

# G.C.M.S High School



The mission of GCMS School District is to partner with students, parents, and the community to cultivate life –long learning by providing a safe atmosphere where academic excellence, respect and enthusiasm foster future success.

## **STUDENT HANDBOOK 2023-2024**

Provided by the Gibson Area Hospital

GCMS High School  
815 N. Church Street  
Gibson City, IL 60936

School Phone: 217.784.4292  
School Fax: 217.784.8726  
Unit Office: 217.784.8293  
Bus Garage: 217.784.5800

GCMS Webpage: [www.gcmsk12.org](http://www.gcmsk12.org)

Kyle Bielfeldt  
Principal

***This agenda belongs to:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

## **GENERAL INFORMATION**

The following items are not located in the Student Agenda Handbook but are detailed in the official student handbook.

The Official Student Handbook can be referenced at [www.gcmsk12.org](http://www.gcmsk12.org)

- Equal Opportunity and Sex Equity
- Parental Communication
- School Visitation Rights
- School Volunteers
- Uniform Grievance Procedures
- Visitors
- Illinois School Report Cards
- Asbestos Management Plan
- Mandated Reporters
- School District Medicaid Policy Information
- Pesticide Application Notice
- Sex Offender Notification Law
- Sex Offender and Violent Offender Community Notification Laws
- Special Education – Provision of a Free Appropriate Public Education/Related Service Log
- Related Services Log
- Guidelines for School-Sponsored Publications
- Guidelines for School-Sponsored Publications
- Guidelines for Student Distribution of Non-School Sponsored Publications
- Instructional Materials
- Student Biometric Information
- Student Privacy Protections
- Student Records
- Exemption from Physical Activity
- Application for Fee Waiver
- Access to Student Social Networking/Passwords/Websites
- Internet Acceptable Use Sign-Off
- Standardized Testing
- Teacher Qualifications
- Release Time for Religious -- Observation/Instruction
- Interrogation – DCFS/Police
- Physical Restraint
- Physical Restraint
- Suspension and Re-Engagement of Returning Students
- English Learners
- Response to Intervention
- Insurance
- Care of Students with Diabetes
- Communicable Diseases
- Head Lice
- Home/Hospital Instruction
- Immunization/Health/Eye/Dental Examinations
- Student Medication
- Asthma Inhalers
- Students with Food Allergies
- Students with Disabilities
- Special Education
- Discipline of Students with Disabilities
- Exemption from Physical Education
- Request to Access Classroom or Personnel for Special Education
- Sexual Harassment and Teen Dating Violence Prohibited
- Suicide and Depression Awareness and Prevention
- Video and Audio Monitoring
- Pedestrian Safety
- Transportation Guidelines
- Transportation to School Events
- School Operations During a Pandemic or Other Health Emergency
- Annual Notice to Parents About Educational Technology Vendors
- Student and Parent Handbook Acknowledgement and Pledge

#### **DISTRICT MISSION STATEMENT**

The vision of the Gibson City-Melvin-Sibley Unit #5 School District is to create a community of life-long learners by providing an atmosphere of enthusiasm, excellence, and respect.

#### **GCMS HIGH SCHOOL VISION STATEMENT**

A GCMS Falcon will graduate well-adjusted and academically prepared: able to handle life's challenges by setting high expectations of growth for the future.

#### **EDUCATIONAL PHILOSOPHY**

The members of the Gibson City-Melvin-Sibley Community Unit School District #5 School Board, as legal officials of the State of Illinois, duly elected by the people of our district, are obligated to the youth and adults of our district to ensure

that their educational needs are met in the best possible manner. We exhibit leadership in all endeavors to improve the district's educational program and facilities.

We believe that the educational program should provide each student with the opportunity to develop to his/her fullest capacity in the areas of mental, physical, and emotional needs. We will strive to provide the citizens of this community with the most complete educational program possible.

**PRINCIPAL’S MESSAGE**

Welcome to Gibson City Melvin Sibley High School. It is my personal belief that every educational system has the capacity to be a successful learning experience for all individuals. As with all structures, a strong foundation must first be achieved. Our foundation is composed of supportive administrative leadership, visionary teachers and support staff, and life-long learners. At GCMS we strive to provide a student-centered curriculum with an equal partnership of school, home, and community. Our faculty and staff will nurture a caring environment that builds self-worth through intellectual, aesthetic, emotional, physical, and social experiences for life-long learning.

