed on the LOWER RIGHT HAND CORNER OF THE WINDSHIELD on all vehicles.
11. Students receiving parking or driving tickets are required to report immediately to the office of their assistant principal.

FAILURE TO ABIDE BY THE FOREGOING REGULATIONS MAY RESULT IN THE CAR BEING TOWED, REVOCATION OF PARKING PRIVILEGES OR OTHER APPROPRIATE DISCIPLINARY ACTION.

EMERGENCY SCHOOL CLOSING

School will be closed for inclement weather or emergencies only in the most severe cases. School closing information and/or route changes for buses will be posted on the District's website, (<http://www.bths201.org/>) and announced on television stations 2, 4, & 5. Emergency cancellations are also available on the television station websites (<http://www.myfoxstl.com/>, <http://www.kmov.com/>, and <http://www.ksdk.com/>). The only radio station is KMOX 1120 AM. The school's main telephone greeting will NOT be changed to reflect cancellations for inclement weather, unless the closing occurs during the school day.

ALERTNOW – NOTIFICATION SYSTEM

The District is using an automated system called AlertNow to notify parents about school events and emergencies. The system allows the District to send a telephone message to all of our students and parents. The successful delivery of information is dependant upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please notify the assistant principal's office immediately.

What you need to know about AlertNow

- Caller ID will display 618-222-8200 when most announcements are delivered
- Caller ID will display 411 if the message is a dire emergency
- AlertNow will leave a message on any answering machine or voicemail
- If the AlertNow message stops playing, press any key (1-9) and the message will replay from the beginning.

STORM DRILL INSTRUCTIONS

1. The storm drill is a series of three short rings on the regular bell system.
2. Students will proceed to their designated place of greatest safety.
3. The signal to return to class is a series of rings on the bell system.
4. Further instructions will follow on the public address system.

FIRE DRILL INSTRUCTIONS

1. The fire alarm is a series of signals on the fire alarm system.
2. An appointed room captain will lead the class to the designated place and then back to the classroom following the drill. Each room has instructions indicating a safety area posted on the bulletin board.
3. Students should assist in closing all windows and doors in the room.
4. The signal to return to classes is a series of short rings on the regular bell system.
5. IT IS ILLEGAL TO SET OFF A FALSE FIRE ALARM. Students apprehended will be arrested and charged. Illinois law states that setting off a false alarm is a felony and serious consequences will result.

CLASS MEETINGS AND ASSEMBLIES

Meetings may be held during the school day to discuss class affairs or for counseling and administrative purposes. These meetings will be announced informing students of time, place, and purpose.

Assemblies will be held during the school year. The assembly bell schedule may be used, or, on occasion, one hour may be dropped from the schedule.

Assemblies are usually offered for the entire body and all students are required to attend. Students are seated in specific areas, during assemblies, according to their class.

Assemblies are part of the instructional program. They are informative and educational, encompassing many topics. Students are expected to exhibit courtesy and respect toward all persons appearing in an assembly program. Rudeness, bad manners and misconduct will not be permitted.

PROTECTION OF PERSONAL PROPERTY

Students should take the necessary precautions when using lockers. Each locker will have a school issued lock on the locker. There is no charge for the use of the lock; however, the student is responsible for it; therefore, if you lose or damage the lock, you will be required to pay for the replacement. **All students are required to supply their own separate lock for their physical education locker.**

It is the responsibility of all students to see that their names are clearly and conspicuously printed in ink on each of their books and on other supplies and equipment. It is difficult to assist students in regaining lost property when the items are not properly identified.

DANCE PROCEDURES

1. An East identification card is required for admittance to school dances. **No exceptions.** A student who brings a guest from another school must complete a guest form and submit it to his/her assistant principal **prior to obtaining tickets.**
2. Once a student enters a dance, he/she may not leave and return.
3. Persons having alcoholic beverages or other drugs or under the influence of either will be reported to the police, and strong disciplinary action will be taken.

POSTERS

Before posters may be put up, they must be approved by a club or activity sponsor (when applicable) and then by an assistant principal. All posters must meet the same requirement of propriety as is expected in all school endeavors.

CAMERAS ON SCHOOL GROUNDS

The Belleville Township High School East campus is equipped with indoor and outdoor surveillance cameras. The cameras monitor student behavior on school grounds and provide a visual record of non-student visitors to the campus, thus helping to provide a safer environment.

VISITOR PASSES/DELIVERIES

Permission to have a visitor should be secured a day in advance from the Class Office. The sponsoring student should provide evidence of parental approval. Students from Greater St. Louis/Metro East areas will be denied visitor passes. Visitor passes are not issued during the first two weeks or last two weeks of each semester. Visitor passes are also not issued before or after major holidays. The pass must be obtained from the Class Office by both the sponsoring student and the visitor. Visitors are subject to the same rules as Belleville East Students.

Unfortunately, due to the disruption of the school day and the functioning of the Class Office, all flower arrangements and deliveries will be refused.

TRESPASSING TO STATE SUPPORTED LAND

Any current student or former student who enters upon or remains upon the property of B.T.H.S. East, before or after the normal school hours of 8:00 a.m. until 4:00 p.m. and is not attending a school sanctioned event or for the purpose of a scheduled athletic practice or club event will be considered trespassing to state supported land. This includes any student who is suspended and on campus anytime throughout the duration of their suspension. The student is in violation of the Illinois Criminal Code and will be considered for disciplinary actions taken by the B.T.H.S. East administration and/or considered for arrest by the Belleville Police Department.

This includes students who have had prior notice or knowledge not to enter upon or remain upon said property of B.T.H.S. East. Students who have prior permission from a faculty member or coaches may be exempt from this disciplinary or arrest charges of trespassing.

ROOM TO ROOM PASSES

Students may secure Room-to-Room Passes at the discretion of the teacher to make up work or for extra help. The Assistant Principals and counselors may call a student from any class. Make-up work should be performed during unassigned time. To be honored, the passes must be filled out in ink and bear the signature of a faculty member. Misuse of room-to-room passes is considered a serious offense, and disciplinary action will be taken against offenders.

CORRIDOR PASSES

Corridor passes are issued to students to leave class or study hall during the hour at the discretion of the teacher. They are issued only on the basis of extreme necessity.

CLOSED CAMPUS / UNSCHEDULED TIME

All students are to remain on campus from the time they arrive in the morning until the conclusion of their scheduled school day. It is our concern for the safety and welfare of East students that prevents us from allowing them to leave freely during the day. If a student needs to leave campus early, permission must be

obtained from the Class Office. Failure to receive proper clearance to leave will result in an unexcused absence.

