

**EL PASO GRIDLEY  
HIGH SCHOOL  
STUDENT HANDBOOK**



**2016-2017**

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## EPG VISION STATEMENT

Committing: ... to student growth

Connecting: ... to our students and community

Creating: ... the best student learning opportunities

## EPG... IN ALL THINGS, STUDENTS FIRST

### STAFF DIRECTORY

Brian Quam – Principal

Beth Ehresman – Guidance Counselor

Dave Ferrenburg – Athletic Director

Angie Seggerman – Administrative Assistant

Stephanie Tipler - Administrative Assistant

Christy Quam – Social Worker

Jil Stauter – School Psychologist

Dr. Nicole Rummel - Director of Instruction

| <u>BUILDING/LOCATION</u> | <u>FACULTY MEMBER</u> | <u>DEPARTMENT</u> |
|--------------------------|-----------------------|-------------------|
|--------------------------|-----------------------|-------------------|

#### HIGH SCHOOL FIRST FLOOR

|     |                 |                   |
|-----|-----------------|-------------------|
| #11 | Beth Ehresman   | Counselor         |
| #12 | Todd Johnson    | Special Education |
| #13 | Cathy Cordell   | Art               |
| #14 | Garrick Haywood | Special Education |
| #15 | Janelle Czapar  | Science           |
| #16 | Stephanie Hiles | Science           |

#### HIGH SCHOOL SECOND FLOOR

|         |                |                                |
|---------|----------------|--------------------------------|
| #20     | Jennifer Smith | Special Education              |
| #21     | Jodie Schlipf  | English                        |
| #22     | Kelly Eastman  | English                        |
| #25     | Class Checkout | Computer Lab                   |
| #26     | Doug Wuethrich | Business/Computer              |
| #27     | Cloey Weber    | English                        |
| Library | Ashley Brown   | Study Hall/Virtual High School |

#### HIGH SCHOOL THIRD FLOOR

|     |                  |                  |
|-----|------------------|------------------|
| #30 | Nathaniel Meiss  | Math             |
| #31 | Rhonda Zielsdorf | Math             |
| #32 | Kara Spenard     | Foreign Language |

|     |                |                   |
|-----|----------------|-------------------|
| #33 | Kathy Johnson  | Special Education |
| #34 | Stacey Schuler | FACS              |
| #35 | Amanda Rassi   | Foreign Language  |
| #36 | Steve Rigsby   | Math              |

### **CENTENNIAL HALLWAY**

|                  |               |                        |
|------------------|---------------|------------------------|
| #16C             | Matt Caslow   | Science                |
| #17C             | Annie Furrow  | Health                 |
| #17C             | Dick Bouris   | Driver's Education     |
| #18C             | Ken Colmone   | Social Science         |
| #19C             | Alex DePauw   | Social Science         |
| #21C             | Jerry Sax     | Social Science         |
| AG Room          | Eric Reutter  | Agriculture Department |
| Music Department | Alyssa Arkin  | Band                   |
|                  | John Shaffer  | Chorus                 |
| Titan Center     | Linda Hocker  | PE Dept.               |
| Titan Center     | Mike Souhrada | PE Dept.               |

### **TECHNOLOGY**

Lori Kirchner – Technology High School Second Floor  
 Justin Kissinger – Technology High School Second Floor

### **CUSTODIAL/MAINTENANCE**

JT Carr – Maintenance  
 Sheri Chiotti & Floyd Walters – Daytime Custodians  
 Justin Knepp & Darrell Schieber – Night Custodians

### **CLASS SPONSORS**

|               |                                               |
|---------------|-----------------------------------------------|
| Class of 2017 | Kathy Johnson, Todd Johnson, Stacey Schuler   |
| Class of 2018 | Nathaniel Meiss, Doug Wuethrich, Kara Spenard |
| Class of 2019 | Eric Reutter, Amanda Rassi, Jodie Schlipf     |
| Class of 2020 | Alex DePauw, Kelly Eastman, Garrick Haywood   |

### **CLASS DUES**

Class dues are \$20.00. These dues will be collected from students one time during their high school career. If the dues are not paid by their junior year, they will have to pay them before they can attend Prom for the first time.

### **SPORTS**

**Athletic Director – Mr. Ferrenburg - 527-4510**

|                                |                            |
|--------------------------------|----------------------------|
| Baseball                       | Head Coach, Mr. Souhrada   |
| Basketball (Boys)              | Head Coach, Mr. Meiss      |
| Basketball (Girls)             | Head Coach, Mr. Bobbitt    |
| FB Cheerleading                | Mrs. S. Mool               |
| BB Cheerleading                | TBA                        |
| Cross Country (Boys and Girls) | Head Coach, Mr. Melick     |
| Football                       | Head Coach, Mr. Rigsby     |
| Golf (Boys and Girls)          | Head Coach, Mr. Colmone    |
| Softball                       | Head Coach, Mr. Stella     |
| Swimming                       | MTHS, RBHS, EHS Coop       |
| Track (Boys and Girls)         | Head Coach, Mr. Melick     |
| Volleyball                     | Head Coach, Ms. Grusy      |
| Wrestling                      | Head Coach, Mr. Sant-Amour |

### **EXTRACURRICULAR**

|              |                      |
|--------------|----------------------|
| Bass Fishing | Sponsor, Mr. Bagnell |
| FFA          | Sponsor, Mr. Reutter |

Jazz Band  
Jr. /Sr. Play  
Key Club

Marching Band  
Musical  
Scholastic Bowl  
Show Choir  
Student Council

Yearbook

## **CO-CURRICULAR**

Chorus  
Jazz Band  
Marching Band

Sponsor, Ms. Arkin  
Sponsor, TBA  
Sponsor, Mrs. Hiles  
Mrs. Zielsdorf  
Sponsor, Ms. Arkin  
Sponsor, Mr. Shaffer  
Sponsor, Mr. DePauw  
Sponsor, Mr. Shaffer  
Sponsors, Mrs. Zielsdorf  
Mrs. Hiles  
Mrs. Cordell

Sponsor, Mr. Shaffer  
Sponsor, Ms. Arkin  
Sponsor, Ms Arkin

## **BELL SCHEDULE**

|               |                                 |
|---------------|---------------------------------|
| 7:32 – 8:15   | 0 Hour                          |
| 8:25 – 9:08   | 1st Period                      |
| 9:13 – 9:56   | 2nd Period                      |
| 10:01 – 10:44 | 3rd Period                      |
| 10:49 – 11:32 | 4th Period                      |
| 11:37 – 12:20 | 5A Period (Lunch 12:20 – 12:50) |
| 12:07 – 12:50 | 5B Period (Lunch 11:32 – 12:02) |
| 12:55 – 1:38  | 6th Period                      |
| 1:43 – 2:26   | 7th Period                      |
| 2:31 – 3:14   | 8th Period                      |

## **EARLY SCHEDULE (2:30 DISMISSAL)**

### **FULL CLASS PERIODS 0-7 AND THERE WILL BE NO 8TH HOUR**

**\*0 hour will always start at 7:32 a.m. regardless of dismissal time.**

Students arriving early for class or practices please enter the link doors on the North Side. The Link will be open for studying or conversation. Students may not be in the building after 4:00 p.m. unless under the direct supervision of a teacher or coach. Exceptions must be arranged by parents in advance by direct contact with the principal.

## **GENERAL INFORMATION**

### **INTRODUCTION**

This handbook is offered to provide you with basic information about El Paso Gridley High School, and to explain the various procedures you should follow when attending classes, conducting school business or attending school – sanctioned activities at EPGHS. You will be held responsible for knowing and following all procedures, policies and regulations. Keep this handbook available for your reference. **EPGHS administration reserves the right to change rules as needed in order to maintain a safe and orderly learning environment.**

### **ANNOUNCEMENTS**

Daily announcements are to be turned in to the Main Office by 3:00 p.m. for the next day. Announcements will be emailed to first hour teachers and students. First hour teachers will post them in their room for students to see. Announcements will be read over the intercom at the beginning of each day and will be posted on the Unit 11 website. It is important that each student pay close attention to the announcements each day.

### **CHANGE OF ADDRESS OR TELEPHONE**

Report to the office immediately any change of home address, home or parent's work telephone number or any other important information which we may need in order to contact your parent or guardian in case of an emergency.

### **DELIVERIES**

The delivery of gifts, flowers, balloons to students (ex. Senior Night, Valentine's Day, Birthday, etc.) are not allowed.

### **EMERGENCY PROCEDURES**

Plans have been made to protect your safety when emergencies occur. Become familiar with fire/tornado exit plans posted in each of your classrooms. In any emergency, silence and complete cooperation with teachers' instructions are essential. When evacuating the building or moving to a shelter area, walk rapidly but do not run. Assume that all alarms are genuine until proven otherwise.

## **HALL PASSES**

Students should not be out of the classroom after the bell. If under special circumstances a student needs to leave the classroom, the student is required to have a pass to be in the halls at times not normally designated for passing. Failure to acquire a pass may result in the student being issued a detention and losing hall pass privileges for the remainder of the semester. Passes for 8th period study halls must be acquired prior to 8th period.

## **HALL PASS**

A Hall Pass allows a teacher to:

1. Authorize you to go from one location to another.
2. Excuse an unavoidable tardiness.
3. Request that you be excused from study hall.

Students who are in possession of unauthorized passes should be prepared to face disciplinary action.

## **LOST AND FOUND**

All lost and found items should be turned in to the high school office. Billfolds, purses, watches, and rings will be kept in the office and may be claimed after proper identification of the lost item has been made. It is recommended all valuables be secured or not brought to school.

## **STUDENT INSURANCE**

Student insurance is available at a nominal cost and is optional. When an insured student under this plan is injured, they will be given a claim form from the unit office. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no negotiations with the company.

## **SCHOOL CLOSINGS**

El Paso Gridley C.U.S.D. #11 uses several sources to notify the parents and community of emergency closings. Parents/Guardians will be notified via SkyAlert via email and phone call. Other sources used include:

1. Radio Stations
  - WJBC 1230 AM / WBNQ 101.5 FM / WBWN 104.1 FM – Bloomington
  - WTRX 93.7 FM / WJEZ 98.9 – Pontiac
  - WCIC 91.5 FM – Peoria / 98.9 FM – Bloomington
  - WMBD 1470 AM / WPBG 93.3 FM / WSWT 107 FM / WWFS 1290 AM
  - WXCL 104.9 FM / WOAM 1350 AM
  - WIRL 1290 AM – Peoria
2. Television Stations
  - WHOI – Channel 19 (Woodford County Cable 4; Gridley Cable 3)
  - WEEK – Channel 25 (Woodford County Cable 5; Gridley Cable 4)
  - WMBD – Channel 31 (Woodford County Cable 8; Gridley Cable 5)

## **STUDENT RECORDS**

Certain records are required to be kept at school. Student records are available for inspection by parents or guardians by making arrangements with the teacher or principal. Psychological records are also available for inspection by contacting the principal or school psychologist. Upon inspection of the records, should any error be discovered, it should be pointed out immediately to the teacher or principal along with an explanation of why the information is in error. Should the parent or guardian take exception to any part of the record (with the exception of a letter grade) they should inform the records custodian at the District's Unit Office. The law permits the inclusion of a statement of rebuttal in such cases.

## **VISITORS**

Students are not allowed to bring visitors to school. School premises are for school business only. Any person wishing to visit a class and/or a teacher must obtain permission in advance from the principal's office.

# **ATTENDANCE**

## **EL PASO GRIDLEY C.U.S.D. #11 ABSENCE AND TRUANCY POLICIES**

In the State of Illinois, students 7-17 years old are required by law to attend school on a daily basis. According to the State Board of Education excessive absenteeism is defined as those students who have missed 5% out of the last 180 school days. Regular attendance is critical in developing appropriate academic and social skills for each child. El Paso Gridley C.U.S.D. #11 has adopted the following attendance policy for each of our buildings.

1. A student who is absent for three (3) or more consecutive days may be required upon returning to provide a doctor's note indicating why the student was absent.
2. Students will be allowed a maximum of five (5) excused absences per semester. All absences exceeding five (5) will be recorded as unexcused.
3. Absences that are accompanied by a doctor's note will not count against these 5 days.

4. The Principal reserves the right to make modifications to the coding of the absence.
5. The Regional Office of Education #53 Truancy Officer may be notified after excessive absences are accumulated by the student.

## **ATTENDANCE PROCEDURES**

1. Attendance in all assigned periods is required. Regular attendance is critical to success in school. Make sure that all absences are necessary and unavoidable.
2. Each day that you are absent, your parent or guardian must call the High School at 527-4415 to report your absence and must be made within 24 hours of the absence. This is required regardless of your age at the time of the absence. A message can be left at the above number before and after school on the attendance line.
3. When you return from an absence report directly to the office. Students should check on the status of their absence (excused or unexcused).
4. Willful and deliberate truancy from assigned classes or study halls, or the falsification or contribution to falsification of any attendance report on information may result in a detention or other disciplinary action.
5. With the specific exceptions of classes scheduled at another site, students may not leave the school grounds at any time without following the established check-out procedures. This includes arriving on school property 1st thing in the morning. Violations may result in a detention and/or suspension from classes. Detention assignments may be made at the principal's discretion.

## **EXCUSED ABSENCES**

Absences for the reasons listed below will be marked as an excused absence if called within 24 hours of the absence. Documentation or proof of the reason may be required from a professional source in some cases. Excused absences provide day for day make up of homework. (I.e. you are absent 1 day, you are given 1 day), except for pre-assigned homework. All students are responsible for obtaining their assignments missed.

1. Illness or injury
2. Serious illness or death in the family
3. Medical or dental appointment
4. Unavoidable accident or emergency
5. Religious holiday

## **UNEXCUSED ABSENCES**

All other absences are unexcused unless they are specifically excused by the principal. Requests for excused absences for reasons other than those listed on previous page should be made directly to the principal. Homework accumulated as a result of unexcused absences is not made up. The student receives a zero for the homework or tests missed during the unexcused absences if not made up day to day. Unexcused absences include but are not limited to:

1. Tardy
2. Truancy
3. Oversleeping
4. Missing the bus
5. Lack of ride to school
6. Private vehicle breakdown or failure to start
7. Working

## **PREARRANGED ABSENCES**

Whenever you know in advance that you will be absent from school due to family vacation, required court appearance, business interview, **college visitation** or other unavoidable circumstances not considered excused, your parent or guardian must contact the school. It is your responsibility to acquire a prearranged absence form and make arrangements with each of your teachers regarding assignments. **This should be done at least three days prior to your absence.** **Your** request may be denied due to testing.

## **EXCESSIVE ABSENCES**

Student attendance at school is a large factor in the success students find at school. It is also a large burden for the teacher to constantly provide special arrangements for missing students. Students who are excessively absent from school may be required to provide documentation from a professional source explaining the cause of the absence(s). Students with excessive absences will be labeled as chronic truancy and subject to penalties ranging from detentions, suspension, fines, loss of driving privileges, Alternative Education placement, or may be dropped from school for non-attendance. Being absent 5% of the days attended is defined as chronic truancy. State law requires the school to notify the truancy officer when excessive absences become cases of chronic truancy for those students under the age of 17.

Any student who has reached his or her 17<sup>th</sup> birthday and who is inexcusably absent NINE days within a 180 day period may be dropped from the roll of the school and notified of the action by registered mail. Any student so dropped from the roll may apply to the administration for readmission at the beginning of the semester following the one from which he or she was dropped from the roll.