This handbook will provide you with expectations as well as information that will guide you throughout your educational career and allow you to be successful at GCMS and beyond. You will find many opportunities to get involved in your school through activities and athletics that will afford you opportunities for leadership, citizenship, and friendship.

Best of luck with the upcoming school year!

Kyle Bielfeldt  
Principal

Aug. 7-8	New Staff Orientation (8:30 AM – 3:00 PM)
Aug. 8	Pre-School Transition Night
Aug. 9	6 <sup>th</sup> Grade Transition Night
Aug. 10	Kindergarten Transition Night
Aug. 11	Freshmen First Day (9:00 AM – 12:00 PM)
Aug. 15	Teacher Institute
Aug. 16	Teacher Institute
Aug. 17	Student Attendance (2:20 PM Student Dismissal; Teacher Workshop – (2:20 PM – 3:35 PM)
Aug. 18	Student Attendance (2:20 PM Student Dismissal; Teacher Workshop – (2:20 PM – 3:35 PM)
Sep. 1	SIP Day (11:30 Student Dismissal; Teacher Meeting – 12:15-3:35 PM)
<b>Sep. 4</b>	<b>Labor Day – No School</b>
Sep. 30	Homecoming Dance
Oct. 6	SIP Day (11:30 Student Dismissal; Teacher Meeting – 12:15-3:35 PM)
<b>Oct. 9</b>	<b>Columbus Day – No School</b>
Oct. 13	End of 1 <sup>st</sup> Quarter
Oct. 18	2:20 PM Student Dismissal; Parent Teacher Conferences (3:30 PM – 7:00 PM)
Oct. 19	2:20 PM Student Dismissal; Parent Teacher Conferences (3:30 PM – 7:00 PM)
<b>Oct. 20</b>	<b>Fall Break – No School</b>
Nov. 10	SIP Day (11:30 Student Dismissal; Teacher Meeting – 12:15-3:35 PM)
<b>Nov. 22-24</b>	<b>Thanksgiving Break – No School</b>
Dec. 8	SIP Day (11:30 Student Dismissal; Teacher Meeting – 12:15-3:35 PM)
Dec. 19	End of 2 <sup>nd</sup> Quarter; 2:20 PM Student Dismissal
<b>Dec. 20-Jan. 2</b>	<b>Winter Break – No School</b>
Jan. 3	Teacher Inservice
<b>Jan. 15</b>	<b>Martin Luther King, Jr. Holiday Observance – No School</b>
Feb. 16	SIP Day (11:30 Student Dismissal; Teacher Meeting – 12:15-3:35 PM)
<b>Feb. 19</b>	<b>President's Day – No School</b>
Mar. 8	SIP Day (11:30 Student Dismissal; Teacher Meeting – 12:15-3:35 PM)
Mar. 11	End of 3 <sup>rd</sup> Quarter
<b>Mar. 25-Apr. 1</b>	<b>Spring Break – No School</b>
Apr. 12	SIP Day (11:30 Student Dismissal; Teacher Meeting – 12:15-3:35 PM)
Apr. 20	High School Prom
May 10	SIP Day (11:30 Student Dismissal; Teacher Meeting – 12:15-3:35 PM)
May 18	High School Graduation
May 22	End of 4 <sup>th</sup> Quarter; Last Day of Student Attendance (11:30 AM Student Dismissal)
May 23	Teacher Institute

**Note:** This Calendar will be required to be flexible with the use of remote learning days, emergency days (weather), and remote planning days as allowable by the State of Illinois. In all circumstances we will adhere to state law and the expectations of the GCMS Board of Education.