During the scheduled day, students are assigned to regular classes or study hall for the entire day except for a 30 minute lunch period. A number of students may have free study during 1st and 7th periods. Students with unscheduled time 1st period may choose to stay at home until 2nd hour. **Students with unscheduled time 7th period must leave campus after their last scheduled class, unless they have permission from their Asst. Principal.** Failure to do so may result in disciplinary action. Students are assigned to supervised study halls at other times during the school day. Students in supervised study halls are informed of the guidelines for behavior by their teachers.

The first off-campus violation will result in a Saturday detention. The consequences for a second infraction will result in two detentions. A 3rd infraction will result in one-day of in-school detention. Each additional infraction will result in a suspension from school.

BUILDING AND GROUND USAGE

Areas are available for student use during the day. Students may avail themselves of the following:

1. The Instructional Materials Center
2. Cafeteria
3. Terrace areas throughout campus.

Off-limit areas also exist. These areas include the following:

1. The creek and the area along it
2. The areas behind classroom buildings
3. The parking lot (except for arriving and leaving)
4. The athletic fields

Students must extend courtesy and respect for the school's neighbors. They may not gather in yards or fields in areas adjacent to the school and should not trespass on any homeowner's property while coming to school.

Students should not be in classroom buildings except during passing periods or designated times for locker access. Students are permitted to enter locker areas during passing periods. Students may need to see teachers, and an orderly passage is allowed for this. Teacher judgment is used regarding the use of lockers and requests to see teachers. Students who leave class or study hall during the hour should have an approved pass.

Students are not to loiter in the areas behind buildings, on the parking lot, in academic buildings, in hallways during classes, or in the Nodes.

Students are not to be in the area immediately below S Building or in the wooded area. Access to the campus from the parking lot must involve use of the bridges provided for this purpose.

The following guidelines also apply to building usage:

1. Classrooms will be open to students in the morning at 8:15 a.m. The offices of the Assistant Principals will be open at 8:00 a.m.
2. Students must be out of the building within twenty minutes after the school day ends, or by 3:45 p.m. unless directly supervised by a teacher. Including the weight room, locker room, auditorium, and gym area.
3. Students staying after school must take books and coats with them to their assigned work area. By 3:45 p.m. they must be out of the halls and with a teacher. Anyone in the halls or at lockers without a pass after 3:45 p.m. will be subject to disciplinary action.
4. Students are not permitted to re-enter the classroom buildings after reporting for athletics or intramurals.

5. The student restrooms are in nodes, the gym, and the cafeteria. The restrooms on the first floor in Building A are not for students.
6. Unauthorized individuals who trespass on school grounds will be subject to arrest and prosecution.

STUDENT ID

WEARING OF THE ID'S: All students must wear the school issued lanyard and ID around their neck and on the outside of their clothing at all times during the day while on school property. The ID must be clearly visible on the front of the student. No decorative stickers or defacing of any type are allowed on the ID's.

TIME TO BE WORN: Students must wear the ID prior to entering a school bus or, if arriving by automobile, prior to walking on campus property.

FORGOTTEN OR NO ID: Any student who has forgotten his/her ID must report to the Bookstore, the Class Office, or an Assistant Principal, before 1st hour to get a new ID, or show you have your ID. **Failure to confirm that you have your ID will result in a Saturday Detention.**

If the student resolves the ID problem on his/her own before school starts then no disciplinary penalty is recorded. However, the student will receive an unexcused tardy to class if he arrives late due to needing a new ID. If a referral is made (i.e., a student is sent to the Bookstore to have an ID made because he/she is not wearing one), the following penalties would apply:

1. The first referral is recorded by the secretary.
2. The second referral results in a reprimand.
3. The third referral results in a Saturday detention.
4. The fourth referral results in two Saturday detentions.
5. The fifth referral results in a one-day in school detention.
6. Each offense after the fifth will result in a progressive adding of days of the at-home suspension.

***Failure to report to the bookstore after a referral will result in a Saturday detention.**

REPLACEMENT ID'S: All replacements will cost the students \$5.00. A lost ID will be counted along with forgotten ones. If the student is late to a class as a result of failing to allow enough time to arrange for securing an ID at the bookstore the student will be marked tardy. Only one temporary replacement will be issued per year. A student may purchase extra ID's and keep them in the bookstore. Any replacement ID that is charged must be paid no later than the first school day of the next week to avoid detention assignment.

FALSE ID'S: Any student found wearing an ID which is not his own or an ID from a previous school year will be given two Saturday detentions with progressively more serious consequences for repeated offenses.

DRESS CODE

Belleville East and West encourage a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. However, student apparel at Belleville East and West has become a disruption to the educational process as clothing has served to promote gang affiliations and classroom disruptions. The purpose of this standardized dress policy is to improve the safety of the schools by discouraging gang affiliations, improve the learning environment, reduce classroom distractions, bridge socio-economic differences between students, increase student's self-respect and self-esteem, enhance student security, and enable a cost savings for families. This standardized dress

policy allows students to focus on their academics rather than on peer pressure related to fads and/or costly attire. Raising the standard of dress will enhance the school's image within the community and improve school spirit.

Disciplinary actions will be taken to enforce compliance with this policy. Disciplinary actions range from a reprimand or detention, to an out-of-school suspension. Reasonable accommodations (no more than five days) will be given to transfer students registering during the school year.

Color Scheme:

Pants/Capri Pants, Skirts, Dresses: Khaki, Black, Navy Blue
Shirts: Acceptable Colors are: White, Maroon, Blue, Grey

A. **Pants/Capri Pants (slack style, relaxed fit)**

1. Must be a solid color.
2. Must be worn at waist level.
3. No sweatpants, denim, leather, stretch/spandex pants.
4. When worn at the waist, must fall below the knee when standing.

B. **Skirts (relaxed fit)**

1. Must be a solid color.
2. Length must be below the knee.
3. No denim, leather, stretch/spandex skirts.
4. Slits can't rise above the knee.

C. **Shirts (collar shirt, sweater, sweatshirt, and turtleneck)**

1. Must be a solid color.
2. All shirts must be one of the color choices.
3. Layered shirts must be one of the color choices.
4. Shirt length must be no longer than bottom, back pocket level or tucked in.
5. Logos on shirts may be no larger than a half dollar with the exception of Belleville East / West Spirit Wear.
6. Students will be allowed to wear school issued athletic uniforms.
7. School sponsored clubs/activities must adhere to the standardized dress policy.
8. Ties are optional.

