

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. Bell Schedules for Belleville East and Belleville West can be found on their respective websites.

DISTRICT 201 BOARD OF EDUCATION

Mr. Kurt Schroeder, President
Ms. Carol Eckert, Vice-President
Mr. Brian Barton
Mr. Michael Eiskant
Mr. Marvin Lampkin
Mr. Mark Sauerwein
Mr. Pat Watkins
Mrs. Kim Ellison, Secretary

CENTRAL OFFICE ADMINISTRATION

Dr. Jeff Dosier, Superintendent
Dr. Brian Mentzer, Assistant Superintendent
Mrs. Melissa Taylor, Director of Student Services
Mrs. Marshaun Warren, Coordinator of Administrative Services

BELLEVILLE WEST ADMINISTRATION

Mr. Richard Mertens, Principal 222-7610
Dr. Richard Bass, Associate Principal, Sophomore Class 222-7675
Mrs. Susan Gillott, Assistant Principal, Senior Class 222-7608
Mr. Jerry Richardson, Assistant Principal, Junior Class 222-7609
Mr. Todd Hayes, Assistant Principal, Freshman Class 222-7607
Mr. Jason Karstens, Assistant Principal 222-TBD
Mr. Tony Thompson, Special Education Coordinator 222-7647

BELLEVILLE EAST ADMINISTRATION

Mr. Josh Lane, Principal 222-3795
Mr. Malcolm Hill, Associate Principal, Senior Class 222-3745
Mrs. Casey Garrett, Assistant Principal, Junior Class 222-3744
Mr. Brent Whipple, Assistant Principal, Sophomore Class 222-3747
Mr. Al Daniel, Assistant Principal, Freshman Class 222-3772
Mr. Chris Brown, Assistant Principal 222-3750
Mrs. Kalynn Larsen, Behavior Interventionist 222-3742
Mrs. Kimberly Martin, Special Education Coordinator 222-3757

Alternative Day Program
&
Night School

Mrs. Andrea Gannon, Director 222-3723

SCHOOL COUNSELING DEPARTMENTS

BELLEVILLE WEST COUNSELING DEPARTMENT

Julia Cook, Counseling Secretary, 222-7611
Ashley Cryder, School Counseling Co-Director, (Pf-V), 222 - 7646
Danielle Koeneman, School Counseling Co-Director, (Fo-Hop, W-Z), 222-7643
Jen McMurray, School Counselor, (A-Fi), 222-7648
Julia Daniels, School Counselor, (Hor-Pe), 222-7644
Christy Hanusek, Social Worker, 222-7673
Lori Judge-Langdon, Social Worker, 222-7670
Robin Dronen, Registrar, 222-7676

BELLEVILLE EAST COUNSELING DEPARTMENT

TBD, Counseling Secretary, 222-3705
Tonya Sears, School Counseling Director, (No-Sa), 222-3764
Michelle Seneczyn, School Counselor, (A-Di), 222-3741
Jen Stenger, School Counselor, (Do-Ji), 222-3764
Brittany Cox, School Counselor, (Jo-Ni), 222-3761
Merle Wilder, School Counselor, (Sc-Z), 222-3762
Laurie Gray, Social Worker, 222-3743
Neilie Sternau, Social Worker, 222-3749
Barb Hermann, Registrar, 222-3765

“The Mission of Belleville High School District #201: Through innovation and a variety of opportunity, Belleville District #201 will provide a diverse student body with a quality education and lifelong skills necessary to address individual, local, and global challenges.”

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 student's responsibility to pick up their pass from their Class Office the morning of their appointment.
Open their locker when having trouble	Report to the 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 counselor.
Put up a club poster	Have it approved by their assistant/associate principal.
Join a student group or activity	See the teacher/sponsor in charge.
Get an admit slip to class	Go to the Class Office.
Find a lost article or book	Check in the Bookstore.
Receive information about a career area or scholarships	Check with the counseling 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 during the times designated 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 the Class Office. See Student Discipline Policy packet for further details on cell phone policy.
Seek help because they are upset, distraught or having an emotional problem	Report to social worker, counselor, nurse, or assistant/associate principal.

Crisis Hotline List:

Local Crisis Line: CALL FOR HELP	1-618-397-0963
Ecstasy Addition, Drug Abuse Hotline	1-800-468-6933
LGBT National Hotline	1-888-843-4564
National Adolescent Runaway Hotline	1-800-786-2929
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

SCHOOL CALENDAR 2018-2019

Tuesday, August 14, 2018	District Opening of School Workshop
Wednesday, August 15, 2018	District Opening of School Workshop Freshman Orientation 8:30-11:45 am
Thursday, August 16, 2018	First Day for all Students - Full Day (Students attend 8:30 am to 3:25 pm)
Thursday, August 16, 2018	Open House 6:00 to 7:40 pm
Monday, September 3, 2018	No School--Labor Day Celebrated
Wednesday, September 19, 2018	Half-Day Inservice (Students attend 8:30 am to 11:45 am)
Friday, September 21, 2018	End of 1 st Grading Period
Monday, October 8, 2018	No School – Columbus Day Celebrated
Thursday, October 25, 2018	Students attend 8:30 am to 2:25pm Evening Parent/Teacher Conferences (5:00 pm to 8:30 pm)
Friday, October 26, 2018	No Student Attendance, Parent/Teacher Conferences (8:30 am – 12:00 pm)