## SCHEDULE OF PERIODS

### Regular Bell Schedule

Warning Bell	8:10 AM
1st Period	8:15 - 9:01

2nd Period	9:05 - 9:48
3rd Period	9:52 - 10:35
4th Period	10:39 - 11:22
5A Period	11:26 - 12:09
A Lunch	11:22 - 11:52
5B Period	11:56 - 12:39
B Lunch	12:09 - 12:39
6th Period	12:43 - 1:26
7th Period	1:30 - 2:13
8th Period	2:17 - 3:00
Advisory	3:04 - 3:18/3:23

### 2:20 Dismissal Schedule

Warning Bell	8:10 AM
1st Period	8:15 - 8:50
2nd Period	8:54 - 9:29
3rd Period	9:33 - 10:08
4th Period	10:12 - 10:47
6th Period	10:51 - 11:26
5A Period	11:30 - 12:05
A Lunch	11:30 - 12:05
5B Period	12:09 - 12:43
B Lunch	12:09 - 12:43
7th Period	12:47 - 1:22
8th Period	1:26 - 2:01
Advisory	2:05 - 2:15/2:20

### 11:30 Dismissal Schedule

Warning Bell	8:10 AM
1st Period	8:15 - 8:36
2nd Period	8:39 - 9:01
3rd Period	9:04 - 9:25
4th Period	9:28 - 9:50
5th Period	9:53 - 10:15
6th Period	10:18 - 10:40
7th Period	10:43 - 11:05
8th Period	11:08 - 11:25/11:30

## SUICIDE PREVENTION RESOURCES

Suicide and Crisis Lifeline	988	<a href="https://www.samhsa.gov/find-help/988">https://www.samhsa.gov/find-help/988</a>	Call the number listed to speak with a mental health professional.
National Suicide Prevention	1-800-273-TALK (8255) or Text	<a href="https://suicidepreventionlifeline.org">suicidepreventionlifeline.org</a>	Call the number listed or chat online to a mental health professional on the website.

	HELLO to 741741		
Cares Line (SASS) 24 Hour Emergency Mental Health	1-800-345-9049	<a href="https://illinois.gov/hfs/MedicalProviders/behavioral/sass/Pages/sasshome.aspx">illinois.gov/hfs/MedicalProviders/behavioral/sass/Pages/sasshome.aspx</a>	For ages 17 and under. Eligibility: Uninsured and/or Medicaid.
24 Hour Mental Health Crisis Line	1-815-935-1600	<a href="https://www.riversidehealthcare.org">riversidehealthcare.org</a>	Located at Riverside Hospital in Kankakee, IL.
Behavioral Wellness Center at Gibson Area Hospital	1-217-784-4540	<a href="https://www.gibsonhospital.org/services-and-conditions/profile/mental-health">https://www.gibsonhospital.org/services-and-conditions/profile/mental-health</a>	Outpatient mental health facility located in Gibson City, IL.
Champaign County Area Crisis Line	1-217-359-4141		24-hour suicide prevention and crisis hotline
Community Resources Counseling Center	1-217-379-4302	<a href="https://www.4crcc.com">4crcc.com</a>	Outpatient mental health facility located in Paxton, IL. Crisis Counselor available without appointment
The Pavilion (Behavioral Health)	1-217-373-1700	<a href="https://www.pavilionhospital.com">pavilionhospital.com</a>	Inpatient and/or outpatient mental health facility located in Champaign, IL. 24 Hour free assessment available
Crisis Text Line	Text "HOME" to 741741	<a href="https://www.crisistextline.org">crisistextline.org</a>	This text line is for anxiety, suicide, depression, physical abuse, bullying, self-harm, emotional abuse, loneliness, sexual abuse, & school.
Gibson Area Hospital Emergency Room	1-217-784-2451	<a href="https://www.gibsonhospital.org/home">https://www.gibsonhospital.org/home</a>	24-hour assessment available

### GCMS SUICIDE PREVENTION

If a student, parent, or faculty member is concerned that a student is having suicidal thoughts they should report those concerns immediately to the building administrator, counselor, or social worker. The Social Worker/Counselor will follow the GCMS Suicide Prevention Procedures to ensure student safety and inform parents of the reported concern.