D. **Belts (black or brown)**

1. Must be a solid color.
2. Belts and suspenders must be properly buckled, and may not dangle.

E. **Shoes**

1. All students will wear shoes or sandals.
2. Shoes with laces must be tied.
3. If a student wears boots, the pants may not be tucked in.
4. Socks are optional.

F. **Additional Requirements**

1. See-through apparel will not be worn.
2. No chains will be allowed.
3. Appropriate and necessary undergarments must be worn and not shown.
4. Clothing must cover the upper (cleavage) and the lower (midriff) torso at all times.
5. Students may not wear or carry bandannas.
6. Gang-related apparel is not acceptable.
7. No hats, headgear, or sweatbands on campus at any times.
Students may wear hooded sweatshirts; however, the hoods must be down. Exception will be announced by the administration due to inclement weather.

- 8. Dresses must follow the shirt and skirt guidelines.
- 9. Shirts, skirts, pants, and dresses must be a relaxed fit.
- 10. Students are not allowed to wear jackets/coats in the building after the start of the student day (8:30 a.m.)

Students not complying with this policy will be sent home to change clothes and will be **unexcused (no make-up work)** for the duration of their absence. After **three** violations the following consequences would apply:

- 4th violation** – Sent home unexcused and 1 Saturday Detention
- 5th violation** – Sent home unexcused and 2 Saturday Detentions
- 6th violation** – Sent home unexcused and 1 day of In School Detention
- 7th violation** – Sent home unexcused, 1 day of In School Detention and 1 Saturday Detention
- 8th violation** – Sent home unexcused and 3 days Out of School Suspension
- 9th violation** – Sent home unexcused and 5 days Out of School Suspension
- 10th violation** – Sent home unexcused and 7 days Out of School Suspension
- 11th + violation** – Sent home unexcused and 10 days Out of School Suspension

The Superintendent shall create procedures for students with legitimate religious objections to this dress code policy.

Students who cannot comply with this policy due to economic hardship will be provided assistance. Those students are directed to contact Mr. Fehrenz, Assistant Principal, for an economic hardship application.

A committee of parents, students, faculty, and administration met to create this standardized dress policy. This standardized dress policy is not a prescribed uniform that must be purchased from a specific vendor.

The Board of Education reserves the right to modify this policy when deemed necessary.

STUDENT CONDUCT

PHILOSOPHY

Rules and procedures are also established by Belleville East to provide for optimal functioning of this educational community of over 2,700 students. Consideration is given to the objective of providing a sound educational environment for the good of the entire school community balanced by a consideration for the rights of individual students.

The vast majority of Belleville East Students are well behaved, self-directed, and cooperative. The rules and procedures at East are developed with the aim of enabling students to show greater responsibility as they mature and are given increased freedom. It is our belief that freedom is meaningful only in the context of providing the opportunity for self-discipline. We, therefore, strive to keep unnecessary restrictions to a minimum. The rules and procedures in this handbook have been found to be effective in contributing to an excellent educational setting at Belleville East.

A student will increase his chances for success and will avoid difficulty by adhering to the following guidelines:

1. Comply with the policy statements of the Board of Education of District 201 and the rules and regulations of Belleville Township High School East. Students are subject to compliance during the school day, at all school-sponsored activities, when coming to school and going home from school and school activities.

2. Obey and respect the authority of the staff and administrators of Belleville Township High School East.
3. Display proper conduct to and from school and refrain from acts of misconduct while attending a school-sponsored activity.
4. Be diligent in study. To be diligent in study a student shall: (a) complete assigned work on time; (b) pay strict attention to the teacher; (c) exhibit good citizenship; (d) do that caliber of work consistent with the student's individual ability and grade level; (e) cooperate with teachers and other students; and (f) be regular and punctual in attendance.

PROCEDURES AND REGULATIONS

Belleville Township High School East functions under the laws of the State of Illinois and the rules and regulations of the Board of Education of District 201. Following is the District 201 Student Discipline Policy:

Student enrollment and continued attendance in District 201 depends upon compliance with school rules, regulations, and procedures, which are based on Illinois law and Board of Education policy. Students who fail to comply face disciplinary action appropriate to the situation.

The administrators and staff of District 201 shall maintain discipline in the schools, including school grounds owned or leased by the Board of Education and used for school purposes and activities. In all matters relating to discipline in the schools and the conduct of the students, such employees stand in the relation of parents and guardians to the pupils. This relationship extends to all activities and vicinities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents or guardians. **That District policy applies not only on all school property, but on the school bus as well as at all off-campus school activities or within 100 yds. of the school.**

GENERAL DISCIPLINARY PROCEDURE

The school continuously strives to maintain the best possible climate for education. The welfare of the individual student and the rest of the school are considered in disciplinary situations. The following methods are utilized to help maintain school discipline:

1. Student conferences
2. Counseling
3. Assignment to detention study hall
4. Reprimands
5. Parental notification
6. Parental conferences
7. Presentation of information about community agencies
8. Referral for special testing
9. Notification of juvenile authorities whenever the conduct involves illegal drugs, look-alike drugs, alcohol, or weapons
10. Referral to the courts
11. Suspension
12. Expulsion

RESPECT FOR STAFF

The staff, administration, and Board of Education believe that mutual respect and common courtesy form a cornerstone of productive relationships at Belleville East and in society as a whole. In that spirit, students must comply with staff requests and directions in order to maintain a safe, orderly, and productive educational environment.

The small number of students who show disrespect toward staff members, who threaten or try to intimidate staff, or who resort to physical contact or

violence against staff must understand that such actions are extremely serious, will not be tolerated, and warrant severe disciplinary actions.

Verbal Abuse/Threats and Intimidation. A student who directs obscenities, insults, or name-calling to a staff member or who threatens or tries to intimidate a staff member will be suspended for a period of up to ten days. Depending on the severity of the situation, police may be called and charges may be filed.

Physical Contact or Violence. A student who intentionally makes contact (pushes, shoves, hits, throws objects, etc.) with a staff member will, at a minimum, receive a ten day suspension and a review for possible expulsion by the Board of Education. Legal action may also occur.

In summary, a relatively small number of staff members must supervise and direct a large number of students. So that all involved can feel safe and so that order can prevail, students have to comply with directions and requests from all staff members, whose reports to the assistant principals carry a heavy weight in disciplinary decisions. In short, those who do not respect staff members will earn severe consequences for their negative behaviors.

GROSS DISOBEDIENCE AND MISCONDUCT

Acts of gross disobedience or misconduct may result in suspension or expulsion. Such acts include, but are not limited to, those listed below and any additional offenses, which the Board of Education may subsequently prohibit through a policy statement.

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose disciplinary measures other than suspensions, expulsions, corporal punishment or in-school suspension which is appropriate and in accordance with the policies and rules on student discipline.