## **SKIPPING SCHOOL**

Students are to remain in the building during operating hours. El Paso Gridley CUSD #11 is a closed campus. Students skipping school will face school discipline.

## **0 HOUR CLASS**

Students with 5 more absences from 0 hour excused or unexcused will be evaluated at the semester to determine if they will be allowed to continue to be enrolled into zero hour PE.

## **TRUANCY**

Truancy is defined as unauthorized absence from a class or classes. If you are truant, the following consequences will be applied:



- First Incident: Parent(s) contacted. (If truant a half day or more, Detention and/or parent contact is required. Detention time may be assigned.)
- Second Incident: Detention assignment(s) will be made. (Parent conference required in most cases.)
- Subsequent Incidents: Suspension or Detention assignments will be made. (Parent conference required.)

**Detention assignments may be made at the Principal's discretion.**

## **UNAUTHORIZED SKIP DAY**

We do not sanction or approve any authorized skip day by any group of students. An authorized skip day disrupts the educational program and exposes participating students to unacceptable risks. Students who are known to be participating in such a skip day will be considered truant and will be held accountable as described above. Parents/guardians will need to verify the legitimacy of excused absences.

## **TARDINESS TO SCHOOL**

1. If you are not in your first hour class at 8:25 a.m. you will receive a tardy.
2. Teachers assign a tardy on the automated attendance which is recorded in the office.
3. Teachers must notify the student immediately that he or she is being marked tardy for that period.

## **TARDINESS TO CLASS**

Tardiness to class is unexcused unless you present, when you arrive, a Hall Pass that indicates that you were detained by another teacher. Nearly all tardiness is the result of failing to use the most direct route, walking or talking with friends, or attempting to take care of school or personal business rather than reporting to class on time. Do not return to a previous class for a Hall Pass, report directly to your next class.

## **TARDINESS PROCEDURE**

- 3 Tardies = Detention
- 10 Tardies = Saturday Detention
- Excessive Tardies could result in loss of privileges (dances, sporting events), assigned seat in the cafeteria, or lunch detentions. or ~~suspension from school.~~

## **MAKE-UP WORK**

It is the student's responsibility to make arrangements with each teacher regarding the work missed. For absences due to illness, suspension, or family emergency, student or parent may request the Office to gather assignments from the teachers. A student or parent may call the Office at 527-4415. Teachers may require a full day's notice to put materials together for a student, and if at all possible, assignments should be ready to be picked up from the Office 24 hours after the request was made. Students should be fully prepared to take any announced exam which was scheduled before their absence. The following guidelines should be used in setting deadlines for completion of make-up work:

1. Excused and Unexcused Absence – students should be prepared to take pre-assigned tests and turn in pre-assigned homework upon their return to school from an Excused Absence. The penalty for not doing this work will be decided by the teacher. Deadlines for tests and class work will be established by the teachers after careful consideration of the circumstances of the absence and must be met by the student. It is the student's responsibility to be aware of all class assignments and deadlines.
2. Prearranged Absence – all homework should be completed prior to the absence.
3. School-Initiated Absence – (field trips, contests, performances, etc.)—assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. Students may be withheld from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor or coach as early as possible to discuss any such problems.
4. Suspension – Students who are serving Out of School Suspension or In School Suspension will be allowed to complete their accumulated homework.

## **HOMEBOUND TUTORING**

In cases of extended absence due to serious illness or injury, your parents may initiate homebound assistance by obtaining an application in the Office, having your doctor verify your absence, and returning the completed form to the Office as soon as possible. The Principal must sign all applications. The total length of expected absence must be at least two weeks (10 school days). The objection of the Homebound Tutor is to assist students with assignments; it is not a replacement of classroom instruction. It is only assistance in completing accumulated homework.

## **ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES**

Students must be in attendance by 11:30 a.m. to participate in the corresponding extra-curricular activity. This shall apply to all students regardless of extracurricular status. Exceptions due to unusual circumstances may be granted only by the Principal.

## **PROCEDURE FOR LEAVING SCHOOL EARLY**

1. Your parent or guardian may make arrangements, in advance whenever possible, to have you check out prior to your usual dismissal time by calling 527-4415. If you become ill or injured in school, do not call your parents on your cell phone, you must be checked out by the school nurse or by the Principal. Once you have been evaluated your parents will be contacted by the High School Office. Failure to follow this procedure may result in disciplinary consequences.
2. At the appropriate time, report to the office and sign the Student Check-Out List

## **DROPPED**

Students age 18 and older must show progress towards graduation. This may include attendance, academic performance, and discipline. Students not showing progress towards graduation may be dropped from current enrollment at EPGHS.

**Driver License Cancellation:** The Act provides that mp driver's license or instruction permit shall be issued to any applicant who is under 18 years of age and not legally emancipated by marriage, unless he/she is a high school graduate, is enrolled in a GED course, has obtained a GED, is enrolled in high school or college, or is receiving home instruction. Likewise, a driver's license or instruction permit shall be cancelled if a student under 18 years of age drops out of school. The clerk or secretary of the

school board shall furnish quarterly reports to the Regional Superintendent and the Secretary of State that includes the names of: pupils whose withdrawal is due to extraordinary circumstances, pupils who have re-enrolled in school, and any pupil certified to be a chronic or habitual truant. Each local school district shall establish, in writing, a set of criteria for use by the superintendent in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship.

## **STUDENT DISCIPLINE**

### **TEACHER DETENTIONS**

Teachers may assign detentions to be completed with them. They may last no longer than 30 minutes. They will issue a copy of the Classroom Detention Notice to the student and will allow the student at least one-day notice. If the student fails to complete this obligation assigned by the teacher, the student will be referred to the building principal where discipline will be administered.

### **ADMINISTRATOR DETENTIONS**

Students may receive detentions from an Administrator for their behavior at school. These detentions are to be served in the Study Hall or assigned location after school for 45 minutes. Detentions may run from 3:15-4:00. If students are late they may be denied entrance into the detention. Detentions may be served at another location with the Administrator's permission. If this assignment is not completed by the given deadline, the student may receive additional detentions, loss of privileges, Saturday detention, or a suspension from school.

### **SATURDAY DETENTIONS:**

Students reporting for Saturday Detention should park in the East parking lot and enter the building through the main entrance in the link. Students may not enter the building prior to 7:45 a.m. Saturday detention begins promptly at 8:00 a.m. **DO NOT BE LATE!** When leaving, students must exit the building and leave campus immediately.

Students will not be allowed access to their lockers or be permitted in the hallways before, during or after Saturday detention. Students may be granted permission to use the restroom on an individual basis as determined by the Saturday supervisor. Students receiving permission to use the restroom will need to go the nearest restroom and return in a timely manner. Students are not permitted to go to their lockers or wander in the hallways.

Students serving a Saturday detention will observe the following rules:

1. Students must be inside the building before the Saturday supervisor locks the door. Students will not be permitted to enter after the Saturday supervisor has locked the doors.
2. Students are expected to bring schoolwork and work on it during the detention. Students who do not have homework will not be permitted to go to their lockers. At the discretion of the Saturday supervisor, school appropriate items such as books, novels, magazines, newspapers, etc. may be allowed.
3. The Saturday supervisor will provide a 10-minute restroom/drink break at approximately 10 a.m. No food, candy drinks, etc. will be allowed in the detention area. Students who do not need to use the restroom or get a drink during the break, must remain inside the assigned area and will not be allowed to go to their locker or hallway.
4. Students are required to stay quiet and on-task during detention time. Sleeping is not permitted.
5. Students are not allowed to work together or in groups.
6. Students are not allowed to use their cell phone during detention.
7. School dress code is enforced during Saturday detention.
8. Students who are asked to leave, must do so quietly and exit directly and leave school campus.
9. Students may arrange postponement of Saturday due to illness, death in the immediate family, or other extreme emergencies. A parent or guardian must make arrangements for postponement with administration before the end of the school day on Friday prior to the detention. Acceptable reasons for postponement are determined by the administration. Extra-curricular activities, recreational activities, etc are not acceptable reasons for postponement.
10. If a student is ill, a parent or guardian must call the school and leave a message for the principal the morning of the Saturday detention.
11. Students who fail to serve a Saturday detention or arrive after the doors have been locked will be issued an in-school suspension or other forms of appropriate discipline. Discipline will automatically begin the first day of student attendance following the Saturday detention.

### **SUSPENSION FROM SCHOOL**

#### **In-School Suspension**

Students can be issued an in-school suspension to be served in the high school office. Students are able to work on homework or other classroom activities during that time for full credit. Parents will be notified when their child has been assigned an in-school suspension and the length of duration that the suspension has been assigned for.

#### **External Suspension**

External suspension is defined to mean an exclusion of a student from school or from riding the bus for a period of time not to exceed ten (10) school days by summary action of the superintendent, the principal, or other building administrator. The student will be allowed to make up all work missed with full credit given. The student will be given one day for each day of external suspension to complete missed work. Any work not completed during that time will receive a grade of "0". During suspensions of three or more days, class work will be collected and may be picked up by the Parent/Guardian in the main office.

Authority to suspend is delegated to the superintendent, principal, and other administrators filling the role as building principal.

Externally suspended students are subject to the following rules:

1. No attendance at or practice/participation in extracurricular activities and/or school related activities (dances, plays, concerts, etc) will be permitted for the duration of the suspension.
2. Externally suspended students are not allowed on campus during the suspension.
3. Credit will be given for work done during a suspension.

#### *External Suspensions of Three Days or Less:*

Students may be suspended externally from school for three days or less if the student's continuing presence in school would:

1. pose a threat to school safety
2. a disruption to other students' learning opportunities (as determined by the Board or its designee on a case-by-case basis).

#### *External Suspension of Four Days or more:*

Students may be suspended externally from school for four days or more if:

1. other appropriate and available behavioral and disciplinary interventions have been exhausted.
2. school officials attempted other interventions or determined that no other interventions were available for the students.
3. the student's continuing presence in school would either:
  - a. pose a threat to the safety of other students, staff, or members of the school community.
  - b. Substantially disrupt, impede, or interfere with the operation of the school.

#### *External Suspensions of More Than Five Days:*

For a suspension of 5 or more school days, the information listed above, along with documentation by the Superintendent or designee determining what, if, any appropriate and available support services will be provided to the student during the length of his or her suspension.

## **EXPULSION**

Students who exhibit chronic and repeated misbehavior will be recommended to the Board of Education for expulsion. The Administration reserves the right to recommend expulsion of any student committing any singularly severe act. Such infractions would include but not be limited to drug trafficking, threats, weapons, theft or destruction of property.

### **Expulsion Procedures:**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the students should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the students and (2) evidence of the threat or disruption posed by the students. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon, expulsion, the District may refer the student to appropriate and available support services.

## **APPEAL OF DISCIPLINE DECISIONS**

Any student or parent/guardian has the right to request a review of any disciplinary action. If such a review is desired, the principal should be contacted first in order to initiate the appeal procedure.

Step 1 Principal (527-4415)

## **CORPORAL PUNISHMENT**

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense property.

## **STUDENT CONDUCT**

### **BULLETIN BOARDS - POSTERS**

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of the Principal. Violations will result in possible school disciplinary consequences, including but not limited to detention, suspension or expulsion from school.

### **BULLYING/HARASSMENT**

Bullying Defined:

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

EPG Unit 11 schools are committed to reduce bullying and educate our students about the roles of victim, aggressor, and bystander. As a parent, you can:

- Assure your child that the problem can be solved.
- Let the school know that your child is being bullied.
- Communicate and cooperate with the school until the problem is solved.
- Bullies are often victims themselves.
- Bullies often have poor social skills and do not know how to behave towards others in a positive way.
- Develop your child's sense of humor and tolerance of others
- Positively reinforce your child's self-esteem and sense of self worth
- Develop your child's social skills by teaching him or her to share and to cooperate with others in group situations.

The most appropriate action is to tell someone at the school and work with the school staff to solve the problem. If bullying is reported, the school will:

- Assure the student that the problem can be solved and then provide ongoing support.
- Investigate the problems raised.
- Treat everyone involved with fairness.
- Take appropriate action. This may include.
  - Mediation
  - Disciplinary action
  - Warnings
  - Social skills instruction or counseling
  - Parent-student conference

Reporting Procedure:

1. Students are encouraged to immediately report bullying. A report can be made in person or in writing. A student can report bullying to a teacher, counselor, building principal, or any staff member with whom the student is comfortable speaking.
2. Parents may also report bullying in the same manner as previously listed. A reporting form can be found on the district webpage under the "PARENTS" tab found at the top of the EPG Unit 11 main page.
3. Once a report is received by the building principal will begin an investigation including:
  - An interview with the reporting student or students.
  - An interview with the alleged offending student or students and a determination of the extent of their involvement.
  - Parents of all students involved will be contacted and the offending student will be assigned a consequence if a determination of bullying/harassment is made. Consequences will be consistent with the guidelines laid out by district policy and building disciplinary guidelines.
4. Final report, including determination and disciplinary decisions will be reported to superintendent.

## **Racial, Ethnic, or Religious Harassment**

Racial, ethnic or religious harassment is specifically prohibited and will not be tolerated. Students should report suspected racial, ethnic, or religious harassment to any teacher, counselor, or administrator. Language, gestures, apparel or behaviors which show disrespect, intimidate, threaten or cause injury on the basis of racial, ethnic or religious origin or background will constitute racial, ethnic or religious harassment. Consequences for engaging in racial, ethnic or religious harassment may range from verbal reprimand to suspension or expulsion from school.

## **CELLULAR PHONES/ELECTRONICS**

In an effort to minimize disruption to the educational process, all cell phones must be off and out of sight during the eight instructional periods of the school day. Cell Phones may be used prior to school, during passing periods between classes, at the students designated lunch period, and after school. Violation of this policy will result in the following consequences:

1st Offense: Phone will be confiscated and returned to student at the end of the day

2nd Offense: Phone will be confiscated and the student will receive an after school detention. Student will be able to have their cell phone back at the end of the day.

3rd Offense: Student will receive a Saturday Detention and a parent will need to pick-up their cell phone or electronic device.

### **Electronics**

- Using or possessing an electronic paging device or using a cellular telephone, personal digital assistants (PDA's), or other electronic device in any manner that disrupts the educational environment, or violates the rights of others, including using the device to text, take photographs, cheat, signal others, or otherwise will be subject to school discipline.

## **CHEATING ON EXAMINATION AND SCHOOL WORK**

Cheating is a violation of all principles of education. The student involved loses self-respect and the grades of other students may be affected. Electronic tampering or other misuse of computer equipment in the academic setting, including the use of computer translators in foreign language classes, will be considered a form of cheating. Plagiarism of any type is a form of cheating and will not be accepted. Anyone guilty of cheating in any form may receive a zero for the assignment or test and face school discipline deemed appropriate determined on a case-by-case basis.

## **CLOSED CAMPUS**

El Paso Gridley High School has adopted a closed campus policy, which requires the students to remain on campus for the entire school day. Bus students upon arrival in the morning and until your bus departure in the afternoon are required to remain on campus. Students that drive to school, upon your arrival must remain on campus until your dismissal in the afternoon. Students may only leave campus if they follow the procedures outlined in the "Procedures for Leaving School Early" section. Students' lunches are available to be purchased in the cafeteria or may be brought from home by students. Please be accountable and avoid having your parents drop off your lunches daily (especially fast food).