National Suicide Prevention	1-800-273-TALK (8255) or Text HELLO to 741741
Cares Line (SASS) 24 Hour Emergency Mental Health	1-800-345-9049
Suicide and Crisis Hotline	988

### GCMS HIGH SCHOOL COURSE PLAN

Name:		Year of Graduation:
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9	Student:	1	Student:	1	Student:	1	Student:
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T H	Parent:	O T H	Parent:	1 T H	Parent:	2 T H	Parent:
	Counselor:		Counselor:		Counselor:		Counselor:

9TH GRADE			
1ST SEMSTER	G r a d e	2ND SEMESTER	G r a d e
English:		English:	
Math:		Math:	
Science:		Science:	
PE		PE	
TOTAL CREDITS		CUMULATIVE CREDITS	

10TH GRADE			
1ST SEMESTER	G r a d e	2ND SEMESTER	G r a d e
English:		English:	
Math:		Math:	
Science:		Science:	
PE		PE	
CUMULATIVE CREDITS		CUMULATIVE CREDITS	

11TH GRADE			
1ST SEMSTER	G r a d e	2ND SEMESTER	G r a d e

12TH GRADE			
1ST SEMESTER	G r a d e	2ND SEMESTER	G r a d e

English:		English:	
Math:		Math:	
Science:		Science:	
PE		PE	
US History		US History	
CUMULATIVE CREDITS		CUMULATIVE CREDITS	

English/Speech:		English/Speech:	
Math:		Math:	
Science:		Science:	
PE		PE	
CUMULATIVE CREDITS		CUMULATIVE CREDITS	

**\*Most colleges require: 4 years English, 3 years Math, 3 years Science, 3 years Social Studies, 2 years Fine/Applied Arts or Foreign Language. Contact the college of your choice for the most up-to-date admissions information.**

**Illinois Requirements for College Admission - Effective 2012**

Foreign Language, Fine Arts, Vocational Education College	Total	English	Social Studies	Mathematics	Science	Electives/Other Requirements
Chicago State	15	4	3	3	3	2 years of FL, music, VE, or art
<b>Eastern Illinois</b>	<b>15</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2 year of academic or vocational electives</b>
Northeastern Illinois	15	4	3	3	3	2 years FL, or 2 years of FA, or a combination of 1 year of FL/FA and 1 year of VE
<b>Western Illinois</b>	<b>15</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2 years FL, music, VE, art, theatre, film, religion, philosophy, speech, or journalism</b>
Illinois State	15	4	2	3	2	2 years of one FL of FA; and 2 years of electives
<b>Northern Illinois</b>	<b>15</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2 units (one must be FL, art or music); Up to three units of the required fifteen units may be distributed throughout any of the five categories of course work. VE may satisfy up to three units.</b>
Southern Illinois - Carbondale	15 or 16	4	3	3 or 4	3	2 years of electives in FL, art, FA, music or VE, if a FL is taken it must include two semesters of the same language



<b>Southern Illinois – Edwardsville</b>	<b>15</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2 years chosen from FL, music, the visual arts, theatre, dance, and/or VE</b>
University of Illinois – Chicago	16	4	3	3	3	2 years FL, 1 year of an elective
<b>University of Illinois – Springfield</b>	<b>15</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2 years of one FL or 2 years of FA, selected from art, music, dance, and theatre required</b>
University of Illinois – Urbana-Champaign	15 or 15.5	4	2	3 or 3.5	2	2 years of one FL are required; and 2 years (flexible academic unites) from any of the five subject categories. Approved art, music, or VE courses may be counted in the flexible academic units category
<b>Parkland College</b>	<b>15</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>2</b>	
Heartland College	15	4	2	3	2	

The admission requirements may have changed since this information was printed. It is important for you to contact the Guidance Office for the most up to date information.

#### State University Foreign Language Requirements for Admission and Graduation

University	Foreign Language Requirement for Admission	Foreign Language Requirement for Graduation
Chicago State University	Not Required	All Majors – 6 hours of college language (can be met by assessment/proficiency test of college level courses only)
Eastern Illinois University	Not Required	All Bachelor's Degrees – 2 semester of college language (can be met by 2 years of single foreign language in high school with "C" or better average)
Governors State University	2 years of one foreign language or 2 years fine arts	Not required
Illinois State University	2 years of one foreign language or 2 years fine arts	College of Arts and Sciences – 2 semesters of college language (can be met by successful completion of 3 years same foreign language in high school). American Sign Language may be used to fulfill this requirement by transfer credit or proficiency Bachelor of Arts – 3 semesters of college language (may be met by proficiency test or college level courses only)
Northeastern Illinois University	Not Required	Not Required
Northern Illinois University	Humanities: 2 years of foreign language or combination of language, art, music, theatre	Bachelor of Arts – 2 years of one foreign language at the college level (can be met by 4 years of one foreign language in high school with "C" average or greater in each course)
Southern Illinois University – Carbondale	Not required, used towards fulfillment of 2-year elective requirement. Must include	College of Liberal Arts – one year (2 course) of college language (met by college course work or exam only)