1. Disrespect and insubordination, such as verbal or physical threats or abuse or failure to comply with a reasonable request, toward a teacher or another school employee.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under-the-influence are not permitted to attend school or school functions are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, 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 or controlled substance. Students who are under-the-influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia in their possession.
4. 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 behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
5. Fighting with, or any assault of, school personnel or other students. Charges will be filed.
6. Endangering the physical or psychological well-being of school personnel or other students by
 - a) improper release of a school fire alarm or tampering with fire extinguishers
 - b) starting, or attempting to start, a fire on school property

- c) setting off, or attempting to set off, an explosive device on school property
 - d) using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered, or looks like, a weapon.
 - e) making, or attempting to make, a bomb threat.
 - f) disabling devices such as mace and pepper spray or any toxic chemical which could injure another person is not allowed.
7. Actual or attempted theft, vandalism, or misuse of school property or the property of school personnel or other students.
 8. Academic cheating.
 9. Card playing or gambling in any form.
 10. Profanity or obscenity.
 11. Forgery, impersonating any adult or parent; theft, destruction, misuse, or misdirection of school forms or communications.
 12. Truancy, class cuts, excessive tardiness.
 13. Use of racial, ethnic, or religious slurs through statements, gestures, or the wearing of apparel which conveys any of these.
 14. Violation of school smoking rules. (using, possessing, distributing, purchasing, or selling tobacco materials.)
 15. Violation of building use and library rules.
 16. Repeated incidents of misbehavior, including repeated refusal to follow or to comply with schools rules and procedures.
 17. Failure to comply with parking lot regulations.
 18. Failure to comply with bus regulations.
 19. Inciting to mob action.
 20. Actual or attempted extortion.
 21. Students who possess cell phones or electronic devices must have them off and out of sight from the time they arrive on campus until 3:25 p.m. or the official end of the school day. Devices will be confiscated and turned over to the appropriate Assistant Principal.
 - 1st Offense – Reprimand/Letter sent home & phone given back to student at the end of the day.
 - 2nd Offense – Parent must pick up the phone & 1 day of In School Detention
 - 3rd Offense – 1 day Out of School Suspension
 - 4th Offense – 3 days Out of School Suspension
 - 5th Offense – 5 days Out of School Suspension
 - 6th Offense – 7 days Out of School Suspension
 - 7th + Offense – 10 days Out of School Suspension
 22. Inappropriate items brought to school that may detract from the education of the students or others will be confiscated. This may include radios, CD players, laser pointers, handheld games, and chains. And other items deemed inappropriate by the administration. Electronic devices will be taken by East staff members on the first offense. They will be returned through the Assistant Principal's office.
 23. Violation of the school's closed campus policy.
 24. Any activity which relates directly to the school and its purposes that is illegal, disruptive, or embarrassing to the school.
 25. Any act which threatens the health or safety of any member of the campus community or which substantially disrupts, or threatens to substantially disrupt, the educational or disciplinary climate of the school.
 26. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 27. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.

28. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
29. The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this policy is a group of two or more persons whose purposes include the commission of illegal acts. By this policy, The Board of Education acts to prohibit existence of gangs and gang activities as follows:
 - No student on or about school property or at any school activity:
 1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
 2. shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
 3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. soliciting others for membership in any gangs;
 - b. requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. committing any other illegal act or other violation of school District policies;
 - d. inciting other students to act with physical violence upon any other person.
30. Sexual conduct at school such as: "Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone".

SPECIFIC VIOLATIONS

ACADEMIC CHEATING: Cheating is misrepresenting another person's work as your own, compromising the security of the testing in any way, or allowing your work to be used in such a manner. Students are expected to perform their own work. Where assignments require students to gather materials from outside sources, teachers will instruct students of any restrictions regarding the use of other material (plagiarism).

Any situation where a student is found to be cheating will result in no credit for that particular assignment. Cheating incidents may result in a failing grade for the course and possible disciplinary action. Students who participate in this unacceptable behavior jeopardize their chances of being considered for National Honor Society.

ALCOHOL AND NARCOTICS: The consumption, possession, distribution and sale of alcoholic beverages, drugs, look-alike drugs, herbal supplements, "yellow jackets", energy boosters, and similar products and drug paraphernalia are strictly prohibited. A Passive Alcohol Sensor may be used to check for breath alcohol or to detect alcohol in open containers or enclosed spaces. In order to help assure an alcohol-free and a drug-free school environment, the school provides the following options under the Family Assistance Program (F.A.P.) for students involved in substance abuse.

1. Four-day out-of-school suspension and mandatory attendance at FAP for the first infraction. If parents choose not to attend FAP, the student would be assigned a 10-day suspension with recommendation for consideration for expulsion.

2. One time drug/alcohol violation for high school career, a second drug violation will result in a recommendation for consideration for expulsion.
3. Students who possess large amounts of drugs, or if there is evidence that indicates the student is dealing in drugs, will be referred to the Board of Education for an expulsion hearing.

SEXUAL HARASSMENT OF STUDENTS POLICY: Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

"Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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 unwelcome conduct the basis for academic decisions affecting a student."

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the principal. An allegation that one student was sexually harassed by another student shall be referred to the assistant principal for appropriate action.

Distribution of the District's Policy:

1. A copy of the Harassment of Students Policy and accompanying procedures shall be distributed annually in the Student-Parent Handbook and the Staff Handbook.
2. Copies of the Student Sexual Harassment policy may be distributed in other ways as deemed appropriate by the District's administration.

The District's Education Program:

1. The health education program shall include appropriate instruction, which leads to the students' understanding of sexual abuse and harassment.
2. Counselors and health teachers shall obtain and disseminate age-appropriate informational materials concerning sexual abuse and harassment.

The Student Complaint Process:

1. The assistant principal or principal should follow the Uniform Grievance Procedures.
2. The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings in which their child is involved. The parent(s)/guardian(s) will be kept informed of the investigation's progress.
3. The student's oral or written statements will be kept confidential, except that the Superintendent will be kept informed of the investigation's progress. District personnel shall, however, comply with the child abuse reporting laws.