Friday, November 2, 2018	End of 2 nd Grading Period
Monday, November 12, 2018	No School-Veterans Day Celebrated
Wednesday, November 21 through Friday, November 23, 2018	No School--Thanksgiving Break
Friday, December 14, through Tuesday, December 18, 2018	Final Exam Days, End of First Semester
Wednesday, December 19, 2018 through Tuesday, January 1, 2019	No School-- Winter Break
Wednesday, January 2, 2019	No School - Teacher Institute
Thursday, January 3, 2019	Classes resume for Students – Start of Second Semester
Monday, January 21, 2019	No School--MLK Birthday Celebrated
Friday, February 15, 2019	End of 4 th Grading Period
Monday, February 18, 2019	No School--Presidents Day Celebrated
Thursday, February 28, 2019	Students Attend 8:30 am to 2:25 pm Evening Parent/Teacher Conferences (5:00 pm to 8:30 pm)
Friday, March 1, 2019	No Student Attendance, Parent/Teacher Conferences (8:30 am – 12:00 pm)
Friday, March 22, 2019	No School – Teacher Institute
Friday, April 5, 2019	End of Fifth Grading Period
Thursday, April 18, 2019 through Monday, April 22, 2019	No School -- Spring Break
Saturday, May 11, 2019	Belleville East and West Baccalaureate
Tuesday, May 21, 2019	Belleville East Commencement
Wednesday, May 22, 2019	Belleville West Commencement
Monday, May 27, 2019	No School – Memorial Day Celebrated

Friday, May 31, 2019	Last Day of School
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MESSAGE FROM THE SUPERINTENDENT

Dear Students and Parents:

On behalf of the administration and staff of Belleville East and Belleville West, I would like to welcome you for the 2018-2019 school year. High school is a journey that will shape your future. You will have many opportunities during your years in high school. You will begin to plan and prepare for your future with the classes you take, the activities in which you participate, and the friendships you make. Seek assistance from the staff, the teachers, counselors, and administrators. They are here to help. Your high school experience is what you make it!

Your school has a long tradition of excellence in education and will challenge you to become your very best. Our focus is on your education. We will diligently work to ensure that each student has the opportunity to reach their full potential. There are a tremendous amount of educational opportunities. I encourage you to take advantage of all the offerings that interest you.

Next, seek out activities to enhance your high school experience. The numerous activities we offer include music, drama, speech, debate, clubs and other organizations which cover a wide variety of interests. By becoming involved in extracurricular activities, you will meet new people and open your mind to new concepts.

Your student handbook is a vital part of your success in school. Within this handbook you will find useful resources, the rules, regulations and procedures of the school. The handbook may also direct you to your school website for other helpful information. I encourage you to review and become acquainted with the information within this handbook.

Finally, our students are among the finest in the state. You are a student at one of the top high schools in the state and our expectations for you are high. We want you to focus on your education as well as being involved with some of the many activities offered. Our school is for all students. We ask that you conduct yourself with respect, responsibility, and kindness.

Dr. Jeff Dosier, Superintendent

EXPECTATIONS

The admittance to and continued attendance in public school is a privilege dependent upon compliance with the laws of Illinois and the rules and regulations of the District 201 Board of Education. It follows that when a student does not comply with the law and rules, the privilege of attending school may be revoked. The failure of a student to comply with the duties he is required to perform constitutes misconduct, and such a student is liable to probation, suspension, or expulsion.

Students are expected to display proper conduct to and from school and to refrain from acts of misconduct while on school grounds, in school buildings, or elsewhere while attending school sponsored activities. Students must comply promptly and courteously with a request from any staff member. As long as a student is on the campus, on the parking lots, at a school event, or engaged in a school activity, he/she is to follow school rules. This is necessary for the school to operate smoothly, safely, and efficiently at all times.

The standardization and improvement of uniform student control procedures over a period of years has been important in building District 201's fine educational program. These procedures have contributed greatly to the solution of many problems, have helped to provide working and teaching conditions that are unusually good, and have helped to develop an excellent school.

It is important that each student and parent become acquainted with procedures.

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 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. 21.0 units of credit are required for graduation from District 201. 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 Illinois Constitution and United States Constitution are 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, Introduction to Business & Technology Concepts, Consumer Education, Personal Finance, Adult Living, Parenting, American Problems, Pre-Vocational Training, Work Skills Education or Economics.

Beginning with the Class of 2020, students should be exposed to course content including controversial issues, service learning and simulations of the democratic process, as mandated by the State of Illinois. This content is embedded throughout our year-long Civics: ConsEd/Government Course.