	two semesters of same language.	Bachelor of Fine Arts (in College of Liberal Arts) – exempt from language requirements
Southern Illinois University – Edwardsville	Not Required – 2 years recommended	Bachelor of Arts – college language required (met by college level course work only)
University of Illinois – Chicago	2 years of one language	College of Business – 2 semesters at college level (can be met by 2 years of language in high school)  College of Architecture and the Arts – 2 semesters at college level (can be met by 2 years of language in high school)  College of Liberal Arts and Sciences – 4 semesters at college level (met by language placement test or college level courses only)
University of Illinois – Urbana	2 years of one language required, 4 years recommended	College of Business and Liberal Arts and Sciences – up to the 4 <sup>th</sup> collegiate level of foreign language (can be met by 4 years of one high school foreign language)  All other colleges – up to the 3 <sup>rd</sup> collegiate level (can be met by 3 years of one high school foreign language)
Western Illinois University	Not Required	Selected Majors – bi-cultural-bi-lingual education, foreign language, and biology (can be met by 2 years of high school foreign language)

Foreign Language Requirements may change after this information was printed. It is important for you to contact the Guidance Office for the most up to date information.

### Career Pathways

Career Pathways are clusters of specific occupations or careers grouped together because they share similar interests, strengths, and skills. A career pathway is a sequence of learning, experience and development that enables you to progress to higher levels of capability and achievement in the world of work. GCMS partners with Parkland College for recommendations on postsecondary advancement. These courses are only recommended, not required.

These charts list the academic & technical courses that prepare you for a career in the field of...

		Freshmen	Sophomore	Junior	Senior
Art	English	English	English	English	English & Speech

	Math	Algebra I	Geometry	Algebra II	Math Elective
	Science	Biology	Chemistry	Science Elective	
	Social Studies	Social Studies Elective		US History	Government & Economics
	PE	PE	PE & Health	PE	PE
	Applied Arts	Computer & Business Electives			
	Other	Agriculture Electives			

Fine Arts & Communication		Freshmen	Sophomore	Junior	Senior
	English	English	English	English	English & Speech
	Math	Algebra 1	Geometry	Algebra 2	Math Elective
	Science	Biology	Chemistry	Science Elective	
	Social Studies	Social Studies Elective	Social Studies Elective	US History	Government & Economics Human Behavior & Sociology
	PE	PE	PE & Health	PE	PE
	Applied Arts	Computer Electives			
	Other	Art, Music and/or Spanish			

Business and Administrative Services		Freshmen	Sophomore	Junior	Senior
	English	English	English	English	English & Speech
	Math	Algebra I	Geometry	Algebra II	Math Elective
	Science	Biology	Chemistry	Science Elective	
	Social Studies	Social Studies Elective	Social Studies Elective	U S History	Government & Economics Human Behavior & Sociology

	PE	PE	PE & Health	PE	PE
	Applied Arts	Computer & Business Electives			
	Other	2 – 4 years Spanish			

Health Care		Freshmen	Sophomore	Junior	Senior
	English	English	English	English	English & Speech
	Math	Algebra I	Geometry	Algebra II	Math Elective
	Science	Biology	Chemistry	Science Elective	
	Social Studies	Social Studies Elective	Social Studies Elective	US History	Government & Economics Human Behavior & Sociology
	PE	PE	PE & Health	PE	PE
	Applied Arts	Computer & Home Economic Electives		Parkland Health Careers Dual Credit	
	Other	2 – 4 years Spanish			

Consumer and Family Sciences		Freshmen	Sophomore	Junior	Senior
	English	English	English	English	English & Speech
	Math	Algebra I	Geometry	Algebra II	Math Elective
	Science	Biology	Chemistry	Science Elective	
	Social Studies	Social Studies Elective	Social Studies Elective	US History	Government & Economics Human Behavior & Soc
	PE	PE	PE & Health	PE	PE

	Applied Arts	Computer Electives Home Economic Electives
	Other	2 – 4 years Spanish

Engineering & Industrial Technology		Freshman	Sophomore	Junior	Senior
	English	English	English	English	English & Speech
	Math	Algebra 1	Geometry	Algebra 2	Math Elective
	Science	Biology	Chemistry	Science	
	Social Studies	Social Studies Elective	Social Studies Elective	US History	Gov & Econ
	PE	PE	PE & Health	PE	PE
	Applied Arts	Computer Electives		CAD	AG M & T
	Other	Industrial Technology Electives			

Colleges may have additional admissions requirements. Please check with the specific college or university for more information.