## **DAMAGE TO SCHOOL PROPERTY**

The regulations of our Board of Education are very specific with regard to care of school property. These regulations state that students are required to pay for all damages which they have done to school property. Students may be assigned disciplinary consequences for their behavior including notifying the police.

Students are responsible for the care of their textbooks and technology tool (iPads) throughout the school year. Textbooks and technology tools that are lost or damaged will be replaced or repaired at the student's expense.

## **DELEGATION OF AUTHORITY**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent and/or Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

## **DISTRIBUTION OF PRINTED MATERIAL**

No printed newspapers, bulletins, pamphlets or other published materials may be distributed on school property without specific permission of the Principal. Violations will result in possible school disciplinary consequences, including but not limited to detention, Saturday detention, suspension or expulsion from school.

## **DRESS CODE**

Good taste in dress and grooming is an important part of the classroom environment and shows one's individual maturity. The manner in which one dresses reveals a great deal about the person and leaves a distinct impression. Students shall have the freedom of grooming and dress; as long as they are clothed from the top of their shoulders to mid-thigh according to the guidelines listed below and are wearing appropriate footwear. Shirts, blouses and tops which are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting posture. Pants or shorts must be worn at the waist as designed. The length of shorts or the location of holes in pants must be below your fingertips when arms are extended downward along thigh. All blouses or tops must have straps across both shoulders and no under garments exposed. The appearance of a student shall not disrupt the educational process or present a health or safety hazard to the educational community. Backpacks/book bags will NOT be permitted. Small purses will be allowed.

General guidelines:

- No head coverings.
- No clothing which is immoral or immodest.
- No clothing that creates a classroom disruption.

- No clothing with suggestive language and/or displaying alcoholic beverages, drugs, tobacco products, or sex.
- No clothing with excessive or inappropriate holes, rips, or tears.
- No sunglasses unless prescribed by a doctor.
- No coats or jackets in the classroom.
- Pants, shorts or cut-offs may be worn mid-thigh.
- Shoes and sandals are appropriate footwear except where classroom safety is a concern.
- No spandex shorts unless covered by appropriate over-shorts.

Listed below are examples of items that are not acceptable:

**Boys** – Sleeveless shirts may not have an opening larger than the area of a normal sleeve opening.

**Girls** – Low cut blouses, clothing with spaghetti straps, half-shirts, tube tops, tank tops, or halter tops. All tops must be legal (4 fingers wide), whether worn under a jacket, sweatshirt, wraps, etc...

If you have any question regarding acceptability of a particular item of clothing, check with the principal before you wear the item to school. First-time offenders will be required to correct the violation before returning to class. Detentions will be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention or in school suspension. Persistent violations will be handled as willful insubordination.

## **FIGHTING**

Fighting on school property will not be tolerated. Those students who choose to settle their disagreements in such a manner will be suspended from school. Each fight will be dealt with based a case-by-case basis. Repeated incidents of fighting may result in expulsion. Administration will use discretion as to whether the police need to be notified.

Self-Defense is defined as not contributing in any way to the start of a conflict. There should also be an attempt to retreat, or neutralize a hostile situation without escalating it

Students who elicit a behavior that is intended to instigate, prompt, or encourage other students to act out verbally or physically towards a third party may also be administered school discipline.

## **FOOD AND BEVERAGE CONTAINERS**

**Students are not permitted to have open food or drink in the classrooms, lockers or the halls.** These items are restricted to the cafeteria at all times.

## **FUNDRAISING ACTIVITY**

All fund-raising activities must be approved in writing by the administration. Fundraising will only be approved for school related clubs, teams, or organizations. Sale of fund-raising items may not be done in classrooms or in any manner, which interferes with the instructional program. Merchandise and cash must be secured at all times, and are the responsibility of the individual involved. Violations will result in forfeiture of the opportunity to participate. The school is not responsible for lost or stolen money or items

## **GANGS/GANG ACTIVITY**

- Being involved with any unsanctioned public school fraternity, sorority, or secret society, by:
  - being a member;
  - promising to join;
  - Pledging to become a member, or
  - soliciting any other person to join, promise to join, or be pledged to become a member.
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
- Committing any act which would constitute a violation of criminal law, including either a felony or misdemeanor.

## **GOOD NIGHT RULE**

Once a student leaves a school activity (dances, sporting events, etc.), he/she will not be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for loitering or trespassing.

## **INSUBORDINATION**

As a student of El Paso Gridley High School, you have an absolute obligation and responsibility to follow verbal and written instructions from any faculty member. Willful and deliberate refusal to do so is insubordination and may result in school discipline or a suspension if the action interrupts the learning environment.

## **iPads/Chrome Books**

El Paso Gridley CUSD #11 strives to teach appropriate use when using technology. Students who choose to misuse school owned devices on or off school property are subject to school issued discipline. In addition to school discipline, students may also have restrictions put on their device to prevent any additional personal use other than school related purposes.

- Students will follow acceptable use agreement as created by EPGHS.

## **ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL**

Skateboards, laser pens, and items not used by a teacher that would interfere with the educational process are not permitted in school or on school grounds. Pornographic and offensive material as well as other items, too numerous to mention, that have no acceptable purpose for school also may not be brought to school or on

buses. If any such items are brought to school, they will be stored in the main office until parents/guardians make appropriate arrangements for the property to be returned. Consequences ranging from verbal warning to suspension may be issued for possession of these items.

## **LANGUAGE AND GESTURES**

Students are responsible at all times for their language and gestures. Profane or obscene language is unacceptable. Students responsible for improper language and gestures directed toward any teacher, staff member, or student are to be reported to the principal or immediately for appropriate disciplinary action. Students will be subject to suspension from school for using obscene or otherwise offensive language or gestures toward a staff member or that interrupts the learning environment.

## **LOCKS AND LOCKERS**

Lockers are school property. The school retains ultimate control of all lockers, including student lockers, and said lockers are subject to search to prevent school lockers from being used in illicit ways or for illegal purposes. The school reserves the right to inspect all lockers at all times to detect health or safety problems or violations of school rules or the law, including but not limited to the presence of illegal drugs, weapons or contraband, notwithstanding the fact that the lockers are assigned to the individual Unit 11 students who assume full responsibility for the security of their lockers. **Students are not to share lockers or use more than one locker.**

## **LOITERING**

Loitering in the hallways in such a manner as to impede or hamper passing traffic, impede or hamper access to classrooms, offices or restrooms, harass or intimidate other students, create disturbance because of excessive noise or otherwise disrupt the orderly operation of the school is prohibited.

## **LUNCH PERIOD**

During assigned lunch periods, students must eat in the Cafeteria. Students are responsible for their own tray, plates, utensils, and disposable materials, and also for the general cleanliness of the area where they eat. Tables and chairs must be returned to their original locations. During lunch periods, students are to remain in the cafeteria or the link. They may use the restrooms located in the link by requesting permission of the supervisor. All other areas are considered unauthorized. Exceptions may only be granted in advance by a building administrator. Lunch Forms must be filled out either before school or during lunch in the cafeteria. Visitors during lunch hours will need to be approved by the Principal.

## **LUNCH RULES**

- Form lines
- Show respect to cafeteria staff
- No eating off one another's plates
- No throwing food
- No stealing
- No charging - No food will be given to accounts with a negative balance
- Order forms must be completed during the previous day
- Lunches are not to be delivered during the school day

Discipline: Detentions may be given for lunch room violations. Individuals caught stealing may be prohibited from cafeteria.

## **MEDICATION**

The State Board of Education has generally sought to discourage routine administration of medication by school personnel, except in emergency situations. Our school recognizes that in some instances medication is required to be given during school hours. Medication required by doctor's prescription to be given 4 times a day will be given at school. Medication required 3 times a day will not be given during school hours since before school, after school, and at bedtime can constitute the 3 necessary dosages. Prescribed medication requiring 4 times a day are also subject to the following guidelines:

1. Physician request and parental request form must be signed and on file in the school office.
2. Request form must include the following:
  - Type of illness and reason for medication
  - Medication name, dosage, and time to be taken
  - Possible side effects of medication
3. Medication must be brought to school in its original container labeled by physician or pharmacy. It is preferred that parent or responsible adult bring medication to the school office. If it is not possible for a parent/adult to bring it in, please inform the office that the medication is being brought by the student on the day it is being sent.
4. All medication must be kept in the school office. Nonprescription medication such as pain relievers and cough or cold medication also require physician signature and written instructions. Nonprescription medication must also be sent in the original container with the student's name affixed to the container. The school provides no medication.
5. It is the responsibility of the parent/guardian to provide medication/container for field trip(s). The parent/guardian may decide (preferably with communication to the teacher) not to have the medication administered if it will not interfere with the child's health.

The procedure for taking medication at school should be as follows:

1. The student will report to the office at the time he/she takes the medication.
2. The principal, or his/her designee, will accompany the student to the area where medication is stored.
3. The student will self-administer medication and sign-off each dose taken.
4. The medication will be returned to the storage area and the student will return to class.

All orders for daily prescribed medication and non-prescription medication expire at the end of the school year and must be renewed at the beginning of the next school year. Medications not picked up at the end of the year will be discarded and witnessed by office staff.

Medications can be given to a child directly by parents at school if needed. Special circumstances regarding medication should be brought to the attention of the building principal, and/or the school nurse.

Our intention is to help your child in overcoming an illness or problem when necessary. Eliminating unnecessary medication at school is in the best interest of everyone. If you have any questions regarding medication, feel free to call the school office.

**Medical Requirements for 9<sup>th</sup> grade or new transfers:**

Physical exam with required immunizations

Tdap (tetanus booster)

A sports physical does NOT cover a required exam. It must be on the State of Illinois physical form.

**Accident/Illness procedure:**

When an illness occurs at school, the teacher, secretary, nurse, or principal will determine if the student should be sent home. Students are to report to the office if not feeling well. It is **not** acceptable to call/text parents directly. The following guidelines are used:

Vomiting-witnessed

Temperature over 100 degrees

Obvious deformity from injury

**TO RETURN TO SCHOOL THE STUDENT SHOULD BE VOMIT/DIARRHEA/TEMPERATURE FREE FOR 24 HOURS WITHOUT MEDICATION. IF ABSENT FOR 3 CONSECUTIVE DAYS DUE TO ILLNESS A DOCTOR'S NOTE IS REQUIRED.**

**Severe Food Allergy Guidelines**

The goal for students with food allergies is complete avoidance of the offending agent but in spite of everyone's best efforts, accidental exposure sometimes occurs. Allergic reactions can result from ingesting or inhaling the allergen and from skin contact with the allergen. The onset of the reaction can occur rapidly or it may be delayed. Everyone responds differently.

Identification

1. Any student with a parent reported or physician documented severe food allergy must have a current written physician's order/severe allergy note on file with the school nurse. This should be in the form of an emergency action plan.
2. The school nurse will meet with parents/guardians of students with severe food allergies to review the nature of the allergy; obtain a history of the child's reactions to the allergen; and review physician's written documentation and current orders. These notifications will be required for **each** school year.
3. Students who have proper authorization to carry and self-administer emergency medications for severe allergic reactions are required to keep a second set of properly labeled emergency medication at school. This is to ensure that the student will have medication available in the event they are unable to locate their personal supply.

Notification

1. The school nurse will notify the administrator on each campus of any students with food allergies.
2. The administrator will disperse a list of student names to appropriate staff.
3. Each student will be identified in Skyward as an "allergy alert" from the school nurse.

Education

1. The school nurse, with the parents'/guardians' assistance, will assess the child's level of understanding regarding foods to avoid. The school nurse will reinforce the child's self-management of the food allergy.
2. Staff will be trained on Epi-Pen and other emergency medication (when relevant to the allergy).



3. The school nurse will assist the teacher in discussing the following with the student's classmates: no sharing or trading of food, beverages, or utensils; no touching of each other; and the importance of hand washing before and after snacks and meals.
4. Emergency action plan, developed by MD and parents, will be reviewed.
5. The goal for students with food allergies is to gain independence and responsibility with their own allergy as they progress through their school-age years.

#### Avoidance

1. Students may not trade or share food, beverages, or utensils.
2. Students with food allergies should not eat or drink anything with unknown ingredients or known to contain allergens.
3. Students with food allergies will notify an adult immediately if they consume something they believe may contain an allergen.
4. The school nurse and /or teacher will discuss field trips and special class activities with the allergic student's parents/guardians to determine appropriate strategies for managing the allergy during these events. This could include parents/guardians attending the field trip or activity to offer the highest level of protection for the child.
5. Each child with a food allergy will sit at a designated table unless a parent and doctor note specify otherwise. This will be documented on the action plan.
6. The homeroom/classroom where the student with allergies is assigned may be a peanut-free environment based on the severity of the allergy.

#### Treatment

1. If an allergic reaction occurs, initiate emergency action plan, call 911 if needed, and then call school nurse. A student with a severe allergic reaction MUST NOT be sent to the nurse or school office alone or with another student. If a student experiences a severe allergic reaction during a field trip, a trained school staff member or parent/guardian will assume responsibility and call 911 if necessary.
2. The school nurse or trained staff volunteer will administer the prescribed emergency medications according to the physician's direction (action plan) at the first sign of an allergic reaction or known exposure to the allergen.

**AFTER EMS IS NOTIFIED, CONTACT THE STUDENT'S PARENTS/GUARDIANS, AND IF REQUESTED BY THE PARENTS/GUARDIANS, THE STUDENT'S PHYSICIAN. ALSO, SCHOOL STAFF SHOULD NOTIFY A CAMPUS ADMINISTRATOR THAT EMS HAS BEEN SUMMONED.**

#### MONEY

You are highly encouraged not to carry large amounts of money at school. If this does become necessary, the best practice is to bring a check for the proper amount. Two party checks will not be cashed in the office. **The school is not responsible for your loss.**

#### OBSTRUCTION OF INVESTIGATION

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false present a potential danger to student and staff safety will be subject to detention assignments or suspension from school.

#### PUBLIC DISPLAY OF AFFECTION

Behaviors which are not appropriate for public places, which include, touching, make other people uncomfortable, show poor judgment and are demeaning to the individuals involved. Demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Standards required at extra-curricular activities such as school dances shall be relaxed but appropriate for the level of formality and nature of the event. Parent involvement will be required beginning with a second incident of inappropriate display of affection.

#### REQUIRED NOTICES

A school staff member shall immediately notify the Principal or in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the principal, or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Efforts including the use of early intervention and progressive discipline shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

#### SEARCH AND SEIZURES

Students who are under the suspicion of possession or under the influence of any substance, are subject to being searched by a building administrator.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack,

automobile; (c) in a school's student locker, desk, or other school property; or (d) any other location on school property or at a school sponsored event.

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

Locations for students to be search is as follows, but not limited to:

1. on school grounds before, during, or after school hours or at any other time when then school is being used by a school group
2. off school grounds at a school-sponsored activity, or event, or any activity or event which bears reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

## **SEXUAL HARASSMENT**

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education.
2. Submission to or rejection of such conduct is used as a basis for any education decision affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance or sexual orientation; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body.

Students should report suspected sexual harassment to any teacher, counselor or administrator. Students may be accompanied by a parent, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation.

## **SUBSTITUTE TEACHERS AND OTHER SUBSTITUTE EMPLOYEES**

Substitute teachers and other substitute employees retain the same responsibility and authority as the persons for whom they are employed. Students' obligations toward substitute employees are the same as toward permanent employees.