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:

Math	Language Arts	Science	Social Studies	Electives	Physical Education
3 units; Must include Algebra 1 equivalent and 1 unit must include geometry content	4 units; Incorporate two-year writing intensive requirement	** 2 or 3 units	** 2 or 3 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	1 unit from any of the following areas: music, art, world language, or career & technical education	3 units of PE – Health must be taken one semester. * See additional information below.
		<p align="center">** All students are required to earn a minimum of 2 units in Science and Social Studies and one additional unit MUST be earned in Science, Social Studies, or a combination of the two.</p>			

***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.**

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). To graduate from Belleville Township High School District 201, each student must earn 21.0 credits, 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 and a half 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 planning to graduate at the end of the first semester of their senior year must apply in writing prior to November 1. In order to qualify for graduation status, all credits must have been earned and recorded on the official student record card. Failure to comply with the established guideline will cause the student to forfeit early graduation. Because every student needs four years of English, December Graduates will need to take at least one English class in summer school to meet requirements. December Graduates will NOT be able to take 2 English courses during 1st semester

his/her senior year. Taking 2 English courses is only available to students who are at-risk for on-time graduation. Application forms are available in the School Counseling Office. Students submitting a request of early graduation during the month of December will have no reflection of course withdrawal on his/her transcript. If a student chooses to graduate after this deadline, he/she will automatically receive grades of **withdrawal failing (WF) which is calculated in the semester grade.**

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.

GRADUATION CEREMONY

This ceremony is a privilege which is given to those students who display appropriate behavior throughout their tenure at Belleville Township High School District 201. If at any time the administration deems a student's behavior due to discipline, tardies, attendance or any infraction of school rules is inappropriate or detrimental to the solemnity of the graduation ceremony, they will have this privilege denied.

Transfer students are not normally permitted to graduate from District 201 unless they have earned credits for their last full semester here. Transfer students must be in attendance within the first five days of the semester in which he/she has enrolled in order to be a recipient of a District 201 diploma and participate in the Commencement ceremony. If students transfer to Belleville during the last semester of high school, Belleville Township High School District 201 reserves the right to request the prior school issue the diploma.

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 is also used:

I Incomplete.

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

GRADING PERIODS

Two progress reports are sent home with students 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. In addition, D/F notices will be emailed out half-way through the 2nd, 3rd, 5th, and 6th progress reports to those students in jeopardy of failing.

Parents are encouraged to telephone or email 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.

GRADE WEIGHTING

Grades are weighted according to the academic difficulty of each course. Weights are assigned to all courses except physical education, driver education, learning strategies and performance music courses. Courses are categorized and assigned numerical values as follows: Honors .250, Advanced (A) .10, all other courses .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.

Grading Scale

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

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 for weighted classes. Then, under the guidelines established in #1 and #2 above, honor's points will be added. All advanced and honors values are added together and divided by the number of semesters being averaged. This calculation is added to the regular GPA to get an honors GPA.
4. Although weighting factors will affect GPA, they will have no effect on credits earned.

SCHOOL COUNSELING

The goal of the Counseling 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.

IMPORTANT SCHEDULING INFORMATION

Students should discuss with their parents the courses they wish to take prior to meeting with the counselor. Please give serious attention to the course selection process. Course selections will be sent home for parents to view. Any corrections or errors must be reported to the assigned counselor no later than June 1st.

The June 1st deadline is put into effect in order to:

- Teach students to assume responsibility, to develop accountability, and develop perseverance.
- Protect the 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.

- Assure efficient use of staff time.

Rare exceptions to this policy are made when:

1. A scheduling mistake has been made (Example: enrolled in an advanced course without the prerequisite).
2. There is a need to balance classes.
3. Classes must be canceled due to insufficient enrollment.
4. It is determined by school officials that a circumstance exists whereby the student has little chance to realize success.

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 1st
Class Addition	Adding a course where one does not exist	Prior to the first day of school
Class Deletion	Removing a class from schedule and exchanging for a study hall	First ten days of a semester course or first ten days of the year in a year long course
Level Change	Move from one level to another level of the same course	First four weeks of school

TESTS AND TESTING SERVICES

Testing information is readily available in the School Counseling Department. Test offerings may vary from year to year dependent upon State regulations and funding.

Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT)

This is an optional test taken in October of the junior year by those students interested in attending college. It is designed to give the student some insight as to how his/her scores compare to the scores of college bound juniors throughout the nation. Students wishing to be considered for financial aid administered by the National Merit Scholarship Corporation must take this test in October of their junior year. Students must register and pay in advance to take this test. Please look for announcements from the Counseling Office in early October, so you do not miss the deadline.

Scholastic Aptitude Test (SAT)

The Scholastic Aptitude Test (SAT) is used as an entrance examination by many colleges and universities throughout the nation. In addition to the SAT, a college may also require the entering student to take one or more of the fifteen SAT subject tests.

The state of Illinois is on a three-year contract (beginning 16-17 school year) with the Scholastic Aptitude Test (SAT), which means that students will take the SAT during the Spring semester of the Junior year. If students choose to take the SAT a second time, they must register online and take the test on a National test date (Saturday). See test dates below.

American College Testing Program (ACT)

The American College Test (ACT) is used as an entrance exam by many colleges in the United States. Though Illinois is in a contract with the SAT, all state-supported universities in Illinois, as well as many others, will accept either the SAT or the American College Test (ACT) as an entrance examination.

Upcoming SAT & ACT Test Dates:

SAT Test Dates (proposed dates)	ACT Test Dates
August 25, 2018	September 8, 2018
October 6, 2018	October 27, 2018
November 3, 2018	December 8, 2018
December 1, 2018	February 9, 2019
March 9, 2019	April 13, 2019
May 4, 2019	June 8, 2019
June 1, 2019	July 13, 2019

Visit www.sat.collegeboard.org to register for the SAT.

Visit www.actstudent.org to register for the ACT.