## STUDENT SERVICES – ACADEMIC INFORMATION

### CLASS STANDING

The guidelines for high school grade-level placement shall be the following: 1) Sophomore, 5 credits; 2) Junior, 11 credits; and 3) Senior, 17 credits. All student privileges, i.e., enrollment in driver education, class meetings/class officer position/homecoming attendant selections, prom, locker assignment, etc., that are determined by these guidelines will be strictly enforced. Class standing for privileges is determined on the first day of school unless for graduating seniors, except for graduating seniors.

### DRIVER'S EDUCATION REQUIREMENTS:

If you are under 18 years old, the Illinois Office of the Secretary of State (SOS) requires you to complete an approved Driver's Education course before you can obtain your driver's license.

To enroll in a school-based Illinois Driver's Education course, you must be **at least 15 years old while enrolled** in the Driver Education classroom. Each student must also receive a passing grade in at least **8 courses during the previous 2 semesters** prior to enrolling in a Driver Education course.

After successful completion of a Driver's Education course, the school will notify the Illinois Secretary of State, and it will be noted on your driving record. Students must drive 9 months on their **instruction permit** and be 16 years old before they can get their Illinois initial driver's license. In addition to completing an Illinois Driver's Education program, you will also need to have completed **at least 50 hours of driving practice time**, including 10 hours at night.

**\*\*All driver's education fees must be paid in full by the 10<sup>th</sup> day of the semester in which the class is taken. Students will be dropped from driver's education and placed in an available credit bearing class if fees are not paid.**

## EARLY GRADUATION

The Superintendent or designee shall implement procedures for students to graduate early, provided they meet all graduation requirements. Requests for early graduation must be submitted to the Board of Education for approval through the HS Principal.

## FINAL ASSESSMENTS FOR SENIORS

Graduating seniors may be excused from taking final assessments in the spring if they meet the following criteria:

1. If the student has a minimum grade of 70% (C), he/she will not be required to take the assessment in that class.
2. The student has not received more than 1 unexcused absences.
3. The student has no more than three office detentions.
4. The student has not received any Friday schools.
5. The student has not received any suspensions.

**A teacher may require any senior to take the final assessment if he/she deems it necessary.**

Seniors graduating early are required to take final assessments during the fall semester.

## GRADUATION REQUIREMENTS FROM GCMS HIGH SCHOOL

A. English	4 Credits
B. Social Studies	2 Credits (which must include American History or AP US History, Consumer Economics or Resource Management, and Civics/Government)
C. Mathematics	3 Credits (which must include Algebra and Geometry)
D. Science	2 Credits
E. Elective	2 Credits (Fine Arts or Applied Arts)
F. Physical Education	4 Credits (Or waiver)
G. Health	0.5 Credits
H. Speech	0.5 Credits(Counts towards English Requirement)

**\*\*\*25 Total Credits are required for graduation from GCMS High School\*\*\***

## STUDENT ATHLETES – NCAA DIVISION I ELIGIBILITY REQUIREMENTS

To study and compete at a Division I school, students must earn 16 NCAA-approved core-course credits, earn a minimum 2.3 core-course GPA and submit their final transcript with proof of graduation to the Eligibility Center. The 16 core-course credits must be in the following areas:

- English (4 years)
- Math (3 years)
- Science (2 years)
- One additional year of English, math, or science
- Social Science (2 years)
- Four additional years of any area listed above, world language, or nondoctrinal religion/philosophy

Students planning to compete in NCAA Division I or II will also need to create an account with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org). For more information on the requirements for NCAA Division I, II, or III, or the NAIA, please contact the school counselor.