CLASS CUTTING (UNEXCUSED ABSENCE): Good attendance is a prerequisite to academic success. Thus, in an attempt to help maintain high attendance patterns, the following Class Cut Policy will be enforced:

- 1st Offense – Saturday Detention
- 2nd Offense – 2 Saturday Detentions
- 3rd Offense – 1 day In School Detention
- 4th Offense – 1 day In School Detention and 1 Saturday Detention
- 5th Offense – 3 day Out of School Suspension
- 6th Offense – 5 days Out of School Suspension
- 7th Offense – 7 days Out of School Suspension
- 8th + Offense – 10 days Out of School Suspension

FORGED PASSES AND NOTES: Forging passes and/or notes in the name of school personnel, parents, and guardians is considered to be a serious violation of school rules. Saturday Detention will be assigned by the appropriate Assistant Principal to a student guilty of forging a pass or note. Repeated offenses of this nature may result in suspension.

REMOVAL FROM CLASS: A teacher may temporarily exclude a student from the classroom for violations of school or class rules. Dismissal from class for disobedience, disruptive behavior, or misconduct is a VERY serious matter. Students dismissed from class must report IMMEDIATELY to the appropriate assistant principal with a dismissal form that has been filled out by the teacher.

Each dismissal from class will be independently judged. The nature and severity of the disciplinary measure will depend upon the offense and the number of times the student has been dismissed from the class. Under certain circumstances, the student may be placed on immediate suspension or removed from class and assigned to study hall for the remainder of the semester with no make-up privileges.

The following three steps will usually be taken in handling dismissals from class:

First Dismissal: A conference involving the student, teacher, and assistant principal or counselor may be held.

Second Dismissal: A conference involving the student, parent or guardian, teacher, and assistant principal may be held.

Third Dismissal: The student may be dropped from class and assigned to study hall for the remainder of the semester with no make-up privileges.

SMOKING: Students are not permitted to smoke or have tobacco products of any kind on the school grounds, the parking lot, at social events, on the school buses, in any of the buildings, or at any school-sponsored activities. The school authorities believe that with the vast amount of medical evidence now available, which portrays smoking as an extreme health hazard, the school, in good conscience and in accordance with Illinois law, cannot condone or permit smoking by students. Serving as a "lookout" for students who are smoking or loitering in the restroom will be punished the same as smoking.

1st Infraction – 2 Saturday Detentions

2nd Infraction – 1 Day In School Detention

3rd Infraction – 3 Days Out of School Suspension

4th Infraction – 5 Days Out of School Suspension

5th Infraction – 7 days Out of School Suspension

6th + Infraction – 10 days Out of School Suspension

TARDINESS: Students must assume responsibility for reporting to class on time. Late entrance to class is a distraction to the educational climate. Thus, in an attempt to help eliminate excessive tardiness to class, the following Tardy Policy will be enforced: A tardy referral is three tardies to one class. The classroom teacher will send a tardy referral to the Class Office after having the student initial the form when they receive the third tardy in his/her class.

1st referral – reprimand letter

2nd referral – Saturday detention, 4 After School Detentions or Time Management program (one time per year)

3rd referral – In-School Detention

4th referral – In-School Detention & Saturday Detention

5th referral – 3 days Out of School Suspension or Parent on Campus Program (one time per year)

6th referral – 5 days Out of School Suspension

7th referral – 7 days Out of School Suspension

8th + referrals – 10 days Out of School Suspension

TRUANCY: Regular attendance is a necessary component for school success. In addition, truancy is forbidden by law (See Attendance Procedures). Thus, the following Truancy Policy will be enforced:

The first occurrence of actual, substantiated truancy, the student will be assigned to Saturday Detention by his/her Assistant Principal. For each subsequent day of truancy will result in In-School detention if the truancy persists, invocation of the State Truancy Law (See Attendance Procedures) may result according to the discretion of the student's Assistant Principal.

DISCIPLINARY ALTERNATIVES

REPRIMANDS: A reprimand may be issued to a student for various types of misbehavior, including class cutting, smoking, tardiness, and truancy. A letter of reprimand is mailed home as an official notification to the parents that a problem exists. Suspension or detention may occur at the discretion of the assistant principal regarding repeated student misconduct. Alternatives to out-of-school suspension may be detention after school, Saturday Detention, or additional probation at the discretion of the assistant principal.

TARDY SCHOOL: Tardy school can be chosen in lieu of a Saturday Detention the first time a student reaches their second tardy referral in a calendar school year. If selected tardy school will consist of a fifty-minute training session on time management and will take place from 7:30 a.m. until 8:20 a.m. The date will be determined by the student and his/her assistant principal. The student must pass a quiz administered at the conclusion of the session in order to complete the obligation.

SATURDAY/AFTER-SCHOOL/IN-SCHOOL DETENTION: Saturday Detention is offered to students as an alternative to suspension. It is held from 8:30 a.m. to 12- noon, and students are required to be on time. In-School detention or suspension will occur if the student violates the rules. Students with an unexcused absence to detention will be required to makeup the detention and serve one day of in-school detention. Failure to serve the make-up Saturday detention will result in a three day out of school suspension. Excused absences, when possible, should be arranged in advance. If this is not possible, the appropriate assistant principal should be contacted during the morning of the next school day with a reason for the absence.

After school detention may be held from 3:30 p.m. to 4:25 p.m. Attendance at this study hall for one week, with assistant principal approval, substitutes for a day of Saturday Detention. Transportation must be provided by the family if a student is assigned to this study hall.

The in-school-detention program may be assigned to Belleville Township High School students as an alternative to suspension for students who commit infractions as defined by the District disciplinary guidelines.

SUSPENSION: The enrollment in, and continued attendance in, public school is a privilege dependent upon the compliance with the laws of Illinois and the rules and regulations of District 201 and Belleville Township High School East. For acts of gross misconduct or disobedience, at the discretion of the assistant principal or principal, students may be suspended for up to ten school days, or recommended for expulsion.

A student may be suspended out of school for serious violations of school rules, serious misconduct, repeated minor offenses, or an accumulation of minor offenses. A student's suspension may encompass no more than ten school days. A suspended student is prohibited from being on school grounds. Assistant principals and the principal hold the authority to suspend. Each student receives full due process before being assigned a suspension, and the administrator will attempt to notify the parents by telephone as soon as possible. Further, the school will send parents a suspension letter, which includes the reason for the

suspension and the proper steps to take should the parents wish to appeal the decision.

MAKE-UP WORK DURING DISCIPLINARY ASSIGNMENTS:

Being suspended from school is a serious matter. Students should always get their assignments and keep up with their work during any absence, including suspensions. As with a suspension itself, the District appeal process will be available to those with disagreements about make-up privileges.

First Suspension in a Given School Year:

Students will be allowed full make-up privileges upon return from the suspension under the provisions listed below:

1. A conference involving a parent or guardian and an assistant principal must occur.
2. The assistant principal will tell the student how to go about getting the missed assignments.
3. From the time the student returns to school, all work missed must be completed within a time period of the length of the suspension or within five days, whichever is shorter.
4. Students should expect to be required to take missed tests and quizzes on other than class time (before school, after school, or during study halls, for example).
5. If suspended for an offense which occurs in a specific class, the student may be denied make-up privileges in that class.