ADVANCED PLACEMENT OPPORTUNITIES (AP)

Belleville District #201 offers Advanced Placement (AP) courses in several departments. AP courses meet the requirements of the College Board Advanced Placement curriculum. These courses are designed to prepare students to take the Advanced Placement test for that course, which is an optional test given in May. Since the test is optional, students are responsible for registering for the test and paying any fees associated with the test. The registration for AP exams takes place in March of each year.

DUAL CREDIT

To get college credit, students must earn a "C" or better in the course. No other tests are required. It is strongly recommended that students check with the colleges that they are considering to find out the credit will be accepted.

Please see the school counseling page for AP and Dual credit courses offered.

For Belleville West, go to <http://www.bths201.org/index.php/bwcounslftmen>

For Belleville East, go to <http://www.bths201.org/index.php/becouns>

RUNNING START

Belleville Township High School District 201, in partnership with local Southwestern Illinois College, will offer the Running Start Program to expand the educational opportunities of high school students their junior and senior year. Students may take college level courses while still in high school and earn high school and college credit. Students should contact their high school counseling office for the specific procedures for acceptance into the program.

NCAA DIVISION I AND II COURSE REQUIREMENTS FOR ATHLETES

Students aspiring to play Division I or II athletics must register with the NCAA Clearinghouse following their junior year.

- I. Specific approved academic courses, grade point average and ACT/SAT test score requirements may be obtained at the NCAA website www.eligibilitycenter.org. Prospective student athletes should visit this website frequently to stay up-to-date about requirements.
- II. Division II student athletes are required to have at least a 2.0 Core GPA in addition to meeting the 16 core courses. Division I student athletes entering before August 1, 2016 must maintain a minimum GPA of 2.00 in core courses and earn an SAT score of 1010 or an ACT subscore total of 86. With a higher GPA, a lower test score is acceptable. Division I student athletes entering college on or after August 1, 2016 must have a Core GPA of 2.0 in order to receive Aid and Practice, but must have at least a 2.3 GPA for Competition. Students must also meet the corresponding test-score requirements listed on a sliding scale, which is available on the NCAA website www.eligibilitycenter.org.
- III. Check courses carefully EACH SEMESTER to make sure you are meeting NCAA course requirements.

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 ensuring 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.** Any student arriving to class over 10 minutes late without an excused pass should be sent to the Class Office to obtain an admit.

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/she was present the last day before the event.

CLASSIFIED REASONS FOR ABSENCE

1. **Excused Absence:** The school recognizes an excused absence which is due to personal illness, death in family, or an emergency situation acceptable to the school administration. An excused absence allows the student 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:** Students who know in advance that they will be absent must make arrangements with their assistant/associate 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 which include the whole family, 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. Students who fail to properly arrange for a planned absence may have their absences classified as unexcused.
3. **Unexcused Absence:** An absence due to truancy or any cause which the office of the assistant/associate principal cannot approve is classified as unexcused. It is to the student's advantage to cover the subject matter missed.
4. **Absence Limit and Medical Statement:** The school will 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 District 201. 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 of attendance, it is required that the parent or guardian communicate with the Attendance Office between 8 a.m. and 9 a.m. the morning of the absence.

East (222-3700)
West (222-7500)

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 numbers listed above.

The prompt will direct you to dial "1" for the absentee line:

Freshmen 1
Sophomores 2
Juniors 3
Seniors 4

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 REPORT AN ABSENCE.**

If the absence is of more than one day's duration, the Attendance Office must 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.

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 out with the Class Office and upon returning to campus the student must check in to the Class Office, nor should any student report to school late in the morning without checking in to the Class Office. Failure to do will result in an unexcused absence.**

Students who become ill at school and must miss class must secure a pass from their teacher, counselor, or assistant/associate principal and report to the health office.

GROUND PASSES

If a student needs to leave campus during the school day (between 8:30 AM and 3:30 PM), a telephone call or note from the parent/guardian is required to the appropriate assistant/associate principal's office. A Ground Pass will be given to the student indicating what time they are to leave and where they are going (i.e., doctor, dentist, or personal business). It is the student's responsibility to pick up the Ground Pass from the assistant/associate principal's office during their free time. Students must "check in" at their assistant /associate principal's office when they return from their appointment.

POLICY REGARDING BEFORE SCHOOL ARRIVAL

Belleville District 201 keeps 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. are those students who are being directly supervised by a staff member.

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

For the Belleville East Campus:

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, in the cafeteria or media center until that time.

CHANGE OF STUDENT CONTACT INFORMATION

Any change in the student's address or phone number must be reported to the Class Office as promptly as possible. Any change in the student's address requires proper documentation. Please contact the appropriate assistant/associate principal for details. This enables the school to send all mail to the proper address and to contact the home when necessary.

WITHDRAWAL OR TRANSFER FROM SCHOOL

The following steps are required to complete a transfer or withdrawal:

1. Provide notification by a parent or guardian to the class office indicating approval of the student's withdrawal or transfer.
2. Secure permission for transfer or withdrawal from the appropriate assistant/associate principal.
3. Notify the appropriate counselor.
4. Clean out their locker of all personal belongings.
5. Return books to the bookstore and the media center.