## SCHEDULE CHANGES

The administration must approve all schedule changes. Scheduling requires considerable parent, student, and school planning. To be considered for schedule changes, a student must have significant educational reasons. The time to make changes in the class schedule for the fall is before the student leaves school in the spring. Parents should discuss classes and offerings with the student and make changes at this time. All schedule changes will require student signature, parent signature, teacher signature, and administrative approval. Second semester changes must be the result of a counseling conference at least two weeks prior to the beginning of first semester exams. The change must be finalized before the second semester begins. Some students may require administratively assigned schedule changes due to requirements necessary for graduation. It is recommended that problems with classes be discussed as they arise rather than at the end of a semester. Parents are asked to approve their student's schedule in the spring for the subsequent year. Exceptions to the general schedule change procedure will be discouraged but will be discussed on an individual basis. All schedule changes will require student signature, parent signature, and administrative approval. A parent/teacher/student meeting to discuss schedule changes might be required at the teachers request before a signature may be granted.

## **SCHEDULING REQUIREMENTS**

1. All students will be expected to register for a full class load. Students will be given 1 study hall per semester unless administratively assigned. Seniors who are scheduled for 4 or more college level courses may petition for an additional study hall (not to exceed 2 total). Special consideration will be given to requests for enrollment for less than a full-time class load due to medical reasons or adjustment for behavior factors. Generally, requests for students to enroll for less than a full class load for reasons other than those indicated will be denied until that student's original freshmen class has graduated.
2. All students are required to take two semesters of American History and 1/2 Unit of Government. Students must also pass 1/2 Unit of Consumer Education.
3. 4 Units of Physical Education - 1 Unit each year for four years is required. This requirement will be waived only if a written statement from a physician is submitted stating that a student is physically unable to participate in physical education. Students waived from physical education for medical reasons must meet the requirement for a full class load.
4. Students in grades 11 and 12 may receive a physical education waiver for the following reasons:
  - a. Participation in an IHSA recognized sport. The student athlete will be required to take an extra course in lieu of physical education each semester that they are participating in an interscholastic sport. The student may be exempt from physical education for the entire year if their interscholastic sport participation occurs during any part of both semesters of the school year. A student may lose physical education credit for a semester and/or year if they fail to participate in an interscholastic sport while taking the waiver privilege. In this case the student may be required to make-up the physical education graduation requirement prior to graduating from GCMS High School. The student athlete is expected to attend school for the regularly scheduled school day.
  - b. Enrollment in Marching Band (Fall Semester only)
  - c. Enrollment in a specific academic course not included in existing state or local minimum graduation standards but required by a post-secondary institution the student plans to attend, when the addition of such a course to the student's schedule would result in a course-load of more than the District's normal practice.
  - d. Enrollment in a class necessary to meet specific state and local graduation requirements when the addition of such a course to the student's schedule would result in a course-load of more than the district's normal practice. Eleventh and twelfth grade students shall submit a written request for exemption from physical education to the counselor. Each request shall be determined by the principal or designee on an individual basis. The student shall receive written notification in the form of a schedule. Approved exemption shall be based on one semester. An extension of the exemption for additional semesters may will approved if circumstances warrant. In each case, a student who is exempted from physical education class shall be required to replace the physical education class with an academic credit course.
  - e. Medically approved exemptions.
  - f. Other approved administrative exemptions.

## **ON-LINE COURSES, NOT INCLUDED ON THE GCMS PRE-APPROVED LIST**

A student enrolled in an approved On-Line course, not included on the GCMS pre-approved list, may receive high school credit for work completed, provided:

1. The course is offered by an accredited academic partner with Gibson City-Melvin-Sibley High School,

2. The student assumes responsibility for all fees and course registration; and
3. The High School Principal approves the course(s) in advance.
4. Generally, specific credits required for graduation must be taken at GCMS High School. Individual requests for exceptions must have a written plan approved by the principal.
5. All grades submitted for approved On-Line Courses, not included on the GCMS pre-approved list, will be recorded as "P" for passing or "F" for failing. Course grades will not be factored into the students GPA or used in determining class rank. A maximum of 6 credits may be counted toward the requirements for a student's high school graduation. Exceptions to this rule will be at the principal's approval.
6. Final exams must be taken under GCMS staff or administrative supervision. Only official final transcripts will be accepted for credit.