Note that students forfeit first suspension make-up privileges for offenses involving alcohol or drugs or any other offense resulting in a suspension of more than five days.

Any Out-of-school Suspension After the First Suspension in a Given School Year:

Students will not be allowed make up privileges. Grades will be zeros.

EXPULSION: The enrollment in, and continued attendance in, public school is a right contingent upon compliance with the laws of the State of Illinois and the rules and regulations of Belleville Township High School District 201. A student may be recommended for expulsion based on the following guidelines.

- A. Should a student exhibit behavior deemed dangerous to himself, herself, or others, that student may be referred for immediate expulsion. This referral shall be made by the principal, in accordance with the Student Discipline Code.
- B. Upon the accumulation of the fourth suspension in a school year for violations of the Student Discipline Code, and upon any subsequent suspension, a student shall be referred to the principal for review. The principal shall review the student's progress, attendance, and attitude toward making improvement and make a recommendation of behavioral remediation or expulsion. A student recommended for behavioral remediation shall be given strict guidelines for improvement. His or her continued attendance in Belleville Township High School District 201 shall be contingent upon his or her compliance with these guidelines.
- C. Any student involved in a fight may be arrested. Any student involved in a second fight during the school year is subject to arrest and to an automatic review by the principal for possible expulsion.

An expulsion removes a student from classes for the remainder of a given year. Only the School Board can expel a student, upon the recommendation of the Superintendent, after providing that student with an impartial hearing. The length of the expulsion will be determined by the Board of Education.

SPECIAL EDUCATION: A special education student may be suspended under this policy regardless of whether the student's gross disobedience or

misconduct is related to his or her handicapping condition as defined by Article 14 of The School Code of Illinois. If exclusion of a special education student is warranted because of the student's physical danger to himself, other students, staff, or school property, the student may be temporarily excluded from school. A suspension of a special education student is not a change in educational placement.

A special education student may not be expelled from school if the student's particular act of gross disobedience or misconduct is, or results from, a behavior or a condition defined as an exceptional characteristic in Article 14 of The School Code of Illinois. Any special education student whose gross misconduct or disobedience is unrelated to, or does not result from, his handicapping condition, as defined by Article 14 of The School Code of Illinois, may be expelled pursuant to this policy.

APPEALS / GRIEVANCES

A student or parent may challenge and/or appeal all academic and disciplinary decisions under this section outlined in the District's policies.

All students will be accorded due process during suspension and expulsion proceedings.

The following procedures will be followed:

1. The student's parents will be notified by phone as soon as possible after a suspension is assigned.
2. The student's parents will be notified by mail following a suspension. The letter will contain the reason(s) for the suspension, and the rights to appeal and hearing.
3. If an appeal brings the reversal of a suspension, all references to the suspension in the student's records will be removed, and the school will help the student make up work missed.

In accordance with the past practice and the law, avenues of appeal shall always be open to the patrons of District 201.

Students may appeal decisions concerning their welfare to the administration. Each student is assured the opportunity to state his/her position in a conference involving the student and other appropriate individuals.

Depending on the seriousness of the situation and the desires of the student, conferences may include administrators, parents, the person or persons who made the original decision, and legal counsel.

The principal will render a decision based upon his evaluation of the situation.

A student's parent may request the principal to review a suspension assigned by an assistant principal. Failure to request a review within five days after receipt of the mailed notice, or eight days after the date of the mailing, whichever date is earlier, shall be deemed a waiver of the right to a review.

A student may continue to appeal a decision concerning his/her welfare. The line of appeal for all such decisions, including those involving suspensions, shall be as follows: Principal, Assistant to the Superintendent or Superintendent, and Board of Education.

The time line referred to in the previous paragraph shall apply at each step.

ATHLETICS

The athletic program at Belleville Township High School East is well rounded so as to appeal to a wide range of interests. Students are encouraged to participate in any sport for which they can qualify. Announcements inviting candidates to participate will be made throughout the year. Interscholastic sports are offered in football, cross country, basketball, wrestling, baseball, track, tennis, golf, volleyball, soccer, and softball. A participation fee is required per sport and is payable in the Bookstore.

Sophomores, juniors, and seniors participating in a sport will be exempted from physical education during the time that sport is in season. When a student ceases to participate in a sport, the student will be assigned to a physical education class.

NOTE: The Illinois High School Association rules and the Belleville Township High School District 201 Athletic Policy Statement on Alcohol and Controlled Substance Abuse are listed in an appendix.

ATHLETIC ELIGIBILITY PROCEDURES

Students involved in any co-curricular activity must be in school for at least ½ day to participate that same day. On weekends, holidays, or breaks, the student is eligible to participate regardless of whether or not he or she was present the last day before the event.

All class work up to and including the week previous to the game will be considered in determining eligibility. On Thursday the teacher will receive a card listing the athletes in his classes. The students who are failing and the students who are near failing shall be indicated according to the code on the eligibility card. The teacher is the final judge of the student's standing, and no make-up examinations will be given after the eligibility grades have been listed.

In addition to the above requirements, the Board of Education of District 201 requires the following before any athlete is allowed to practice or participate.

1. A signed parental permission form must be on file with the school nurse.
2. A notarized Emergency Room Consent Form must be signed by a parent or guardian.
3. A certificate of physical fitness must be on file with the school nurse.

ACCIDENT INSURANCE

Each Student received a complete package of accident insurance information at the time of registration. The Board of Education of District 201 does not assume any liability for accidents that might occur. Because of the District's membership in an insurance pool, students are being given accident insurance which covers them while traveling to or from school or while at school. **This is a supplemental policy and is not designed to provide coverage that will pay 100% of all costs you might incur.** Students are also covered for accidents which may occur while participating in a school sponsored activity or sport, **except tackle football.** For an additional premium you may purchase accident insurance that covers the student year-round. Also, for a separate additional premium you can purchase student coverage for participating in tackle football.

The available insurance is for accidents only and does not cover illness. Students that wish to purchase the additional "year-round," the optional football coverage, or both, should complete the enrollment form and return it to the nurse's office.

If a student is injured while at school or a covered activity, he/she should obtain a claim form from the school nurse's office. After completing the student portion of the claim, forward the form to the insurance company along with any bills. Covered accidents must be reported within thirty (30) days of the accident, or as soon as possible. Written proof of loss must be submitted within ninety (90) days of the accident.