DISTRICT 201 ALTERNATIVE DAY PROGRAM

Belleville Township High School District 201 Alternative Day Program is an educational program designed to address the physical, emotional, social and intellectual needs of at-risk students in order to successfully transition back to Belleville East or West High School. Classes for the Alternative Day Program are held on the Belleville East Campus. Placement is recommended by the Belleville East or Belleville West administration. Alternative Day Program is an extension of Belleville East and West High School, all behavioral rules and expectations of East and West apply to the Alternative Day Program.

ALTERNATIVE NIGHT SCHOOL PROGRAM

Students who access this program must receive approval from their assistant/associate principal. The program is located on the Belleville West campus. Students can receive 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 Alternative Education (222-3723) 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.

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 school counseling 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/guardian's signature on the work permit if the student is under 16 years of age.

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 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 school counselor. Students may go to the Counseling Office to talk with their counselor or a social worker.

RENAISSANCE PROGRAM

Belleville District 201 students, staff, parents, and businesses joined 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 District 201 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 / HONORS LUNCH

The administration and staff of District 201 expects 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/Honors Lunch Program**” has been established to reward these students. This program entitles Juniors and Seniors 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.

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. For additional information please use the following links:

Belleville East: <http://ww2.bths201.org/east/teachers/khoerner/content.php?q=NHS>
or contact Matthew Osborn at mosborn@bths201.org

Belleville West: contact Lisa Quandt at lquandt@bths201.org or Brett Patterson at bpatterson@bths201.org

CAREER & TECHNICAL EDUCATIONAL 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: Accounting, Administrative Support and Information Processing, Marketing, Computer Programming, Entrepreneurship, Computer-Aided Drafting, Automotive Mechanics, Machine Tool Operation, Construction, Electronics, Welding, Agriculture Science, Culinary Arts, Work and Family Studies, Photography, and Graphic Production and Design. Opportunities for paid cooperative work experiences are available to some seniors. Dual credit opportunities through Southwestern Illinois College are available in some Career and Technical Education classes.

SCHOOL LIBRARY MEDIA CENTER

The School Media Center is designed to support the endeavors of our students, teachers, and administration. The media center is staffed with certified teacher-librarians.

The extensive library collections, both print and nonprint, support the curriculum and promote pleasure reading. The media centers also serve as production facilities by giving students access to the computers, productivity tools, and resources they need to create, collaborate, and communicate.

The media centers' websites serve as virtual libraries. Through a variety of online subscriptions, the sites provide 24/7 access to full text journals, magazines, newspapers, books, and other media. In addition, they offer access to print collections, productivity tools, and additional resources.

Hours of Operation: Every school day from 8:00 a.m. to 4:00 p.m.

InterLibrary Loan: Students have interlibrary loan privileges. As such, students will be held financially responsible for interlibrary loan items that are lost, damaged, or overdue.

Access to Library Resources: As stated in the ALA's Library Bill of Rights, only parent(s)/guardian(s) maintain the right and responsibility to restrict their student's access to library resources, including interlibrary loan selections (Section 53.1.4). We encourage parent(s)/guardian(s) to be actively aware of their student's reading selections.

STUDENT ACCEPTABLE USE FOR 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. Staff members may, consistent with the Superintendent's implementation plan, use the Internet 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. Any material that is stored, transmitted, or received via the District's electronic network or District computers, including files deleted from a user's account but not erased, are owned and controlled by the School District. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. School officials will not intentionally inspect the contents of electronic communication or downloaded materials without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding electronic communication or downloaded material that are alleged to contain material in violation of this policy or the Authorization for Electronic Network Access, or unless as required to investigate a complaint that the sender or intended recipient has violated District policy as contained in this Board Policy Manual. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

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/Designee.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District’s computers to access the Internet 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 *Authorization for Electronic Network Access*, or this policy, may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

USING PHOTOGRAPHS OR VIDEOS OF STUDENTS

Pictures of Unnamed Students. Students may occasionally appear in photographs and videos taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students. Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge that those students who participate in a school activity deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student’s parents or guardians must sign a consent form. Please complete and sign the *Authorization for Using a Photograph or Video of a Student* card to allow the school to publish and otherwise use photographs and videos, with your child or ward identified, while he or she is enrolled in this school. The consent may be revoked at any time by notifying the Building Principal in writing.

Pictures of Students Taken by Non-School Agencies. While the school limits access to school buildings by outside photographers, it has no crowd control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

BOOKSTORE

The bookstore is open each day before school, during the lunch hours and after school to accommodate the needs of our students. The normal bookstore hours are posted on the door of the bookstore, parents are also encouraged to call the bookstore.

East 222-3753
West 222-7627

Each student will be assessed a non-refundable fee for textbook rental. The fee will be announced prior to the start of school. 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 of repair or replace the textbook. If you find something wrong with your textbook, bring it back to the bookstore immediately, or you will be responsible for the damages.**

STUDENT AID/WAIVER OF SCHOOL FEES

In cases of extreme financial need, books, fees, and lunches are furnished to students. The degree of aid given is based on need. Students with financial difficulties should see their assistant/associate principal. Waived fees do not include costs for lost or damaged books, locks, replacement ID cards, materials, supplies and equipment, music classes, Drivers Ed, parking passes, extra-curricular fees or athletic fees.