## **THEFT OR POSSESSION OF STOLEN PROPERTY**

Students responsible for stealing school or private property or for being in possession of stolen, or reported as stolen, property will be subject to suspension. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it" or "I bought it" will not be acceptable reasons for a student to be in possession of lost or stolen property.

## **THREATS DIRECTED TOWARD OR ACTIONS TAKEN AGAINST STAFF MEMBERS**

Students who are responsible for threatening teachers' or other staff members' personal safety or for threatening or vandalizing their personal property will be subject to suspension from school (not to exceed 10 days), possible expulsion proceedings and possible legal action as deemed appropriate by the individual staff member and school district.

## **UNAUTHORIZED AREAS**

Students are not to be in unauthorized areas of the building during the school day or at times before or after the school day without specific permission from a Unit 11 staff member. Students out of class on a pass or to go to the restroom are to take the shortest route to their nearest destination and to return by the same route. Students who violate this directive may be subject to penalties for vandalism and/or theft that occur while they are in an unauthorized area as well as penalties for being in an unauthorized area without permission.

The parking lots, locker rooms (when not in PE class), hallways, restrooms (when not in possession of a hall pass), auditorium, gym, and any vacant classroom are always considered to be unauthorized areas. Students are never to be in these areas without express permission from the principal. Consequences ranging from a verbal warning to a suspension may be issued for being in an unauthorized area.

## **UNAUTHORIZED SUBSTANCES (Drugs, Tobacco, Etc.)**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or under the influence of:
  - Any illegal drug, controlled substance, or cannabis.
  - Any anabolic steroid not administered under a physician's care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
- "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the

student expressly or impliedly represented to be an illegal drug or controlled substance. Examples of this would include but not limited to: e-cigarettes and vapor pens.

- Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substance.

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

**Underage Drinking: Underage Drinking Anonymous Reporting Lines/Social Host Parties? Illegal Sales of Alcohol: 1-866-479-2857. The Hotline's website is Drunkstopper.com**

## **VALUABLE PROPERTY**

Textbooks, articles of clothing and personal possessions should all be clearly marked with your name. Personal property is not the responsibility of the school. Lockers are available in the gymnasium dressing rooms to give pupils a place to put their street clothes when dressed for Physical Education classes. Lockers should be kept locked when not in use. It is each student's responsibility to keep the locker neat and clean. The school provides adequate facilities for students to store their belongings, but the school cannot take the responsibility for these belongings. Each student must be responsible for personal property and should therefore keep the locker locked and not circulate a lock combination to other students or share a locker. When personal property is lost, it is usually through carelessness. If property is lost, it should be reported to the office immediately. Large amounts of cash and valuable property should not be brought to school, school activities or on school field trips! **The school is not responsible for your loss.**

## **WEAPONS**

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1. of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent may grant an exception to this policy, upon the prior request of an adult supervisor, for the students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

# **TECHNOLOGY**

## **TECHNOLOGY USE**

Use of the district network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The failure of any user to follow the terms of the "Authorization of Electronic Network Access" policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Videotaping or inappropriate use of technology may result in discipline.

The use of the electronic network is a privilege, not a right. Any student found on or to have been on a:

- A computer chat room
- An electronic bulletin board
- Any type of e-mail
- Any inappropriate web site
- Instant messaging, or
- Downloading unapproved files will immediately lose all school computer privileges as follows:
  - **First Offense:** Suspension of computer privileges for a period ending after the fifth full day following the beginning of the suspension.
  - **Second Offense:** Ten day suspension of computer privileges.
  - **Third Offense:** Loss of all school network privileges for the remainder of the semester or twenty days, whichever is longer.
  - **Add'l Offenses:** Any further offenses will be considered insubordination and could result in suspensions, expulsions and/or permanent loss of their network privileges

## **ONLINE COMMUNICATION**

Students that engage in online communication on or off campus will fall under the athletic code or other school handbook regulations if any of the following conditions are present:

1. The student has violated a school rule.
2. There is a nexus or connection between the off-campus speech and the school.
3. The student has made a "true threat" directed toward school staff, students, or school property.

# **AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS AND COMPUTER USE**

**El Paso Gridley Community Unit School District #11**  
**97 W. Fifth Street**  
**El Paso, IL 61738**

All use of the electronic network/computer shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Electronic Network Access and Computer Use* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### **TERMS AND CONDITIONS**

1. **Acceptable Use** – Access to the District's electronic network/computer use must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District; or (b) for a legitimate business use.
2. **Privileges** – The use of the District's electronic network/computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The superintendent and/or building principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time (*his or her decision is final*).
3. **Unacceptable Use** – You are responsible for your actions and activities involving network and computer use. Some examples of unacceptable uses are:
  - a. Using the network/computer for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devised.
  - c. Downloading is prohibited on classroom or building network computers. In the rare occasion where downloading may be considered, prior approval is required by the technology coordinator or building/district administrator. Downloading copyrighted material for other than personal use is illegal.
  - d. Using the network/computer for private, financial, or commercial gain.
  - e. Wastefully using resources, such as file space.
  - f. Gaining unauthorized access to resources or entities.
  - g. Invading the privacy of individuals.
  - h. Using another user's account or password.
  - i. Posting material authored or created by another without his/her consent.
  - j. Posting anonymous messages.
  - k. Using the network/computer for commercial or private advertising.
  - l. Accessing, submitting, posting, publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually, sexually oriented, threatening, racially offensive, harassing or illegal material.
  - m. Using the network/computer while access privileges are suspended or revoked.
  - n. Using or use of instant messaging.
4. **Network/Computer Etiquette** – You are expected to abide by the generally accepted rules of network/computer etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues
  - d. Recognize that electronic mail (*e-mail*) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - e. Do not use the network/computer in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network/computer to be private property.
5. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, missed deliveries, or service interruptions caused by its negligence or your omissions. Use of any information obtained via the internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages (*including reasonable attorney fees*) incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. **Security** – Network/computer security is a high priority. If you identify a security problem on the internet/computer, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log on to the internet/computer as anyone other than yourself, may result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network/computer.
8. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet/computer, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharge, and/or equipment or line costs.

10. **Copyright Web Publishing Rules** – Copyright Laws and District Policies prohibit the republishing of text or graphics found on the web or on district web sites or file servers, without explicit written permission.
- For each republication (*on a web site or file server*) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
  - The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.
  - The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - Student work may only be published if there is written permission from both the parent/guardian and student.
11. **Use of Electronic Mail**
- The District’s electronic mail system and its constituent software, hardware, and data files are owned and controlled by the School District. The School District may provide e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.
  - The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - Electronic messages transmitted via the District’s internet gateway carry with them an identification of the user’s internet “domain”. This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - Any messages received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
  - Use of the School District’s electronic mail system constitutes consent to these regulations.
12. **Access Defined for Purpose of this Policy**
- Supervised Access  
Teacher directed use of internet site(s) with students on the internet as a large group or in a one-to-one situation with teacher.
  - Unsupervised Access Independent access to internet site(s) with teacher or supervisor in the room or lab for educational purposes only.
- Students, parent(s)/guardian(s), and teachers need only sign the *Authorization for Electronic Network Access and Computer Use* once while enrolled or employed by the School District.

## **TRANSPORTATION AND VEHICLES**

### **SCHOOL BUSES**

Eligible students are assigned to a specific bus route and pick-up/drop-off point. Temporary changes must be arranged in advance through the principal or. Behavior on the bus and at the pick-up/drop-off point must conform to the requirements for school conduct described in the Student Conduct and Discipline section of this handbook. Students must recognize and yield to the authority of the bus driver. Infractions which cannot be resolved by the driver will be reported to the principal. Consequences range from warnings to suspension from the bus.

### **RULES FOR BUS RIDERS**

- Behavior on the bus will be generally what is expected in the classroom.
- Do not talk to the driver unless it is an emergency.
- No talking at all when the bus comes to a RR crossing, so the driver can hear any approaching train.
- While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
- Get permission before opening a window, and do not throw or stick anything out of the window.
- There is to be no loud talking and/or yelling on the bus.
- Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
- While unloading, let the closest to the front off first.
- Move away from the bus door quickly after unloading.
- Stay clear of the rear wheels.
- Never walk behind the bus.
- Cell phones, cameras, and other electronic devices that disrupt students or the driver are not allowed.
  - 1st Offense may result in 1 – 3 days off the bus
  - 2nd Offense may result in 5 – 7 days off the bus
  - 3rd Offense may result in 10 days off the bus

After the third offense the student will no longer be able to ride the bus.

#### **Bus passes**

- Must have a WRITTEN request by a parent/guardian.
- Must be for related school activities
- Must be approved by the Principal

## **PARKING REGULATIONS**

1. Parking is authorized in the student parking lot only. Students may not park in faculty or visitor parking spots. Faculty and visitor parking spaces are located on the east and south sides of Centennial.
2. Each vehicle must have an El Paso Gridley High School numbered permit. Permits are available in the office. Permits will be distributed on a first come first serve basis at the office on a publicized date. Parking permits are free for students who have a current valid driver's license.
3. Permits must be viewable from the outside of the vehicle.
4. Each permit is issued for a particular vehicle. If this vehicle is replaced, the permit may be transferred to the new vehicle. If the permit is not reusable, bring the remnants to the principal for a replacement. If it is not recoverable at all, parents should contact the principal. Temporary permits may be arranged for special circumstances.
5. No ATV's/Snowmobiles permitted on school property.
6. Vehicles may not be parked in the driveways or driving aisles.
7. All traffic laws and posted signs must be obeyed. The speed limit is 10 M.P.H.
8. Vehicles parked or operated in violation of these regulations will be towed at the owner's expense.
9. Violators will be subject to consequences for willful disobedience.
10. EPGHS and Unit 11 cannot be responsible for any damage that may occur in the student parking lot.
11. Please be sure that your personal automobile insurance coverage is sufficient.
12. Vehicles may not be parked over night in the school lot without approval from the administration.
14. Students may not be in the parking lot until school is dismissed.

If you violate these restrictions, the following consequences will be applied:

- **First Incident:** Consequences from a verbal warning to suspension may be issued depending on the nature of the infraction.
- **Second Incident:** Car will be towed at owner's expense and/or other disciplinary consequences which may also include temporary loss of parking privileges.
- **Subsequent Incidents:** Car will be towed at owner's expense and/or other disciplinary consequences which may include permanent loss of parking privileges.

All accidents must be reported to the High School Office, and the High School Office will contact the authorities.

## **TRANSPORTATION FOR SCHOOL ACTIVITIES**

Students must utilize school transportation to and from all school activities for which transportation is provided.

For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the El Paso Gridley area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

# **GRADUATION REQUIREMENTS**

## **CLASSIFICATION OF STUDENTS**

In order for students to complete high school in a timely manner they are expected to take seven (7) classes including PE each semester. Certain privileges and opportunities may be extended to students based on the number of credits that they have earned to date. These opportunities may include, but are not limited to: being involved in various school activities, applying for AVC, attending Prom, and participating in senior activities. The following guidelines will be followed in the classification of a student:

|           |                  |
|-----------|------------------|
| Freshman  | 0 to 5 credits   |
| Sophomore | 6 to 11 credits  |
| Junior    | 12 to 17 credits |
| Senior    | 18 to 25 credits |

## **GRADUATION REQUIREMENTS**

|                                 | <u>High School</u>                                                                     | <u>University</u> |
|---------------------------------|----------------------------------------------------------------------------------------|-------------------|
| English                         | 4                                                                                      | 4                 |
| Math                            | 3                                                                                      | 3                 |
| Social Studies                  | 3                                                                                      | 3                 |
| Science *                       | 2                                                                                      | 3                 |
| Consumer Ed **                  | ½                                                                                      |                   |
| PE                              | 3 Required each semester with exceptions of semesters when enrolled in Health & Dr. Ed |                   |
| Music, F. Lang., Art or Voc. ** | 1                                                                                      | 2                 |
| Health                          |                                                                                        | ½                 |
| <b>Electives</b>                | Enough to total 25 credits                                                             |                   |

\*\*\*Due to constant changes in the law, EPGHS can't guarantee a student in Driver's Ed will have his/her license by his/her 16th birthday.

## **GRADUATION CEREMONY**

Attendance and participation of the graduation ceremony is not a requirement. Students participating must attend the practice prior to graduation unless previously arranged with the administration. At this practice guidelines for behavior and dress will be established and communicated with the students involved. The administration reserves the right to deny a student from participating in the ceremony for not following the established procedures.

## **COMMUNITY INVOLVEMENT**

All students at El Paso Gridley High School must complete 40 hours of community involvement as a requirement for graduation. Hours required for transfer students are pro-rated. Students will be restricted as to the type of community involvement hours accumulated according to the following levels:

### **Level 1 (School)**

Students will be allowed to earn up to 13 hours in this level. Activities in this level would primarily include assistance of school personnel during the school day. Examples would be office helpers, library helpers, helping with a music contest or athletic event, individual teacher assistant, etc.

### **Level 2 (Family and Friends)**

Students will be allowed to earn up to 13 hours in this level. Activities in this level would include assistance to family member or friends. Examples would be raking leaves, buying groceries, scooping snow, cleaning gutters, etc.

### **Level 3 (Community)**

Students will be required to earn at least 14 hours in this level. Students are allowed to earn all 40 hours in Level 3 activities. Activities in this level include specific activities that benefit an unrelated individual or specific community organization. Students can also develop their own community involvement activities that can count for Level 3 hours. Examples of Level 3 participation would be church activities, Corn Festival, tutoring, Vacation Bible School, candy stripping, summer recreation, community betterment, attending city council or school board meetings, specific activities through 4-H or scouting, etc.

Community service hours assigned for committing a criminal offense may not be applied to school community service requirements.

## **EXEMPTION FROM PHYSICAL EDUCATION**

Students in grades 11 and 12 may request exemption from Physical Education for the following reasons:

1. If a student must take an additional course to meet graduation requirements from El Paso Gridley High School.
2. If students are members of an interscholastic athletic team, they may be exempt from Physical Education first semester or second semester or both semesters depending on the number of sports in which they participate and the length of the season.
3. If a student is required, through established university guidelines, to take a course meeting entrance requirements. This requirement must be verified in writing either in the university handbook or by letter from the university.

## **SCHEDULE ADJUSTMENTS**

Beyond the initial registration period, there will be few changes in schedules. Once the fall semester begins, a change may be considered if initiated during the **first five school days of the semester**. Schedule changes will be permitted for the following reasons only:

1. Successful completion of summer school courses. Students must have prior written approval from EPGHS guidance counselor before enrolling in a course.
2. Enrollment and completion of college or university classes beginning in August or January.
3. Changes for seniors that are necessary to meet graduation requirements.
4. Failure to meet course prerequisites.
5. Driver Education changes for those sophomores placed in the wrong semester because of age.

**Students may not be enrolled in less than the required six courses.**

## **CREDIT/NO CREDIT**

Juniors or seniors may elect to take a course pass/fail as long as the course is not a required course. After successfully completing the course the student will receive a "P" which will not affect the cumulative GPA. The student still has the option of having the letter grade earned recorded if it would be in the best interest of the student. **Students are allowed 2 Pass/Fail options during high school. They must achieve a C or better in order to pass. Any student interested in competing in college Division I or II level sports governed by the NCAA needs to be aware that a "P" will be interpreted as a "D" in calculation of his/her GPA.**

## **PROGRESS REPORTS**

Midterm progress reports will be distributed electronically unless otherwise requested. Parents/guardians are invited to contact the individual teachers and/or counselor regarding these reports.