ATHLETIC CODE

This section provides a brief overview of the District athletic code. Taking part in athletics, or any co-curricular activity, is a privilege. Students have no constitutional or legal right to participate.

The athletic code has been adopted by the Board of Education, administration, and staff of the Belleville Township High School District #201. All student athletes will receive a complete copy. Before a student can compete in any covered activity, the student and his or her parent/guardian must sign and return

a form confirming that they have received a copy of the athletic code and that they intend to comply with it.

The code applies to all students, grades 9 through 12, who wish to participate in co-curricular athletics, activities, cheerleading, or pom pon/dance. The code applies in addition to other policies, rules, and regulations concerning student conduct and imposes additional requirements on student athletes.

Athletic code rules are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or school sponsored activities or in a location away from school. The code applies from the beginning of the athlete's first tryout or practice in the first sport the athlete attempts until the completion of the athlete's athletic eligibility in all co-curricular athletics.

A student athlete's use of tobacco, alcohol, or performance altering substances (including look-alikes) is prohibited. Use of these banned substances presents a hazard to the health, safety, and welfare of the student as well as those with whom the student participates or competes.

The student athlete must be covered by school insurance the athlete or his family may purchase through the school or by the parent/guardian's insurance. Code violations carry specific penalties.

IHSA ELIGIBILITY RULES

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not hold requirements less stringent than these statewide minimums.

The principal of your school is responsible to certify the eligibility of all students representing the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. If your principal has questions or wishes assistance in answering your questions, contact should be made to the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

Attendance

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection or not."

Scholastic Standing

1. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Residence

1. Your eligibility is dependent on the residence of your parents, not your own residence. You may be eligible if you attend the public high school in the District in which both of your parents live or if you attend the private or parochial school you entered as a ninth grader.
2. If you have attended the same high school for your entire high school career and your parents move from the District or community traditionally served by your school after you have completed the eleventh (11th) grade, you may remain in attendance at that school, upon approval of the local Board of Education, and be eligible in regard to residence for the twelfth (12th) grade.
3. If you do not reside with both your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate.

Note: Freshmen should consult with the Athletic Director for changes which will affect your residency requirements.

Transfer

1. If you transfer from a high school in one school District to a high school in another school District, you will be ineligible for up to one year unless:
 - a. Your parents move into the District into which you transfer;
 - b. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school agree there is no evidence of violation of the IHSA recruiting rules.
2. If you transfer from one public school to another, in a District which has two or more high schools under the same board of education, you will be ineligible for up to one year unless: (1) your parents move from the attendance area of the school you are leaving and into the attendance area of the school to which you transfer, or (2) you are ruled eligible by the IHSA Executive Director under the special factors provided in the IHSA eligibility by-laws. Note: If you transfer schools and your parents do not move, be sure the principal of your new school obtains a written ruling on your eligibility before you play in a contest.
3. If you transfer because you are emancipated, an orphan, from a broken home, from a single parent family or have had reassignment of your legal guardianship by action of the court, you are ineligible until the IHSA Executive Director rules on your eligibility. Be sure the principal of your new school obtains a written ruling on your eligibility before you play in a contest.
4. Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for the remainder of the school year in any sport in which he/she participated or was participating in a practice or interscholastic contest in the current school year at the school from which the transfer occurs; or
Once classes begin in a school for the current year, if a student changes attendance from that high school to another high school, the student shall be ineligible for a period of thirty days, commencing on the first day of attendance at the new high school, in any sport in which he/she was not participating or had not participated during the current school year at the school from which the student transferred.

5. If you transfer schools and your transfer does not comply with IHSA by-law requirements, you will be ineligible for a maximum of one year. The specific length of your ineligibility must be determined by the IHSA Executive Director.
Note: Freshmen should consult with the Athletic Director for changes that will affect your transfer requirements.

Participation Limitations

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.
2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you may be eligible for no more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which you will turn twenty (20).

Use of Players

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

Participating Under a False Name

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

Physical Examination

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

Amateur Status

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

Recruiting of Athletes

1. The rules prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
 - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
 - b. Offer or acceptance of room, board or clothing or financial allotment for clothing.
 - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
 - d. Offers or acceptance of free transportation by any school connected person.
 - e. Offer or acceptance of a residence with any school connected person.
 - f. Offer or acceptance of any privilege not afforded to non-athletes.
 - g. Offer or acceptance of free or reduced rent for parents.
 - h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
 - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
 - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

School Team Sports Seasons

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - a. You may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the IHSA Board of Directors.
 - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

Playing in Non-School Competition

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you are trying out for or competing as a representative of the United States in recognized national or international competition during your high school's sport season in the same sport, you must obtain approval from the IHSA Office. Your principal must initiate the request for approval in writing prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's 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.

All-Star Participation

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
 - a. the high school season in that sport has been completed;
 - b. the all-star contest has been approved by the IHSA. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

Coaching Schools

1. A coaching school is defined as "any program sponsored by an organization or individual which provides instruction in sports theory and skills to groups of persons." The term "groups of persons" is defined as more than two (2) students from any school.
2. During the school year, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
 - a. You may not attend a coaching school, camp or clinic for any fall sport(s) after July 31.
 - b. You may not attend a coaching school, camp or clinic for any winter or spring sports(s) after the day your school begins in the fall.

Misbehavior During Contests

1. If you violate 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. If you are ejected for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
- Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

ASBESTOS

In accordance with the Environmental Protection Agency (EPA) rules and regulations, Belleville East has been inspected for friable (easily crumbled) materials which contain asbestos. Such materials may be a health hazard.

Only two buildings at East, the boiler room and the gymnasium, contain any asbestos. All areas in both buildings are secure, with asbestos-containing materials having been treated, encapsulated, or otherwise rendered inert.

A record of the inspection, a diagram of the locations of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in the Board of Education offices.

The EPA requires the District to present the foregoing information. No danger exists, but District 201 has instituted a precautionary inspection program to ensure a continued safe environment for all members of our campus community.

PEST MANAGEMENT

District 201 uses an integrated pest management program (IPM) to control insect pests. IPM combines regular inspections, preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides, with preference for products that are the least harmful to people and the environment. Currently, the District uses no chemical pest control sprays of any kind. Should the need to spray occur, the District will inform all students, parents, and staff through bulletins or newspapers at least two working days in advance. Those with questions should contact the Chief Engineer at 222-7655 or the Assistant Superintendent at 222-8297.

COMPLIANCE WITH FEDERAL & STATE LAWS AND REGULATIONS

Belleville East operates within the framework of applicable federal and state laws and regulations and the policy of Belleville Township High School District 201.