To apply for a school fee waiver, a parent/guardian must fill out a "Request for a Waiver of School Fees and Charges" form and/or a "Student Dress Code Policy Economic Hardship" application and submit it to an assistant/associate 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/associate 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 instructional materials or to pay required fees.

FOOD SERVICE

Breakfast will be served from 8:00 a.m. to 8:30 a.m. Lunch will be served periods 3 through 5. The Food Service Department provides multiple entrée choices, many side dish choices and ala carte items on four service lines. A snack bar is also offered.

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. Do not move tables.
3. Do not move chairs from one table to another.
4. Do not tilt chairs on their back legs.

5. Place all paper food containers in the waste cans before placing trays in designated area for cleaning. (Do not stack trays)
6. There shall be no loud conversation, singing, boisterous conduct, unnecessary noise or profanity.
7. Follow directions of faculty, staff, and cafeteria personnel.
- 8. Do not take food or drinks out of the cafeteria.**
9. Students who throw food or leave trays and dishes in the cafeteria will be assigned after-school detention, Saturday detention and/or cafeteria clean-up.
10. 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.
11. Students who are not purchasing food or drink are not to be in the service or check-out lines.
12. Students may not be on their phones while in the serving or cashier line.

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, 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. To make advanced payments to a student account go to the school website at <http://www.bths201.org/index.php/schools> and follow the quick links or visit the website: www.myschoolbucks.com or call their number 1-855-832-5226. 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 ensuring 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 a

physical examination and up-to-date immunizations on file by the first day of school. The physical must be recorded on the State of Illinois Certificate of Child Health form. Students may obtain the physical from the physician of their choice. The physical may be completed by a MD, DO, APN or PA. Physical exams are required annually for participants in athletics and Marching Band.

*New requirement for 9th graders- 1 dose of meningococcal conjugate vaccination (MCV4) mandated.

All students entering into their senior year of high school are mandated by the state of Illinois to have documented proof they received meningococcal conjugate vaccine (MCV4) at or after the age of sixteen years of age. The proof is required the first day of the student's senior year.

The Health Office 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. The students must obtain a pass from their teachers or the 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.**

First aid may be given when an injury occurs as deemed appropriate. In the 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". State law does not allow the Health Office to be used as a clinic. Students are not to use the Health Office as a substitute for obtaining medical services from their own physicians.

If the student receives diagnosis of a specific medical problem or disability that would necessitate medical attention or treatment at school, written documentation from a MD, DO, APN or PA must be provided to the Health Office by the parent/guardian.

ADMINISTERING MEDICINES TO STUDENTS

Prescription Medication

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 prescription medication is required to be taken by a student while at school, the health care provider and the parent must complete and sign the "Authorization and Permission for Administration of Prescription Medication" form. This prescription medication should be brought to the Health Office by the parent/guardian in the original prescriptive container, or it can be brought directly to the Health 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, 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 "Authorization and Permission for Administration of Prescription Medication" form, an Asthma/Allergy Care Plan, Allergy Emergency Care Plan, or a Diabetes Care Plan as listed on the District 201 website.

Non-prescription Medications

When an over-the-counter medication is required, the parent/guardian must complete a "Non-prescription 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 overseer 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," and the specific emergency care plan completed.

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 District 201 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 times.
9. Keep the bus neat and clean.
10. Students who misbehave will be reported to school authorities, and failure to observe safety rules may result in disciplinary action.
11. Students are required to ride their assigned bus. Only with prior approval by the appropriate assistant/associate principal and written parental permission, may a student ride a bus other than the one to which he/she is assigned.

Failure to abide by these rules may result in disciplinary action which may include a bus suspension.

TRANSPORTATION

According to the policy of the Board of Education, all students who live within 1½ miles of Belleville East or Belleville West 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 be available during registration. 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 and videotaped thus helping to provide a safer environment.**

LOCKERS/PROTECTION OF PERSONAL PROPERTY

Students are assigned a locker for their personal use. School lockers 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. For additional information concerning locker usage, please see each school's individual website.

Do not bring valuable personal property or large amounts of cash to school. Secure cell phones and other valuables in your assigned locker. Do not store valuables in P.E. lockers.

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 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 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/associate 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.

LOST AND FOUND

Students are urged to cooperate in bringing any article found on the East Campus to the bookstore and on the West Campus to the Assistant Principal's office.

PARKING AND VEHICLE REGULATIONS

Students in possession of a valid driver's license, insurance, and a student parking permit are eligible to park on school lots. Students may obtain a parking permit for an annual fee in the bookstore. All fees must be paid before a parking sticker will be issued. Students who park improperly or who do not possess a valid parking sticker will be assessed the parking fee which will be added to their school account. The illegally parked vehicles also may be ticketed by the Belleville Police Department and/or towed at the owner's expense.

Students are not to park in areas designated as Staff Parking or Bus Loading Zone.

NOTE: 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.

Students who must take their cars to Auto Shop should secure permission slips from their teachers.

Students should show concern for others and the school environment by refraining from littering the school neighborhood, adjacent property, and the campus. Also, students are expected to show common decency to their school neighbors by refraining from congregating on their property.

The parking lots are considered to be school property. Students are to be in the parking lots only when arriving or leaving campus. Students are to leave their cars and immediately come on campus upon arriving. Students are not to trespass on the neighborhood private property or loiter along sidewalks.