## **SKYWARD STUDENT AND FAMILY ACCESS**

Parents can monitor student attendance, assignment completion and grades on the school website.

1. Call High School Office and request your Log-in and Password
2. Go to the Unit Website at [www.unit11.org](http://www.unit11.org)
3. Click on For Parents/Students
4. Click on Skyward – Family Access
5. Enter Log-in and Password

## **GRADE POINT AVERAGE**

Grade Point Average (GPA) is the average of a student's semester grades, starting with the freshman year. El Paso Gridley High School uses a 4.0 scale where A=4,  
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B=3, C=2, D=1, and F=0. If at the end of the eleventh grade, a student has all A's, he/she will have a 4.0 GPA. If the student has earned A's in half of his/her courses and B's in the other half, the student will have a 3.5 GPA. Since college applications are generally completed during the fall of the senior year, the GPA at the end of the junior year is very important.

### **CLASS RANK**

Class rank determines where a student stands academically in his/her graduating class, based on his/her GPA. The student who has the highest GPA is number one in the class; the student with the second highest GPA is number two, etc. Class rank is reported with the student's place in the class followed by the total number in the class, e.g. 14/74. Rank can be particularly important when applying to colleges and for scholarships.

### **STUDENT TRANSCRIPT**

A transcript is a photocopy of a student's cumulative record, which includes: semester courses, grades, credits, attendance, cumulative GPA, class rank, and sometimes ACT/SAT scores.

### **GRADING SCALE**

|          |                 |
|----------|-----------------|
| <b>A</b> | <b>92-100</b>   |
| <b>B</b> | <b>83-91</b>    |
| <b>C</b> | <b>74-82</b>    |
| <b>D</b> | <b>65-73</b>    |
| <b>F</b> | <b>Below 65</b> |

Students completing courses through a nontraditional setting such as Dual Credit, Alternative School, or Virtual Learning: may have different grading scale for those particular courses.

### **REPORT CARDS**

Student report cards will be distributed electronically at the end of each Semester. Parents/guardians are invited to contact the counselor, or teachers with any questions or comments regarding report cards.

### **STUDENT STATE TESTING AND ASSESSMENT**

Students who attend any school in the state of Illinois will be administered the Partnership for Assessment of Readiness for College and Careers test. The tests taken depend on the students current schedule. Students will be given a performance based test and an end of the year test during the second semester. The test is administered electronically.

### **INCOMPLETE WORK**

All incomplete work must be made up within 5 attendance days following the end of each quarter unless special arrangements have been made with the principal and your teacher. It is the student's responsibility to contact the principal. Work not made up will be considered a failure and the semester grade computed accordingly.

## **ACCOMMODATIONS**

### **ALTERNATE ASSIGNMENTS**

A parent/guardian may request an alternate assignment for his/her son/daughter on projects or activities involving instructional materials that the parent/guardian may have a concern with on moral or religious grounds. Parent/guardian is required to contact the building principal to request the change. A list of textbooks, instructional materials and supplemental materials is available in the principal's office.

Students out of PE for an extended period of time may be expected to complete an alternate assignment for PE credit.

### **ADAPTIVE PHYSICAL EDUCATION**

This special program is designed to provide exercises for motor development and body building for students who, through testing and/or observation, are found to be in need of such a program.

### **TRANSFERS FROM NON-PUBLIC SCHOOLS**

El Paso Gridley Community Unit District #11 accepts non-public school transfer students (including parochial and home-schooled students). These students must meet residence requirements for full-time attendance in the district's regular education program. Students enrolling in the district (for the first time) will be assessed to determine transfer credit and class placement.

### **SPECIAL EDUCATION**

The district offers a full continuum of special education services from early childhood through 12th grade (3-21 years of age). Programs offered in the district include: Early Childhood (3-5 years of age), and Learning Disabled (K-12th grades). Students in need of other special education services may or may not receive their education at an attendance center within the district. These students would be transported to the appropriate special programs closest to their home school (Normal, IL). These services include; Behavior Disordered, Physically Handicapped, Visually Impaired, Hearing Impaired, Trainable Mental Disabled, Severe and Profound and other Health Impaired. Any services necessary for the special education student would be provided as determined at the Student's Individual Education Plan (I.E.P.) meeting, (including support services i.e., speech and language, occupational therapy and adaptive physical education).

### **POST-SECONDARY EDUCATION VISITATION**

Students may request an excused absence day for the purposes of visitation and consultation at post-secondary education institutions. Their visit must be planned in advance by the student and the school guidance counselor and a request submitted in writing no less than three (3) days prior to the principal, with a recommendation



from the counselor, for approval/non-approval. This is restricted to one (1) per year for juniors and to two (2) per year for seniors. Verification of the visit from the institution will be required upon the student's return to school. Students with excessive absences and tardies may be denied their visits. Visitations must be made before May 1st. An approved visit will not count as an absence.

### **AREA VOCATIONAL CENTER - BACC**

Students from El Paso Gridley High School may attend the Bloomington Area Vocational Center (BACC) during their junior and/or senior year. Successful completion of each class earns three (3) credits per year. Some fees are involved in order to attend the BACC. Students will be approved based on the following criteria: Attendance, discipline, GPA, and seniority. Students not making adequate yearly progress towards graduation will not be considered for BACC. Applications for the following year will not be accepted after the deadline established by the guidance office.

Students attending BACC often encounter calendar variances. If BACC is not in session and EPGHS is, the student must attend all regularly scheduled classes at EPGHS students will be permitted to leave school grounds once they sign-out in the office. In the situation where BACC is in session and EPGHS is not, students will be picked up at the school for BACC at their regular pick-up time. Transportation from home to school or back home will not be provided by the district. Students wishing to drive to BACC must bring written notice from a parent or guardian 24 hour in advance to be approved by the building administrator.

## **PROTECTING STUDENT PRIVACY**

### **DIRECTORY INFORMATION**

El Paso Gridley District #11 maintains personally identifiable information regarding students. We guard this information carefully and want to maintain a high level of confidentiality. Certain information is considered "directory" in nature. This would include: student name/address, grade level, parent name/address, academic awards/honors, and information on school-sponsored activities. This information would only be released to organizations that may have something positive to offer our students at a minimal fee. This information will not be released under any circumstances to any profit-making business or organization.

In addition, there may be situations where pictures are taken for newspapers, local or regional, web pages and/or television coverage of various programs. Students' names may be given for pictures, but generally not in a specific personally identifiable nature.

Should you wish to have your student's name deleted from directory information, the parent/guardian must send a letter to the building principal by the second Friday in September or within the first fifteen (15) school days of initial enrollment in the district.

### **STUDENT RECORD REQUIREMENTS**

Physical and dental examinations, as prescribed by the Department of Public Health shall be required of all students entering the ninth (9th) grade. Examinations are the responsibility of the student's parents or guardian, and shall be made by a licensed physician who is employed for that purpose. All students entering school are required to have PROOF OF IMMUNIZATION for mumps or proof of having the disease as verified by a physician as required by the State of Illinois. As of 1987-1988 school year all new and transfer students must provide the school with a COUNTY BIRTH CERTIFICATE as provided by Illinois State Law.

### **PHYSICAL EDUCATION / WELLNESS**

Students in all Physical Education classes will be required to wear a standard uniform consisting of a T-shirt P.E. shorts, white socks, and gym shoes. Sweats/sweatshirts are only allowed for outside activity. All articles of clothing should be marked for identification as instructed by the Physical Education Teacher.

Success in Physical Education requires active involvement in each class. Failure to dress in the proper uniform precludes healthy and safe participation, and as such "dress cuts" interfere with success. Department procedures will be implemented each semester to encourage all students to be properly dressed for participation each day. A loaner P.E. uniform will be available on the first dress cut or for circumstances such as theft or temporary financial hardship.

Students will have a lock assigned to them in order to lock street clothes in while in class. Clothing and other property should never be left unattended in the locker room or instructional areas. Do not leave cash or valuable items in Physical Education lockers.

### **MEDICAL EXCUSE FROM PHYSICAL EDUCATION / WELLNESS**

If you must be excused from Physical Education/Wellness activity for 1 day per semester, we will need a parent note. If the excuse is for more than 1 day due to illness or injury, you must have a physician's request which states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. **The specific length of time this request is to be effective**

All documents from physicians must be presented to the principal before the waiver goes into effect. The principal will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the Office and Physical Education teacher. Incomplete documentation not fulfilling the three requirements above will result in unexcused absences in P.E. class.

### **EMPLOYMENT CERTIFICATES (WORK PERMITS)**

Applications for Employment Certificates for 14 and 15 year old students are available from the activity secretary in the Athletic Office.

## **STUDENT SERVICES**

### **GUIDANCE / COUNSELING**

Students are urged to use the counseling and guidance services below:

- planning of the high school academic program to meet post-high school educational needs
- getting adjusted to the school environment
- interpreting standardized test scores

- developing personal characteristics that contribute to success
- choosing a tentative field of occupational interest or employment
- improving study habits
- choosing a school to continue education beyond high school
- obtaining scholarships and financial aid
- Counseling on any personal problem

The guidance counselor is also available for consulting with parents on educational matters. Make an appointment and obtain a pass to see the counselor.

IN AN EMERGENCY, A COUNSELOR WILL BE AVAILABLE AT ANY TIME, including the school psychologist, school social worker and/or outside agency staff.

## **PSYCHOLOGIST**

El Paso Gridley District #11 employs a school psychologist. The basic role of the psychologist is to assess the needs and strengths of students referred to him/her by parents and/or teachers. A series of tests are given to the child to obtain the needed information. In addition, the psychologist counsels students and serves in a resource capacity for both parents and teachers.

## **SOCIAL WORKER**

Social work services are available to students and their families in the school district to address psychological, social, emotional and developmental issues that involve the student and works to ensure that the student's rights are protected and that an appropriate education is received. The school social worker serves as a liaison between student, school, home and community. Referrals to the social worker may be made by students, parents, teachers, administrative personnel and others who have a concern about the student's well-being. All referral and information regarding students and their families are handled in a confidential manner. Upon receipt of a referral the following activities may be carried out by the school social worker:

- Students and/or families may be referred to appropriate resources outside the school system
- receive direct services - individual or group counseling
- consult with school personnel to develop plans for interventions regarding educational programming
- perform an assessment to identify social-developmental concerns that may interfere with learning
- make recommendations for the student's I.E.P. to address deficit areas

## **SPEECH THERAPY**

El Paso Gridley District #11 provides the services of a certified speech and language therapist to anyone in the district between the ages of 3 - 21 of age who has been identified as being in need of this service. All kindergartners and students new to the district are routinely screened each year. Additional screenings will be done as deemed necessary or at the request of the parents or classroom teachers. Questions about this program should be addressed to the district speech therapist, school principal.

## **GENDER EQUITY POLICY**

No student shall, on the basis of gender, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity. The Superintendent shall appoint a coordinator for non-discrimination for the school district. Students and parents have the right to initiate grievance or complaint of illegal discrimination. Such grievance or complaint shall be made to the coordinator. Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the coordinator shall send a copy of the district's written grievance procedures to the complainant. The coordinator may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the coordinator shall render a written decision. The written decision may be appealed to the School Board by submitting a written request for a hearing before the Board, addressed to the Office of the Superintendent. Further appeals may be made pursuant to the School Code of Illinois and the Regional Superintendent (Section 3-10) and the State Superintendent of Education (Section 2-3, 8). Any act of activity which intrudes upon learning opportunities or the value of the rights of any individual, whether covered in the document or not, will be considered most serious and consequences will be forthcoming. Penalties for each infraction will be given by reviewing each offense and the circumstances.

## **STUDENT ASSISTANCE TEAM**

In an effort to increase services to students experiencing personal, social or emotional problems a Student Support Team has been created. The SAT facilitates problem identification and accompanying development of strategies to solve individual problems. A student, a parent, or a teacher may make a referral to the SAT.

## **NATIONAL HONOR SOCIETY**

Qualifications: The four qualifications for membership in the El Paso Gridley National Honor Society are *scholarship, service, character, and leadership*. The following criteria will be used to evaluate prospective members.

- A. **Scholarship.** Scholarship is based on a student's cumulative grade point average. The following scale will be used.
  - a) 3.768 -4.0 = 5 points
  - b) 3.534-3.767 = 4 points
  - c) 3.30 -3.533 =3 points
- B. **Service.** Service points are given to students who render service to the school and community. Students will fill out a school activity questionnaire and service points will be based upon student activities. One point will be awarded for each year's participation in an activity. One half points will be awarded for each leadership role formally assigned for the activity. For example: President, vice-president, captain of a team.

The following scale will be used to tabulate service points:

- a) 21 or more participations = 5 points
- b) 16-20 participations = 4 points
- c) 11-15 participations = 3 points
- d) 6-10 participations = 2 points
- e) 1-5 participations = 1 point

The total community service hours will be documented by the high school office for each applicant. Any hours over twenty, will transpose into credit up to one point in this community service category.

- a) 21 or above = 1 point
- b) 16-20 = .80 points
- c) 11-15 = .60 points
- d) 6-10 = .40 points
- e) 1-5 = .20 points

C. **Character.** The National Honor Society cornerstone of character will be evaluated by the faculty council (based on the criteria of the National Honor Society).

- a) 5= outstanding- highly worthy
- b) 4= above average worthy
- c) 3= average- worthy
- d) 2= weak somewhat worthy
- e) 1= poor not worthy

D. **Leadership.** The National Honor Society cornerstone of leadership will be evaluated by the faculty council (based on the criteria of the National Honor Society).

- a) 5= outstanding highly worthy
- b) 4= above average worthy
- c) 3= average worthy
- d) 2= weak somewhat worthy
- e) 1= poor not worthy

The Selection process of the El Paso Gridley High School National Honor Society is as follows:

1. A student must be a member of the junior or senior class.
2. All candidates must have been in attendance at school the equivalent of at least one semester.
3. Potential candidates must have a grade point average of at least 3.3 on a 4.0 scale.

Any student who meets the above criteria will be given a service questionnaire they will fill out listing all school activities they are involved in during their high school years. After that form is returned to the NHS advisor points will be awarded based on the procedures in section B.

The student will be awarded a point based upon his or her GPA as listed in section A.

During the spring of the year the high school principal will appoint faculty to serve on the Faculty Council of the EPG National Honor Society. Members of this council will serve for the current year, but may be reappointed.

The Faculty Council will meet and vote by secret ballot judging the candidates on the basis of their character and leadership covered on section C and D.

The average of these four ratings in scholarship, service, character, and leadership will result in a cumulative score of no less than 16 total points in order for the candidate to be selected a new member.

Dismissal Cases:

- All dismissal procedures shall be in compliance with the rules and regulations of the National Honor Society.
- Members who fall below the standards which were the basis of their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, (however, in the case of a flagrant violation of school rules or civil laws, the member will not have to be warned).

# **EL PASO-GRIDLEY C.U.S.D. #11**

## **EXTRACURRICULAR CODE OF CONDUCT**

*(Effective for the 2014-2015 school year)*

### **PHILOSOPHY**

Representing the El Paso-Gridley Community Unit School District # 11 is an important responsibility and privilege. The kind of image portrayed by students will reflect on the reputation of everyone associated with the school district. Consequently, any behavior projecting a negative image of the school district will not be tolerated and will be dealt with severely. Activities covered under this code will include any extracurricular activity involving competition—baseball, basketball, cheerleading, cross-country, football, golf, jazz band, scholastic team, show choir, softball, track, volleyball, and wrestling.