The policy of Belleville Township High School East is to comply fully with applicable federal and state nondiscrimination and equal opportunity laws, orders and regulations. The statutes below are applicable and provide in part:

Educational Rights and Privacy Act

The 1974 Family Educational Rights and Privacy Act (Buckley Amendment) as well as the 1975 Illinois School Students Record provide for the confidentiality of student school records. These acts ensure that only authorized persons will have access to student records, that Belleville Township High School East will maintain all necessary records for the lengths of time required by law, and that students and parents will have access to these records in accordance with the law. A detailed copy of the Buckley Amendment is available in the Principal's office.

Title VI of the Civil Rights Act of 1964

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Section 504 of the Rehabilitation Act of 1973

"No otherwise qualified handicapped individual in the United States ... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving financial assistance."

Belleville East will not discriminate in its programs and activities against any person because of race, color, national origin, religion, age, sex or handicap.

Concerns regarding this policy should be referred to David Kniepkamp, Principal, Belleville Township High School East, 2555 West Boulevard, Belleville, Illinois, 62221, phone 618-222-3795.

Stevens Amendment

A number of District programs, projects, and in-service opportunities depend in whole or in part on federal derived from various grants, such as Title I, Title II, Title IV, Title V, Perkins vocational, and Tech Prep. These grants provide vital funding to help maintain, enhance, and improve District programs and initiatives.

District Parent Advisory Committee will meet annually to review the school improvement process and how it relates to academic performance.

The McKinney-Vento Homeless Assistance Act

The Illinois State Board of Education considers the school enrollment, attendance and success of homeless children and youth throughout the state as a high priority. It is the policy of the ISBE that every homeless child and youth be identified as required by the federal McKinney-Vento Homeless Assistance Act. For more information visit www.ISBE.net.

Offender Community Notification Law

State law requires District 201 officials to notify parents/guardians that information about sex offenders and violent offenders against youth are available to the public at the following two websites.

The Illinois Sex Offender Registry @ <http://www.isp.state.il.us/sor/> and the Illinois Statewide Child Murderer & Violent Offender Against Youth Registry @ <http://www.isp.stateil.us/cmvo/>.

No Child Left Behind Act

A federal law, the No Child Left Behind Act of 2001 authorized military recruiters access to certain student records.

Section 9528 of the Elementary and Secondary Education Act (ESEA) now requires schools to provide student contact information to military recruiters. This information is referred to as "directory information" and consists of name, address, and phone listings. However, the law also provides, under the Family Educational Rights and Privacy Act (FERPA), that parents have the right to opt out of the release of this "directory information." A secondary school student or the parent may request that the student's "directory information" not be released without prior written parental consent.

To deny sharing "directory information," the parent or student must send a written request by October 1 of this school year. This written request should be directed to the Belleville East Registrar, 2555 West Boulevard, Belleville, IL 62221. Questions regarding this matter may be directed to the school at 222-3797.

NOTIFICATION TO PARENTS OF FAMILY PRIVACY RIGHTS

The school board has a policy concerning privacy and parental access to information. A complete copy of the policy is available upon your request from the Board of Education office. Please note that a student's parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in certain surveys. The school will not penalize any students whose parent(s)/guardian(s) exercises this option. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s).

TEACHER QUALIFICATIONS

Parents may request, from the principal, answers to the following questions about their children's classroom teachers.

- Has the teacher met state qualification and licensing criteria for the grades and subjects he or she teaches?
- Is the teacher under emergency or provisional status?
- What was the teacher's college or university major course of study?
- What bachelor's and master's degrees has the teacher earned?
- What certifications in what subject areas does the teacher hold?
- Does the child receive services from a paraprofessional, and if so, what are that person's qualifications?

STUDENT RECORDS POLICIES

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and The Illinois School Student Record Act of 1975 require that parents and students be informed of their rights under these Acts. To comply with the provisions of these laws and to inform our patrons concerning the confidentiality of student records, information is provided as follows:

- I. Records maintained by Belleville Township High School East:
 - A. Permanent Records: Permanent records contain basic identifying information, academic transcripts, attendance records, accident and health reports, and information pertaining to release of this record.
- II. Right to inspect and review the student records within 15 school days of the day District 201 receives a request for access.
 - A. Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. District 201 charges \$.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.
 - B. The rights contained in this section are denied to any person whom an order of protection has been entered concerning a student.

- C. Belleville East will provide a qualified employee to assist in interpreting the information contained in the school record.
- III. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
 - A. Parents/guardians or eligible students may ask District 201 to amend a record, which they believe, is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records secretary, clearly identifying the part of the record they want changed, and specify the reason.
 - B. If District 201 decides not to amend the record as requested, District 201 will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment.
 - C. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
- IV. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act or Illinois School Student Records Act authorizes disclosure without consent.
 - A. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by District 201 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom District 201 has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
 - B. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
 - C. Upon request, District 201 discloses education records without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
 - D. The right to challenge school student records does not apply to (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.
 - E. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- V. The right to a copy of any school student record proposed to be destroyed or deleted: Student records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.
- VI. The right to prohibit the release of directory information concerning the parent's/guardian's child.

- A. Throughout the school year, District 201 may release directory information regarding students, limited to: name; address; gender; grade level; birth date and place; parents'/guardians' names and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in school.
 - B. Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.
- VII. Destruction of records:
- A. Permanent records are maintained for a minimum of 60 years in accordance with law.
 - B. Temporary records are reviewed each year and are destroyed five years from the date of a class's graduation. This destruction includes the temporary records of all who were members of a particular class, both those who graduated and those who did not.
 - C. This statement is the school's notification of its schedule of destruction of temporary records, i.e., temporary records are destroyed five years from the date of a class's graduation.
 - D. Parent(s)/guardian(s) or eligible students have the right to inspect and/or copy information contained in said temporary records prior to their destruction. Those who wish to inspect and/or copy information must so inform the principal in writing.
- VIII. The right contained in this statement: No person may set conditions on the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any secured under State law.
- IX. The right to file a complaint with the U.S. Department of Education concerning alleged failures by District 201 to comply with the requirements of FERPA:
- The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
- Belleville Township High School East endeavors to protect its students from unwarranted invasion of privacy and to share information with students and parents. If at any time you have any questions regarding the information contained in the school records or have any questions about the release of this information, please contact the school's principal.

SCHOOL SONG

*On You LANCERS,
On You LANCERS
On To Victory!
We will stand with heart and hand
Behind you Belleville East.
Rah! Rah! Rah!
Onward LANCERS,
Forward LANCERS-Loyal we'll ever be.
Our team will fight, score,
win-to VICTORY!*