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 following:

District Website: <http://www.bths201.org>

District's Twitter feed: <https://twitter.com/BTHS201>

District's Facebook page: <https://www.facebook.com/pages/Belleville-Township-High-School-District-201/108454639310779> and announced on television stations 2, 4, & 5, and via an automated message. Emergency

cancellations are also available on the television station websites:
<http://www.myfox2now.com/>, <http://www.kmov.com/>, and <http://www.ksdk.com/>.
The school's main telephone greeting will NOT be changed to reflect cancellations for inclement weather, unless the closing occurs during the school day.

AUTOMATED NOTIFICATION SYSTEM

The district is using an automated system 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 dependent 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/associate principal's office immediately.

What you need to know about the automated notification system

- Caller ID will display 411 if the message is a dire emergency.
- The automated system will leave a message on any answering machine or voicemail.
- If the automated message stops playing, press any key (1-9) and the message will replay from the beginning.

STORM DRILL INSTRUCTIONS

1. The storm drill signal is an announcement made on the public address system.
2. The signal to return to class is an announcement made on the public address system.
3. The location of rooms will determine if the teacher and class will remain there or move to a safer area. (See chart in room for specific directions.) If the room is one from which the class moves, the teacher should designate a room captain to lead the class to a safer area. The teacher should be the last to leave the room and will see that windows and doors are closed. If the class is to stay in the room, students should be seated on the floor nearest a wall and as far away from windows as possible.
4. Students with unassigned time should seek shelter in the lower hall of the nearest building.
5. In cases of extremely dangerous situations, faculty should use good judgment in protecting the students.

FIRE DRILL INSTRUCTIONS

1. The fire alarm is a loud, continuous blaring sound.
2. The signal to return to class is an announcement made on the public address system.
3. Each teacher will appoint a room captain who will lead the class from the building to the designated place.
4. Teachers will remain in the room until the last student has left and will close all windows and doors.
5. A card giving specific fire drill directions is posted near the door in each classroom.

6. Students with free periods are to go to the closest outdoor rally point.

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.

DANCE PROCEDURES

1. A school issued 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 assistant/associate principal prior to obtaining tickets.
2. Transportation arrangements home should be made before the dance.
3. Once a student enters a dance, he/she may not leave and return.
4. 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/associate principal. All posters must meet the same requirement of propriety as is expected in all school endeavors.

CAMERAS ON SCHOOL GROUNDS

The Belleville District 201 campuses are 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

All visitors are required to stop and check in at the security checkpoint. Permission to have a visitor should be secured at least 3 school days in advance from the Class Office. The sponsoring student must obtain visitor forms from the assistant/associate principal's office, complete and return them to same before the visiting day. 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 District 201 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.

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/associate 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.

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. Students are to proceed directly to the building after arriving in the parking lot, drop off zone, or campus property. It is our concern for the safety and welfare of students that prevents us from allowing them to leave freely during the day. Parking lots and neighboring properties are off limits. If a student needs to leave campus early, permission must be obtained from the Class Office. Failure to receive proper clearance to leave or to go to the parking lot will result in an unexcused absence and possible disciplinary action.

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 assistant/ associate 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.

PHILOSOPHY

Rules and procedures are also established by Belleville District 201 to provide for optimal functioning of this educational community of 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 District 201 students are well behaved, self-directed, and cooperative. The rules and procedures of the district 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 within Belleville District 201.

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

1. Comply with the policy statements and rules and regulations of the Board of Education of District 201. 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 District 201.
3. 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 the 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.

DRESS CODE

Belleville District 201 encourages 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. Reasonable accommodations to comply with the dress code (no more than five days) will be given to transfer students registering during the school year.

Specific dress code information will be handed out at student registration and is also available from the Assistant Principal's office.

Students not complying with this policy will be sent home to change clothes and will be **unexcused** for the duration of their absence.

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 the assistant/associate principal's office 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 ID

WEARING OF THE ID'S: All students must wear a lanyard and school 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/associate principal, before 1st hour to get a new ID, or show you have your ID.

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), appropriate discipline will be assigned.

***Failure to report to the bookstore after a referral will result in discipline being assigned.**

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. A student may purchase extra ID's and keep them in the bookstore.

FALSE ID'S: Any student found wearing an ID which is not his/her own or an ID from a previous school year will be assigned appropriate discipline with progressively more serious consequences for repeated offenses.

ATHLETICS

The athletic program at Belleville Township High School District 201 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.

IHSA ELIGIBILITY RULES

IHSA eligibility rules can be found at www.ihsa.org.

SCHOLAR ATHLETE PROGRAM

Criteria:

1. Junior or Senior on a varsity team.
2. Current GPA of 3.5 or higher (Fall- 1st, Winter-4th, Spring-5th)
3. No discipline at all for the current school year

BELLEVILLE TOWNSHIP HIGH SCHOOL DISTRICT 201 ATHLETIC CODE OF CONDUCT

District 201 considers athletics to be very important components of the comprehensive high school program. These experiences greatly enhance a student's involvement with and enjoyment of his/her high school career, and contribute to a

well-rounded and multi-faceted individual. As part of any athletic team, you become a representative of District 201. As such, you are expected to behave in an appropriate manner, both on and off the field. The success of our athletic program depends on the quality of the people participating within them. In order to succeed in athletics, good sportsmanship is required.