### **DURATION**

This code is in effect for the duration of the athlete's career—grades 6-12. This code is also in effect the entire calendar year, including summers. Disciplinary consequences for violations occurring when the student is "out of season" or during the summer will be levied in the student's next period of competition. Students convicted of criminal activities will suffer consequences commensurate with the offense committed, ranging from a suspension to being barred from participation in all future activities. Any student who is dropped from an extracurricular activity because of academic, discipline, or chemical abuse reasons, or quits of his/her own accord, forfeits all rights to any type of award.

### **CHEMICAL ABUSE**

Chemical use is prohibited. Chemical use will be defined as the use and/or possession of tobacco, alcohol, marijuana, paraphernalia, and any other illicit drug or look-a-like drug not prescribed by a physician. If the suspension cannot be fulfilled during the current athletic season, the suspension will carry forward to the next participating season proportionately. The suspension would include post season games as well.

**FIRST OFFENSE:** Student will be suspended for a period equal to 1/3 of the total competition scheduled for the regular season.

**SECOND OFFENSE:** Student will be suspended for a period equal to 1/2 of the total competition scheduled for the regular season.

**THIRD OFFENSE:** Student will be suspended for a calendar year.

An athlete's suspension may be reduced to one-half of the total penalty if he or she voluntarily turns himself/herself into an administrator, athletic director, or coach for a violation by 8:30 a.m. the next student attendance day, or before the next practice day on non-school days, for first offense violations only.

### **ADMINISTRATIVE PROCEDURES AND STUDENT HANDBOOK LANGUAGE**

#### **Local Requirements – EPG High School**

1. Evaluation of Students – Evaluation of students participating in extra-curricular activities will be done on a weekly basis. This procedure meets the IHSA mandate of weekly checks.
2. Scholastic Standing
  - a. Students Passing All Classes: Students passing all classes will be assumed eligible to participate in extra-curricular activities.
  - b. Students Receiving One Failing Grade: Students receiving one failing grade at the weekly check will be placed on probation until the next grade check. Students will become ineligible if at the next grade check they are still failing at least one course.
  - c. Students Receiving Two or more Failing Grades: Students receiving two or more failing grades at the grade check will be ineligible until all grades are brought up to a passing level, as determined at the next grade check. Students may practice with the team and attend interscholastic activities when ineligible, but they may not compete.
3. Probation and Ineligibility Periods
  - a. Probationary and Ineligibility periods will be carried over from each semester. For example, if a student is failing one or more classes at the end of the second semester, his/her probationary or ineligibility period would carry over into the first semester of the next school year. This is also the case for incoming freshman to the high school.
4. Eligibility Periods – Eligibility periods run from Monday through Sunday. Students should be contacted by their teacher, the Athletic Director or their coach prior to being placed on probation or becoming ineligible.

The academic eligibility requirements for EPG High School students are included in the handbook and will be in accordance with Board Policy 6:190 in addition to all IHSA guidelines.

Students must be in attendance for ½ of the school day. Exceptions will be made for pre-arranged absences or emergencies. Academic eligibility will be checked weekly.

#### **Transportation**

Students are to ride the bus to and from the extracurricular activity. The only exceptions will be if the student is riding home with their parent/guardian, grandparents, or a sibling over the age of 21. The student must receive prior approval from the sponsor/coach or the administration. Non-compliance will result in disciplinary action from the sponsor/coach or administration. Special Circumstances will be dealt with on an individual basis by the administration.

#### **Random Drug Testing**

Any student participating in extracurricular activities is subject to the district's random drug testing policy (*see separate policy*)

#### **Medical Requirements**

Students participating in either girls or boys sports are required to have a doctor's physical examination and either school insurance or evidence of coverage under a family plan, etc. The exam and insurance or **evidence of insurance coverage, must be completed before the athlete may participate in practice or competition.**

## **EXTRA-CURRICULAR PARTICIPATION**

Students will be allowed to participate in one sport per season. (I.e. Fall, winter, and spring) This will create more opportunities for different students to participate and limit the number of conflicts.

**El Paso Gridley Community Unit #11**

**7:240**

Page 1 of 1

## **STUDENTS**

### **EXTRACURRICULAR RANDOM DRUG TESTING**

The Board of Education believes that the use of prohibited substances: alcohol, tobacco, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health, safety, and welfare of students and those who compete with the student. The Board encourages students to participate in extracurricular activities, but believes the opportunity to try out for and participate in school sponsored activities is a privilege and not a right.

The purpose of this policy is to deter the use or prohibited substances, not to provide a means, which the district may use to punish a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to try out for and participate in extracurricular activities and for no other disciplinary purpose.

The Superintendent, using input from coaches and sponsors of extracurricular activities, the Board of Education, students, and parents shall develop procedures for a random drug-testing program for extracurricular activities consistent with this Board policy. These procedures shall require students trying out for or participating in any extracurricular activity, offered by the school district, to be part of this random drug testing program.

**LEGAL REF.:** 105 ILCS 5/24-24  
Clements v. Board of Education of Decatur, 478 N. E. 2d 1209  
(Il. App. 4th Dist. 1985)  
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir, 1998)

**CROSS REF.:** 6:190, 7:190 (Student Discipline), 7:300

**ADOPTED:** 04/07/2005

### **ACADEMIC**

*(El Paso Gridley High School Attachment A)*

*El Paso Gridley High School  
Academic Policy  
Board Approval July 2010  
Effective for the 2014-2015 School Year*

## **DUE PROCESS EXPLANATION AND DIRECTIONS FOR STUDENT GRIEVANCE PROCEDURE FOR ELPASO GRIDLEY COMMUNITY UNIT SCHOOL DISTRICT #11**

The grievance procedure for students is published in the district student handbook and publications that reach all students, including those in special education. The procedure along with explanations, due process, and directions are available for inspection in the following office:

1. Superintendent
2. Building Principals
3. Coordinator for Title IX and Section 504 (Christy Quam)

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

### **EXPLANATIONS**

#### *1. Grievance*

A grievance is a difference of opinion raised by a student or a group of students involving:

- a. The meaning, interpretation, or application of established policies
- b. Difference of treatment, or
- c. Application of the legal requirements of civil rights legislation.

#### *2. Grievant*

- a. Any student or group of students submitting a grievance in their own behalf.

#### *3. Days*

- a. Days when school is in session.

### **DUE PROCESS**

1. Right to Representation a grievant may choose to be represented by an attorney or other person of their choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.
2. Right to Present Witnesses and Evidence Grievant shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. Time Limits All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance with the specified time limit shall permit the grievant to proceed to the next step. Failure on the part of the grievant to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
4. Right to Information unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant for use as evidence in the grievance issue.
5. Privacy During the grievance procedure, except at Step 5, the grievant shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
6. Reprisals-Retaliation Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation, or different treatment because of such participation. Participation shall not be recorded in the student file or used to affect equal opportunity for access and equity in educational programs and services.

## **DIRECTIONS**

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step 3, the grievance must be submitted in writing, dated, and signed with the name of the attendance center and the grade level of the grievant. The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant. A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issues, being aware of the specified timelines. Copies of the written answers to the grievant shall be submitted to the superintendent, assistant superintendent, and/or building principal. This response shall contain a summary of the

1. Evidence determined
2. Conclusion reached with reasons, and
3. Shall be delivered to each grievant.

If hand delivery with receipt cannot be made, registered mail will be used.

# **EL PASO GRIDLEY COMMUNITY UNIT SCHOOL DISTRICT #11 STUDENT RIGHTS PROCEDURE FOR TITLE IX AND SECTION 504**

## **EXPLANATION**

A grievance is a difference of opinion raised by a student or group of students involving:

1. The meaning, interpretation, or application of established policies,
2. Difference of treatment, or
3. Application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to:

1. Representation
2. Present witnesses and evidence
3. Confidentiality
4. Review relevant records, and
5. Proceed without harassment and/or retaliation.

More detailed information is available in the offices of:

1. Superintendent
2. Building Principals
3. Coordinator for Equal Opportunity (Christy Quam)

Time limits refer to days when school is in session.

### **STEP 1**

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonable alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

### **STEP 2**

If the problem is not resolved, the grievance should be referred informally to:

1. Michael Lindy, Superintendent

2. Brian Quam, El Paso Gridley High School Principal
3. Robby Tomlinson, El Paso Gridley Junior High Principal
4. Tim Fairchild, Centennial Principal
5. Kelly Throneburg, Jefferson Park and Gridley Grade School Principal

A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

### STEP 3

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Coordinator of Nondiscrimination, Christy Quam.

The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and the district representative with ten days and a written response made with the five (5) days.

### STEP 4

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent (or designee) within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

### STEP 5

If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance in writing to the School Board within 5 days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

## STUDENTS

### EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Board policy 2:260, Uniform Grievance Procedure.

#### Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform *Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10), and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

**LEGAL REF.:** McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.

Title IX, 20 U.S.C. § 1681; et seq., 34 C.F.R. Part 106.

Rehabilitation Act of 1973, 29 U. S. C. § 791 et seq

Religious Freedom Restoration Act, 775 ILCS 35/5

Ill. Constitution Art. I, Sec. 18

Good News Club v Milford Central School, 121 S. Ct. 2093 (2001).

105 ILCS 5/101 et seq

23 Ill. Admin Code §§ 1.240, 200.40, and 200.50

775 ILCS 5/1-101 et seq

23 Ill. Admin. Code §1.240 ad Part 200

**CROSS REF.:** 2.260 (Uniform Grievance Procedure), 6.220 (Instructional Materials Selection and Adoption), 7.20 (Harassment of Students Prohibited), 7.130 (Student Rights and Responsibilities), 7.330 (Student Use of Buildings – Equal Access), 8.20 (Community Use of School Facilities)

**ADOPTED:** 12/18/2008

# STUDENTS

## ADMINISTRATIVE PROCEDURES

El Paso Gridley CUSD #11

Sex Equity Evaluation

July of 2007

The Illinois Sex Equity Rules require that districts conduct a sex equity evaluation once every four years. It is the responsibility of each district to ensure adequate responsiveness to the Rules in the design of its evaluations.

Self-evaluation is a process involving staff at all levels of the district and schools. The following checklist provides general suggestions as to procedures and review questions which facilitate effective evaluation of compliance to the Rules.

**El Paso Gridley Community Unit #11**

**7:10-LP17**

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### Treatment of Students

1. One set of system and program admission standards is employed for both sexes.
2. The district employs one set of graduation requirements for both sexes.
3. Steps have been taken to ensure that students are not discriminated against because of their actual or potential marital or parental status.
4. The schools treat a pregnancy as any other temporary disability.
5. Policies and procedures are implemented to ensure that no student is dismissed or excluded from any program or activity because of pregnancy or parenthood.
6. Students are allowed to choose whether or not they wish to participate in special programs for pregnant students or students who are parents.
7. The schools have eliminated administrative or programmatic barriers to school attendance and school completion by pregnant students or students who are parents.
8. The district has implemented policies and procedures to protect students from sexual intimidation and sexual harassment.
9. The schools do not discriminate on the basis of sex in the bestowing of awards, honors, scholarships, or financial aid.
10. Data demonstrates that the school's discipline policies and practices do not discriminate on the basis of sex.
11. School codes of conduct apply equally to both sexes.
12. The schools do not enter into work study or cooperative employment agreements with employers who discriminate against students on the basis of sex.
13. The schools have implemented a plan designed to alleviate identified instances of disproportionate course enrollment.
14. The schools admit students to all courses without regard to their sex.
15. The schools advise students to take courses consistent with their interests and abilities, regardless of their sex.
16. Students are not discouraged from enrolling in any course because of course titles or course descriptions that discriminate on the basis of sex.
17. Course prerequisites and course requirements are the same for both sexes.
18. Course content and course objectives do not discriminate on the basis of sex.
19. Students are assigned to participation in voice instruction without regard to their sex.
20. Students are encouraged to study musical instruments that suite their individual interests and abilities regardless of their sex.
21. All P.E. classes are open equally to both sexes.
22. The schools have taken measures to ensure that students are not segregated by sex in instructional portions of any P.E. classes, including instruction in contact sport skills.
23. Assignments to P.E. classes or portions of such classes are based upon student ability levels, group composition is determined through objective testing of individual performance directly tied to the skill(s) being taught and administered without regard of sex.
24. In P.E. classes using ability grouping, students are re-tested and re-grouped at appropriate intervals.
25. The schools use performance evaluation standards for measuring skill or progress which do not result in discrimination against either sex.
26. The schools have ensured that neither P.E. classes nor areas where classes are conducted are designated by sex.
27. The schools have assured themselves that classroom practices do not discriminate on the basis of sex.
28. The schools have taken steps to ensure that classroom teacher employ teaching methods that do not inhibit the participation of any student on the basis of sex.

**El Paso Gridley Community Unit #11** **7:10-LP17**

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29. The schools have reviewed their curricula to ensure that the history, roles, and contributions of both sexes are provided on a comparable basis.
30. The schools have taken steps to ensure that teachers employ methods designed to counteract sex bias in instructional materials.
31. The schools have implemented a review process to ensure that instructional materials do not result in discrimination on the basis of sex.
32. Counselors have been involved in plans to alleviate any gender disproportionality in course enrollments.
33. Students are assigned to counselors on a basis other than gender.
34. Students are counseled to take courses and to pursue careers that are consistent with their individual interests and abilities, regardless of their sex.



35. The schools have examined career materials to ensure that they do not discourage, by word, or image, the consideration by both sexes of all careers.
36. The schools have taken steps to ensure that the content, administration, interpretation, and application of appraisal instruments and associated materials do not discriminate on the basis of sex.
37. The schools have ensured that students of both sexes have equal access to all extracurricular programs and activities.
38. The schools have assured themselves that extracurricular programs and activities are not designed by titles which imply that membership or participation is restricted on the basis of sex.
39. The schools do not provide significant assistance to any association or conference that discriminates on the basis of sex in the provision of benefits or services to students.
40. The schools ensure that comparable activities are provided for both sexes in the event it cooperates with exempt single sex youth organizations.
41. The schools have documented student athletics interest surveys in accordance with the timelines specified in the Rules.
42. Students have equal access to district choral groups regardless of their sex.
43. Instrumental music skill acquisition and performance opportunities are provided to students without regard to their sex.
44. Competitive speaking events are open to both sexes.
45. If speech and drama materials limited to a single sex are used, are comparable opportunities provided for members of both sexes?
46. Activities such as cheerleading, pompon squads, color guards, school safety patrol, teacher/office aides, and library assistants are open to students of both sexes.
47. In activities such as those listed in the previous statements, the schools employ participation criteria, selection procedures, uniform restrictions, and performance utilization standards which do not discriminate on the basis of sex.
48. If a king or a queen of a given activity is selected, are comparable opportunities offered during the course of the school year for students of both sexes.
49. If mother-son, father-daughter, mother-daughter, or father-son activities are sponsored, does the school ensure that comparable activities are provided for both sexes and that the special needs of children from single-parents homes are accommodated?

**Athletics**

1. The district has conducted a student athletics interest survey in accordance with the timelines specified in the Rules.
2. If the district fields any single-sex teams, are the interests and abilities of both sexes otherwise accommodated?
3. In a non-contact sport, when a team is provided only for members of one sex, are members of the excluded sex allowed to compete for a place on the team if their overall athletic opportunities have been limited in comparison with those of the other sex?

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4. Coeducational teams fielded by the district accommodate the interests and abilities of both sexes.
5. The overall athletic interest (survey results) has been measured for gender disparity and, if necessary, addressed in the district's sex equity plan.
6. The district has compiled data demonstrating that it provides comparable continuity in sports opportunities for students of both sexes. (By sex, compare sports offered, levels of competition within each, and grade level offered: include any community-sponsored district assisted sports building or improvement program in which students participate).
7. The district has compiled data to describe the nature and extent of its athletic programs in order to assess program comparability in the following areas:
  - a. selection of sports offered
  - b. levels of competition within sports
  - c. lengths of sport seasons
  - d. scheduling of athletics opportunities throughout the calendar year
  - e. scheduling of practices and games during prime time
  - f. use of facilities for practice and competition
  - g. ration of coaches to athletes
  - h. quality of coaching and officiating (i.e. credentials, experience, and compensation)
  - i. assignment and compensation of coaches and officials
  - j. supplies and equipment
  - k. allowances for travel and per diem
  - l. medical and training facilities
  - m. publicity for teams and individual participants
  - n. overall distribution of athletic budget funds
8. The district's athletic programs offer comparable opportunity to accommodate the interests and abilities of students of both sexes.

**Gifted Education & Programs**

1. Gifted Education referral, testing, and placement practices do not discriminate on the basis of sex.
2. Programs, classes, or related services for gifted students do not discriminate on the basis of sex.

**Special Education**

1. Special Education referral, testing, and placement practices do not discriminate on the basis of sex.

2. Special Education classes and related services (including services provided in cooperation with other districts or through private placement) do not discriminate on the basis of sex.

#### Vocational Education

1. The district has taken steps to ensure that it does not enter into work study or cooperative employment agreements with employers who discriminate against students on the basis of sex.
2. The district has taken steps to ensure that all students are provided opportunities to acquire knowledge and understanding of vocational and career options without discrimination on the basis of sex.
3. The district has reviewed materials used in vocational and career education to ensure that they do not discriminate on the basis of sex.

**El Paso Gridley Community Unit #11**

**7:20**

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## **STUDENTS**

### **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

#### Sexual Harassment Prohibited

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

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

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

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**El Paso Gridley Community Unit #11**

**7:20**

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### **NONDISCRIMINATION COORDINATOR:**

Michael Lindy, Superintendent

Name

97 West Fifth Street

Address

El Paso, IL 61738

(309) 527-4410

Telephone

## COMPLAINT MANAGERS:

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| Michael Lindy, Superintendent | Kelly Throneburg, Principal at Jefferson Park |
| Name                          | Name                                          |
| 97 West Fifth Street          | 250 West Third Street                         |
|                               | Address                                       |
| El Paso, IL 61738             | El Paso, IL 61738                             |
| (309) 527-4410                | (309) 527-4405                                |
| Telephone                     | Telephone                                     |

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

**LEGAL REF.:** Title IX of the Educational Amendments, 20 U.S.C. §1681 et seq.  
34 C.F.R. Part 106.  
105 ILCS 5/10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq.  
23 Ill. Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).  
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).  
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).  
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

**CROSS REF.:** 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities); 7:190 (Student Discipline)

**ADOPTED:** 02/02/2009

**El Paso Gridley Community Unit #11** **4:130**

## OPERATIONAL SERVICES

### FREE AND REDUCED-PRICE FOOD SERVICES

#### Notice

The Superintendent shall be responsible for implementing the District's free and reduced price food services policy.

#### Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

#### Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service,

(2) the application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

#### Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

**LEGAL REF.:** U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.  
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245.  
105 ILCS 125/0.01 et seq. and 126/1 et seq.  
23 Ill. Admin. Code §§ 1.520 and 305.10 et seq.

**ADOPTED:** 07/14/2005

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that El Paso Gridley Community Unit School District #11, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, El Paso Gridley Community Unit School District #11 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the El Paso Gridley Community Unit District #11 to include this type of information from your child's education records in certain school publication. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation program; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories- names, addresses, and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want El Paso Gridley Community Unit School District #11 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the third Friday of September. El Paso Gridley Community Unit School District #11 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C.7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C...503, as amended by section 544, the *National Defense Authorization Act for Fiscal year 2002* (P.L.107-107), the legislation that provides funding for the Nation's armed forces.

## **PARENTS RIGHT – TO – KNOW**

Dear Parent:

In accordance with ESEA Section 1111 (h) (6) Parents Right-To-Know, the Unit 11 District is notifying every parent of the student in a Title 1 school that you have the right, and may request information regarding the professional qualifications of your child's classroom teachers including, at minimum the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject area in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through the State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.  
If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.  
If you have questions, please feel free to contact your district superintendent at the following phone number 309-527-4410.

Sincerely,

Michael Lindy  
District Superintendent

## **SEX OFFENDERS ON SCHOOL PROPERTY**

It shall be the policy of the El Paso Gridley Community School District #11 that any person who is a child sex offender within the meaning of Section 11-9.3 of the Criminal Code of Illinois, 720 ILCS 5/11-9.3, shall be prohibited from being present in any school building, on any real property comprising any school in the School District, loitering on a public way within 500 feet of school property when person under the age of 18 are present, or in any conveyance owned, leased or contracted by the School District of transport students to or from school or a school related activity when persons under the age of 18 are present in the building, on the grounds or in the conveyance, unless the offender:

- (1) Is a parent or guardian of a student present in the building, on the grounds or in the conveyance; or
- (2) Has permission to be present from the Superintendent, Building Principal, or the Board of Education.

At any time a person who is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/1, *et seq.*, enters onto school property, he or she must first come to the appropriate Building Office of the Unit Office and identify himself or herself as such to the Principal or Superintendent. While on school property, the offender shall be escorted by a school representative or shall stay in a designated area as determined by the Principal or Superintendent. While on school property, the offender shall be escorted by a school representative or shall stay in a designated area as determined by the Principal or Superintendent. No such person shall be permitted to be present in a classroom or in a conveyance where students other than his or her own child or children are present.

## **CHILD SEX OFFENDER AND MURDERER COMMUNITY NOTIFICATION ACT**

No employee, volunteer, or contractor's employee shall be on school property or at any school event if he or she is a child sex offender, as defined in the Child Sex Offender and Murderer Community Notification Law, unless prior permission is given by the Superintendent or his designee.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement official under the Child Sex Offender and Murderer Community Notification Law. The Superintendent or designee shall serve as the District contact person for the purposes of this law. Non-Staff members, as well as staff members who are not designated as information recipients, shall be referred to the enforcement agencies for information regarding child sex offenders.

District contractors shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

You may find information concerning sex offenders at [www.familywatchdog.us](http://www.familywatchdog.us) or other available sites.

## **EL PASO GRIDLEY COMMUNITY UNIT DISTRICT #11-ASBESTOS MANAGEMENT PLAN-**

This is to inform you of the status of El Paso Gridley Community Unit School District #11 asbestos management plans. As required, our buildings were initially inspected for asbestos in March of 1988.

The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection to be conducted every three years. Currently the school district has contracted with Ideal and Associates to conduct the six-month inspections and the three-year re-inspections.

The inspection/management plan is available for public review in the Superintendent's office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 4:30 p.m.

Questions concerning the El Paso Gridley Community Unit School District #11 asbestos management plan should be directed to the Superintendent at 97 W. 5th St., El Paso, IL 61738, phone number 309-527-4410.

**El Paso Gridley Community Unit #11**

**4:160-AP**

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## **OPERATIONAL SERVICES**

### **ADMINISTRATIVE PROCEDURE - HAZARDOUS AND INFECTIOUS MATERIALS**

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. The following are examples of such materials:

- Any item contained in the definition of "toxic substance" in the Toxic Substances Disclosure to Employees Act as well as those listed in Illinois Department of Labor regulations
- An item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids
- Non-building related asbestos materials
- Lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes)

- Compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide)
- Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride)
- Liquids, compounds, solids or other hazardous chemicals that might be toxic, poisonous, or cause serious bodily injury
- Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algacide, rodenticide, bactericides)
- Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol)

The Buildings and Grounds Supervisor shall supervise compliance with State and federal law, including the Toxic Substances Disclosure to Employees Act (820 ILCS 255/1 et seq.), and shall:

1. Maintain a perpetual inventory of hazardous materials.
2. Make available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compile Material Safety Data Sheets (MSDS) for each toxic substance used, produced, or stored to which an employee may be exposed, and distribute them as appropriate. Update the data sheets when necessary.
4. Submit to the Director of the Illinois Department of Labor, as required, an alphabetized list of substances, compounds, or mixtures for which the District has acquired a MSDS.
5. Make available MSDS to all persons requesting the information.
6. Store hazardous or toxic materials in compliance with local, State, and federal law. Storage containers must be labeled with the chemical name and appropriate warning hazards and stored in a location that limits the risk presented by the materials. Containers must be stored in a limited-access area.
7. Transport hazardous materials in a manner that poses the least possible risk to persons and the environment and that is in compliance with local, State, and federal law.
8. Classify hazardous materials as current inventory, waste, excess, or surplus. Dispose of hazardous materials in accordance with local, State, and federal law.
9. Post information regarding employee rights under the Act on employees' bulletin boards throughout the District.
10. Provide an education and in-service training program with respect to all toxic substances to which employees are routinely exposed in the course of employment.

**Pesticide Application**

The Buildings and Grounds Supervisor shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and employees in their building, at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural Pest Control Act (225 ILCS 235/2) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

The Buildings and Grounds Supervisor is responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/10.2, as amended by P.A. 95-58) regarding an integrated pest management program.

A detailed Integrated Pest Management Plan is available upon request. Please contact the High School Office at 309-527-4415.

- *Applicable if the Superintendent determines that an integrated pest management program is economically feasible:*  
The Buildings and Grounds Supervisor or designee shall develop and implement a program incorporating the Department of Public Health guidelines and notify the Department, by 8-10-08 and every 5 years thereafter, on forms provided by the Department, that an integrated pest management program is being implemented. The Buildings and Grounds Supervisor or designee shall keep copies of any written integrated pest management program plans.
- *Applicable if the Superintendent determines that adopting an integrated pest management program is not economically feasible because such adoption would result in an increase in pest control costs:*  
The Buildings and Grounds Supervisor or designee shall use the Department's form to notify it, by 8-10-08 and every 5 years thereafter, that the development and implementation of an integrated pest management program is not economically feasible. The notification must include projected pest control costs for the term of the pest control program and projected costs for implementing an integrated pest management program for that same time period. In addition, the Buildings and Grounds Supervisor or designee shall attend a training course, approved by the Department, on integrated pest management by 8-10-08 and every 5 years thereafter until an integrated pest management program is developed and implemented in the District's schools.

The Buildings and Grounds Supervisor or designee shall maintain copies of all notifications that are required by the Structural Pest Control Act and provide the Building Principal(s) or designee(s) sufficient information to allow him/her/them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements.

**Training and Necessary Equipment**

Each Building Principal and non certificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials. Emergency response and evacuation plans must be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

**Substitute Non-Hazardous Materials**

District staff shall substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school

facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.

**Infectious Materials**

The Buildings and Grounds Supervisor shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The Plan shall comply with the Blood borne Pathogens Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent annually. The Plan shall address the following issues:

1. Exposure determination. Positions that do not subject the employee to occupational exposure are exempt from the Plan and the Standards generally.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas); personal protection equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure must be offered, at employer expense, the hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and recordkeeping.
3. Process for ensuring that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

**Emergency Response Plan**

The Building Principal shall ensure that proper procedures for the cleanup of potentially hazardous material spills are followed including the following:

1. A building custodian is responsible for the actual cleanup,
2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times, and
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

**Evacuation**

The Building Principal shall ensure that evacuation rules are posted in each room and that they are discussed with each class using the room during the first days of the school year. The rules indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.

The Building Principal shall conduct evacuation drills according to School Board policy 4:170, *Safety*, and administrative procedure 4:170-AP1, *Comprehensive Safety and Crisis Program*.

- LEGAL REF:** 29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350.280.  
105 ILCS 135/1 et seq.  
225 ILCS 235/2, Structural Pest Control Act.  
415 ILCS 65/3, Lawn Care Products Application and Notice Act.  
820 ILCS 255/1 et seq.  
23 Ill. Admin. Code §1.330.

**ADOPTED:** 01/17/2008

**ADVOCATE HEALTH CARE  
NOTICE OF PRIVACY PRACTICES**

**THIS NOTICE OF PRIVACY PRACTICES (“NOTICE”) DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

*This Notice, which became effective on September 1, 2010, applies to any health care facility or physician practice now or in the future controlled by or under common control with Advocate Health Care Network and any of its affiliates or subsidiaries (collectively referred to as “Advocate Health Care”) which includes without limitation the following:*

**Hospitals and Medical Staffs**

**Other**

Advocate BroMenn Medical Center

Advocate Home Care Products, Inc.

Advocate Christ Medical Center

Advocate Home Health Services

Advocate Eureka Hospital

Advocate Hospice

Advocate Condell Medical Center

ACL Laboratories

Advocate Hope Children’s Hospital

Advocate High Technology, Inc. Advocate Good Samaritan Hospital

Advocate Occupational Health

Advocate Good Shepherd Hospital

Advocate Family Care Network

Advocate Illinois Masonic Medical Center

Advocate Lutheran General Hospital

Advocate Lutheran General Children’s Hospital

Advocate South Suburban Hospital

Advocate Trinity Hospital

## Medical Groups

Advocate Medical Group

Dreyer Medical Clinic

## **DISCLAIMER**

This Advocate Health Care site has decided to use a joint Notice of Privacy Practices and a joint Acknowledgement Form with independent physicians who are not employed by Advocate Health Care. The use of these joint forms rather than the use of separate notices and forms is being done only for the patient's convenience and to improve the access to patient Medical Information by the patient's physician.

Although this Notice does address the sites listed above, any independent physicians are and remain independent contractors and are not agents, servants or employees of Advocate Health Care and are solely responsible for their judgment and (medical) conduct in treating or providing professional services to the patient and for their compliance with state and federal privacy laws. Nothing in this Notice is meant to imply, infer or create any agency or employment relationship between any independent physicians and Advocate Health Care, either actual or implied; nor is it intended to create reliance on the part of the patient; nor is this Notice intended to alter or limit any other consents for treatment or procedures the patient may sign during the time the patient is provided care at this site.

This Notice is effective September 1, 2010.

## UNDERSTANDING YOUR MEDICAL INFORMATION

We understand that medical information about you and your health is personal. We are committed to protecting your medical information. Each time you visit a hospital, physician, or other health care provider, they document information about you and your visit. Typically, this record contains, among other information, your name, symptoms, health history, examination and test results, diagnoses, current and future treatment, and billing-related information ("Medical Information"). This Medical Information is used to provide you with quality care and to comply with certain legal requirements.

This Notice will tell you how we may use and disclose Medical Information about you. It also describes your rights and certain obligations we have regarding the use and disclosure of your Medical Information.

We are required by law to:

Maintain the privacy of your Medical Information.

- Provide you with this Notice of our legal duties and privacy practices with respect to information we collect and maintain about you.
- Follow the terms of this Notice or a Notice that is in effect at the time Advocate Health Care uses or discloses your Medical Information.