Philosophy

Belleville Township High School District 201's Athletic Programs are an integral part of the total curriculum of the district. They provide wholesome opportunities for young people to learn lessons in sportsmanship, teamwork, competition (how to win and lose gracefully), and self-discipline. Athletic programs play an important part in helping students develop a healthy self-concept as well as a healthy body. Healthy competition adds to our school spirit and school pride.

Belleville Township High School District 201 athletic programs provide young people with an opportunity to participate in a wide variety of sports. Such participation is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the community, and to the student athlete.

The interscholastic athletic programs shall be conducted in accordance with existing school policies, rules, and regulations as well as the by-laws of the Southwestern Conference. While the administration takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressure which might neglect good sportsmanship and wholesome competition. At all times, the athletic programs must be conducted in such a way so as to justify them as educational activities.

Belleville Township High School District 201 clearly understands athletics are competitive experiences, and therefore, not all athletes receive the same participation opportunities in game and contests. This philosophy supports that athletics are learning experiences and that all student-athletes, regardless of ability, will be afforded opportunities to develop the intangibles such as skill development, commitment, perseverance, self-discipline, self-efficacy, and respect for rules and regulations. These skills are essential life skills.

Purpose

Participation in student athletics is considered an extension of, although separate from, the regular school day. While the regular curricular program is a right afforded each student, participation in athletic programs is a privilege, and as such carries substantially increased expectations beyond those applicable in the daily classroom situation. This Code of Conduct is established for young people taking part in these programs. By electing to participate in an athletic program, the student is choosing to extend their school day, as well as the expectations for appropriate behavior and conduct. This code is considered to be in effect, at all places and times, 24 hours per day, 12 months per year. Annually, students participating in athletics will be required to sign a form agreeing to adhere to this code of conduct. The athletic code of conduct is available from the Athletic Director.

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. Those with questions should contact the Assistant Chief Engineer, Mike Albert, at Belleville West (618-222-7667), Assistant Chief Engineer, Kelvin Samuel, at Belleville East (618-222-3759) or Assistant Superintendent at (618-222-8203).

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. In constructing the new West campus, builders used no asbestos-containing materials. The entire facility is free of asbestos.

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.

Please be advised that steps are continually being taken to manage or remove the asbestos in the Belleville East High School in Belleville, Illinois. The Board of Education for the Belleville Township High School District 201 will annually update the progress that we make; such as inspections, re-inspections, response actions, post response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

Several years ago we had chosen Environmental Consultants, LLC as our asbestos consultants who have provided asbestos building inspections and updating our asbestos management plan. Along with the management plan, awareness training has been provided to the maintenance and custodial staff. Labeling has also been performed on the piping insulation, which contains asbestos.

Every six months a periodic inspection will occur throughout the building. This inspection will insure that every six months that all asbestos has been checked for any changes in condition.

All asbestos has been inspected as part of the management plan. Each area has been categorized and sampled as part of this record keeping. Our copy of this management plan is available for review in the District 201 Board Office by appointment and is to be kept in the office by law.

COMPLIANCE WITH FEDERAL & STATE LAWS AND REGULATIONS

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

The policy of District 201 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 District 201 will maintain all necessary records for the lengths of time required by law, and that students and parent(s)/guardian(s) 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 and Belleville West will not discriminate in its programs and activities against any person because of race, color, national origin, religion, age, sex, sexual preference, or handicap.

Concerns regarding this policy should be referred to the Building Principals.

STEVENS AMENDMENT

A number of district programs, projects, and in-service opportunities depend in whole or in part on federal funding 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 201 coordinates services between and among these vital federal funds and state and local grants and revenue sources. 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 parent(s)/guardian(s) 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/>.

ELEMENTARY AND SECONDARY EDUCATION ACT

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 parent(s)/guardian(s) have the right to opt out of the release of this “directory information.” A secondary school student or the parent/guardian may request that the student’s “directory information” not be released without prior written parental consent.

To deny sharing “directory information”, the parent/guardian or student must send a written request by October 1 of this school year. This written request should be directed to the Building Principal’s Office. Questions regarding this matter may be directed to the Building Principal.

NOTIFICATION TO PARENT(S)/GUARDIAN(S) 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).

SURVEYS BY THIRD PARTIES

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

SURVEYS REQUESTING PERSONAL INFORMATION

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

1. Political affiliations or beliefs of the student or the student’s parent/guardian.

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

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

STUDENT BIOMETRIC INFORMATION

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

SCHOOL REPORT CARD

The school report card is a document that is produced by the Illinois State Board of Education for each public school and school district in compliance with the Illinois School Code. The report card describes the performance of students by school attendance centers and by district. The report card also describes the district's use of financial resources. The report cards for BTHS 201 may be accessed on the district website, www.bths201.org.

FEDERAL FUNDING

District 201 annually applies for and receives federal funds through the Title I and Title II Grant Programs. Title I funds are used to provide supplemental resources for at-risk students. The funds are concentrated in the areas of Language Arts and Math. Title II funds are used to lower class size in Math. More specific information regarding these funds and other state grant funds and their subsequent use can be obtained from the building principal.

TEACHER QUALIFICATIONS

Parent(s)/guardian(s) 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/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

Belleville Township High School District 201 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.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that

the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the

parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605