## USES AND DISCLOSURES OF YOUR MEDICAL INFORMATION

**THE FOLLOWING CATEGORIES DESCRIBE DIFFERENT WAYS IN WHICH WE MAY USE AND DISCLOSE YOUR MEDICAL INFORMATION. WITH RESPECT TO USE AND DISCLOSURE OF YOUR MEDICAL INFORMATION FOR TREATMENT, PAYMENT AND HEALTH CARE OPERATIONS, WE MAY SHARE YOUR MEDICAL INFORMATION WITH ANY OF THE ENTITIES REFERENCED IN THIS NOTICE, OR ANY PHYSICIAN OR OTHER HEALTH CARE PROVIDER AS ALLOWED BY LAW**

**For Treatment:** We may use your Medical Information to provide, coordinate or manage your medical treatment and related services. Your Medical Information can be shared with physicians, nurses, technicians and others involved in your care and these individuals will collect and document information about you in your medical record. To assure immediate continuity of care, we may disclose information to a physician or other health care provider who will be assuming your care. For example, different departments may share your Medical Information to coordinate the different services you may need such as prescriptions, lab work, meals and X-rays or other diagnostic tests.

**For Payment:** *We may use and disclose your Medical Information so that the treatments and services you receive may be billed and payment may be collected from you, an insurance company or a third party. For example, we may need to give information about the surgery you received to your health plan so your health plan will pay us or reimburse you for the surgery. We also may tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.*

**For Health Care Operations:** We may use and disclose your Medical Information in connection with our health care operations including, but not limited to the following:

- Quality assessment and improvement activities.
- Related functions that do not include treatment.
- Competence or qualification reviews of health care professionals.
- Training programs, accreditation, certification, licensing or credentialing activities.

**Directory (Hospitals Only):** **When you are a patient in our hospital, we may list your name, room location, general condition (such as fair or stable), and religious affiliation in the hospital's inpatient directory. This directory information, except for your religious affiliation, may be provided to people who ask for you by name. We may disclose your name, room location, general condition, and religious affiliation to a member of the clergy who asks for you by your name or by your listed religious affiliation. We may also disclose your name and general condition to a member of the media who asks for you by name. If you do not want to be listed in our hospital directory or do not want us to give such information to members of either the clergy, media, or general public, you must inform your nurse or a registration coordinator. Please note that if you are not listed in our hospital directory, we will tell all individuals who ask for you at the visitors' desks or who call the operator that you are not currently a patient.**

**If you are receiving mental health or alcohol/substance abuse services in an inpatient behavioral health unit during this hospitalization, we will not disclose any information without your prior written authorization.**

**Individuals Involved in Your Care or Payment for Your Care:** We may disclose the minimum necessary Medical Information about you to a family member, other relative, close personal friend or any other person you identify who is involved in your medical care. We also may disclose the minimum necessary information to someone who helps pay for your care. In an emergency or other situation where you are not able to identify your chosen person(s) to receive communications about you, we may exercise



our professional judgment to determine whether such a disclosure is in your best interest, who is the appropriate person(s) and what Medical Information is relevant to their involvement with your health care. We may also disclose your Medical Information to an organization, such as the American Red Cross which is assisting in a disaster relief effort, so that your family can be notified about your condition, status and location.

**Research:** Under certain circumstances, we may use or disclose your Medical Information to identify you as a potential candidate for a research study that has been approved by an Institutional Review Board. This approval is given after an evaluation of a proposed research project and its uses of Medical Information, and always with an effort to balance the requirements of sound research with patients' need for privacy of their Medical Information. We may disclose Medical Information about you to people preparing to conduct a research project, for example, to help them look for patients with specific medical needs, so long as the Medical Information they review does not leave the site.

**To Avert a Serious Threat to Health or Safety:** As required by law, we may disclose Medical Information about you when necessary to prevent a serious threat to your health or safety or the health and safety of the public or another person. Any disclosure of this kind, however, would be made only to someone able to help prevent the threat.

**Business Associates:** We provide some services through other persons or companies that need access to your health information to carry out these services. The law refers to these persons or companies as our Business Associates. We may disclose, as allowed by law, your health information to our Business Associates so that they can do the job we have contracted with them to do. Examples of Business Associates include companies that assist with billing services or copying medical records. We may send other business associates called registries (such as a Cancer Registry) summarized information about patients who have been treated with similar problems such as cancer or trauma, to help physicians improve the quality of care for other patients with similar problems. We require through a written contract that our Business Associates use appropriate safeguards to ensure the privacy of your Medical Information.

**Fundraising:** Advocate Health Care is a not-for-profit organization that relies on charitable gifts to support its mission. In the continuing effort to enhance Advocate Health Care's capacity to conduct its mission of service to patients and families, periodic communications and invitations to donate may be sent to patients' families and friends of Advocate Health Care by Advocate Charitable Foundation. The law allows us to share minimal information about you with our fundraising foundation; however, we will not share your information with other organizations for fundraising purposes. If you do not wish to receive communications from Advocate Charitable Foundation, please write to Advocate Charitable Foundation, 205 W. Touhy, Suite 225, Park Ridge, IL 60068, call 847-384-3400, or email [acfhnaa@advocatehealth.com](mailto:acfhnaa@advocatehealth.com).

Advocate Charitable Foundation may on occasion visit you during your stay in the hospital in order to inquire about the quality of your stay or to offer any needed assistance. If you do not want Advocate Charitable Foundation to be informed about your hospital stay, please inform your nurse or a registration coordinator during your stay at the hospital.

**Other Communications with You:** We may use and disclose your Medical Information to contact you at the address and telephone numbers you give us about scheduled or canceled appointments with your physicians or other health care team members, registration or insurance updates, billing and/or payment matters, information about patient care issues, treatment choices and follow-up care instruction, and other health-related benefits and services that may be of interest to you. Unless you tell us otherwise, we may leave messages about appointments or other reminders on your telephone or with a person who answers the phone.

## **SPECIAL SITUATIONS**

**Lawsuits and Disputes:** We may disclose your Medical Information in the course of a judicial and administrative proceeding, in response to an order of a court or other tribunal to the extent that such disclosure is authorized and, in certain conditions, in response to a subpoena, discovery request or other lawful process.

**Law Enforcement:** We may disclose your Medical Information to the police or other law enforcement officials as part of law enforcement activities, in investigations of criminal conduct, in response to a court order, in emergency circumstances, or when otherwise required to do so by law.

**Coroners, Medical Examiners and Funeral Directors:** We may release Medical Information about you to a coroner or medical examiner as necessary to identify a deceased person or to determine the cause of death. We also may release your Medical Information to funeral directors as necessary for them to carry out their duties.

**Organ and Tissue Donation:** If you are an organ donor, we may release your Medical Information to organizations that obtain organs or handle organ, eye or tissue transplantation. We may also release your Medical Information to an organ bank to arrange for organ or tissue donation and transplantation.

**Military and Veterans:** If you are a member of the military or a veteran, we may release your Medical Information to the proper authorities so they may carry out their duties under the law.

**Inmates:** If you are an inmate in a correctional institution or in the custody of a law enforcement official, we may disclose Medical Information about you to the correctional institution or law enforcement official as necessary so that their duties can be carried out under the law.

**Workers Compensation:** We may disclose your Medical Information as allowed or required by Illinois law relating to workers' compensation benefits for work-related injuries or illness or to other similar programs.

**Public Health Activities:** We may be required to report your Medical Information to authorities to help prevent or control disease, injuries or disability. This may include using your Medical Information to report certain diseases, injuries and birth and death information. This also may include reporting certain drug reactions with products or notification of product recalls. We also may be required to report to your employer certain work-related illnesses or injuries so that your workplace can be monitored for safety. The appropriate government authorities may also be notified if we believe a patient has been the victim of child or elder abuse, neglect or domestic violence. These reports will be made in compliance with state and federal law and will be limited to the requirements of the law.

**Health Oversight Activities and Specialized Government Functions:** We may disclose your Medical Information to local, state or federal government authorities or agencies that oversee health care systems and ensure compliance with the rules of government health programs, such as Medicare or Medicaid and, under certain circumstances, to the U.S. Military or U.S. Department of State.

**Marketing:** We will not use or disclose your Medical Information for marketing purposes without your written authorization.

**Uses and Disclosures Not Covered in this Notice:** Other uses and disclosures of your Medical Information will be made only with your written permission unless otherwise permitted or required by law. If you provide us with permission to use or disclose Medical Information about you, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose Medical Information about you for the reasons covered by your written permission. Please understand that we are unable to take back any disclosures already made with your permission and that we are required to retain the records of the care provided to you.

## **YOUR RIGHTS REGARDING YOUR MEDICAL INFORMATION**

You have the following rights regarding the Medical Information we maintain about you:

**Right to Inspect and Copy:** You have the right to see and obtain a copy of your Medical Information. This includes medical and billing records, but does not include psychotherapy notes. You may request a copy in an electronic format if the Advocate Health Care site of care maintains your Medical Information in an electronic format. To see and/or obtain copies of this information, you must submit your request in writing. The *Authorization for Release of Patient Health Information* form is available from the medical records department at each Advocate Health Care site of care.

If you request a copy of your Medical Information, we may charge a reasonable fee for the costs of copying and mailing or for other expenses associated with complying with your request. We may deny your request to see and/or obtain copies of your Medical Information in very limited circumstances. If you are denied access to your Medical Information, you may request that the denial be reviewed. A licensed health care professional chosen by Advocate Health Care will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the decision that is the outcome of the review.

**Right to Amend:** If you feel that the Medical Information we have on record is inaccurate or incomplete, you have the right to request an amendment as long as the information is kept by or for Advocate Health Care. If the Medical Information is kept by another hospital or provider, we cannot act on your request. You must contact them directly. Your request for an amendment must be in writing and must state the reasons for the request. The written request can be made on the *Request for Amendment to the Record* form available in the medical records department at each Advocate Health Care site of care. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. We are not obligated to make all requested amendments, but will give each request careful consideration. If your request is denied, you have the right to send a letter of objection that will then be attached to your permanent medical record. Please note that even if we accept your request, we may not delete any information already documented in your medical record.

**Right to an Accounting of Disclosures:** You have the right to ask us for an "accounting of disclosures." This is a listing of those individuals or entities that have received your Medical Information from Advocate.

The listing will not cover Medical Information that was given to you or your personal representative or to others with your permission. In addition, it will not cover Medical Information that was given in order to:

- Provide or arrange care for you;
- Facilitate payment for your healthcare services; and/or
- Assist Advocate Health Care in its operations.

Your request for an accounting of disclosures must be made on the *Request for Accounting of Disclosures* form available in the medical records department at your Advocate Health Care site of care. The list will include only the disclosures made for the time period indicated in your request, but may not exceed a six-year period or include dates before April 14, 2003. The first list you request within a 12-month period will be free. For additional lists, we may charge you for the reasonable costs associated with providing the list. We will notify you of costs involved. You may choose to withdraw or modify your request at any time before costs are incurred.

**Right to Request Restrictions:** You have the right to ask us to restrict or limit the Medical Information we use or disclose about you for treatment, payment or healthcare operations. In addition, if you pay for a particular service in full, out-of-pocket, on the date of service, you may ask us not to disclose any related Medical Information to your health plan. Unless required by law, we are not required to agree to all requests. If we do agree, we will comply unless the information is needed to provide emergency treatment.

**Right to Request Confidential Communications:** You have the right to ask us to communicate with you about medical matters in a certain way or at a certain location. For example, you may ask that we contact you only by sending materials to a P.O. Box instead of your home address. We will not ask the reason for your request and we will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

**Right to a Paper Copy of this Notice:** Upon your request, you may at any time obtain a paper copy of this Notice. To do so, please contact the Advocate Health Care site HIPAA Coordinator. You also may access a copy of this Notice on our web site at [www.advocatehealth.com](http://www.advocatehealth.com).

## **VISION SCREENING NOTIFICATION REQUIREMENT**

Section 685.110(d) requires screening programs to inform parents/guardians PRIOR TO SCREENING and IN WRITING that vision screening will be conducted and that screening is not a substitute for a full vision exam. The following language must be included in the notice:

"Vision screening is not a substitute for a complete eye and vision examination by the eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months."

This notice is NOT a "consent" to screen and it must clearly inform parents that unless there is a vision examination report from a doctor in the child's file, the screening (at mandated age and grade levels) will be done.

Notification can be done through a school web-site, school handbook, a newsletter, the school calendar, a separate notice, etc. IT is advisable to mention hearing screening in this notice as well.

## **CHANGES TO THIS NOTICE**

We reserve the right to change our privacy practices, policies and procedures and our Notice of Privacy Practices. We also reserve the right to make the revised privacy policies, procedures and Notice effective for Medical Information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice in Advocate Health Care facilities and this Notice will contain the new effective date on the first page. In addition, each time you register or are admitted to Advocate Health Care as an inpatient or outpatient, a copy of the current Notice will be available upon request.

## **RIGHT TO FILE A COMPLAINT**

If you have any questions or would like to report a privacy concern, please contact the appropriate contact person for the Advocate Health Care site in question (see below).

If you believe Advocate Health Care has violated your privacy rights, you may file a complaint with Advocate Health Care or with the U.S. Department of Health and Human Services Office for Civil Rights (“OCR”). We will not retaliate against you if you file a complaint with us or with the OCR.

### **HOSPITALS**

### **TO REPORT A PRIVACY CONCERN PLEASE CONTACT:**

|                                               |                                                       |
|-----------------------------------------------|-------------------------------------------------------|
| Advocate BroMenn Medical Center               | Corporate Integrity Hotline<br>(309) 268-2925         |
| Advocate Christ Medical Center                | Patient Relations<br>(708) 346-5452                   |
| Advocate Hope Children’s Hospital             | Patient Representatives<br>(847) 990-5443             |
| Advocate Condell Medical Center               |                                                       |
| Advocate Eureka Hospital                      | Corporate Integrity Hotline<br>(309) 268-2925         |
| Advocate Good Samaritan Hospital              | Care Line<br>(630) 275-2273                           |
| Advocate Good Shepherd Hospital               | Patient Relations<br>(847) 842-4331                   |
| Advocate Illinois Masonic Medical Center      | Patient Relations<br>and Experience<br>(773) 296-8230 |
| Advocate Lutheran General Hospital            | Patient Relations<br>(847) 723-6011                   |
| Advocate Lutheran General Children’s Hospital |                                                       |
| Advocate South Suburban Hospital              | HIPAA Coordinator<br>(708) 213-3155                   |
| Advocate Trinity Hospital                     | Privacy Hot Line<br>(773) 967-4472                    |

### **MEDICAL GROUPS**

|                        |                                                                               |
|------------------------|-------------------------------------------------------------------------------|
| Advocate Medical Group | Advocate Medical<br>Group Privacy Hotline<br>(312) 674-2199<br>(309) 268-2925 |
| Dreyer Medical Clinic  | Dreyer Privacy Line<br>(630) 906-5053                                         |

### **Other Services**

|                              |                                          |
|------------------------------|------------------------------------------|
| High Tech Medical Park       | High Tech Privacy Line<br>(708) 923-3270 |
| Advocate Occupational Health | Privacy Coordinator<br>(847) 384-3581    |

Advocate Home Care Products  
Advocate Home Health Services  
Advocate Hospice

Clinical Excellence  
(630) 368-6623 or  
(630) 368-5993

Chief Privacy Officer

Advocate Support Centers  
(630) 684-9373