### **CREDIT RECOVERY COURSES**

A student enrolled in approved Credit Recovery Courses will receive high school credit for work completed, provided:

1. The course is offered by an accredited academic partner with Gibson City-Melvin-Sibley High School,
2. The student assumes responsibility for their portion of fees (if any); and
3. The High School Principal approves the course(s) in advance.
4. Grades for Credit Recovery Courses will be assigned using the partnering institution grading scale (if none, use GCMS scale). Credit Recovery Course grades will be factored into the students GPA and used in determining class rank.
5. Final exams for all Credit Recovery Courses must be taken under GCMS staff or administrative supervision. Only official final transcripts will be accepted for credit.

### **SUMMER SCHOOL**

A student enrolled in approved Summer School Courses will receive high school credit for work completed, provided:

1. The course is offered by an accredited academic partner with Gibson City-Melvin-Sibley High School,
2. The student assumes responsibility for their portion of fees (if any); and
3. The High School Principal approves the course(s) in advance.
4. Grades for Summer School Courses will be assigned using the partnering institution grading scale (if none, use GCMS scale). Summer School Course grades will be factored into the students GPA and used in determining class rank.
5. Final exams for all Credit Recovery Courses must be taken under GCMS staff or administrative supervision. only official final transcripts will be accepted for credit.
6. Summer School Courses must be completed by the last official day of summer classes. Any approved summer courses completed after that date will count as Fall credit.

### **GCMS HIGH SCHOOL PLAGIARISM POLICY**

We, the community of GCMS High School, understand and value intellectual property. Plagiarism is not only dishonest but also stunts the learning process and teaches students that they can succeed through dishonest means. Therefore, we strive to teach students the importance of documenting the ideas and words of others in all formats. In order to do so, we must not only teach the ethics and mechanics of documentation, but also hold students responsible for the ethical use of the ideas and words of others.

All teachers are expected to provide the instruction and support necessary for students to use research ethically. All students are expected to demonstrate integrity and honesty in the submission of all work and to document accurately, regardless of the information that is ultimately presented (summary, paraphrase, or direct quotation) or the medium used (written, oral, or visual). Plagiarism in any form is unacceptable.

It is the student's responsibility to:

- Ask questions and seek help from the teacher and librarian;
- Submit only his/her own work;
- Follow the GCMS High School Research format, MLA 9<sup>th</sup> edition available online at [MLA Purdue OWL](#)
- Use Works Cited and Works Consulted pages accurately and appropriately



- Use in-text documentation accurately and appropriately

### **Plagiarism includes:**

Direct copying of the work or ideas of another submitted as the student's own, including copying from that of another student or adult, or from an electronic source (including but not limited to AI) or a print source.

### **Responses and Disciplinary Consequences**

- Since a plagiarized assignment is not the student's work, it cannot be graded as a measurement of the student's learning. The student will be expected to complete the assignment again, for credit, under increased supervision and support of the teacher.
- A meeting with the student, parents, and assistant principal with the purpose of preventing future occurrences of plagiarism may occur.
- Disciplinary consequences for plagiarism depend on the complexity of the assignment and severity of the plagiarism. The consequences could be one of the following:
  - Detention
  - Friday Night School
  - In-School Suspension
  - Out of School Suspension

## **GRADING**

### **DUAL CREDIT COURSES**

GCMS High School makes every attempt to offer our students courses, which provide simultaneous credit at both GCMS and a post-secondary partner. Students in good standing, with prior administrative approval, may enroll in dual credit courses. All grades in dual credit courses taught at GCMS will be figured in the student's grade point average and class rank in the same manner as GCMS High School courses. Students assume responsibility for all fees.

A student enrolled in an approved Dual Credit course may receive high school credit for work completed, provided:

1. The course is offered by an accredited academic partner with Gibson City-Melvin-Sibley High School,
2. The student assumes responsibility for their portion of course fees (if any),
3. The student assumes responsibility for all transportation to and from classes; and
3. The High School Principal approves the course(s) in advance.
4. Only courses listed in the GCMS Master Schedule will be given school time for completion.
5. Grades for Dual Credit courses will be assigned using the college or partnering institution grading scale. Dual Credit course grades will be factored into the students GPA and used in determining class rank. All college-level courses will earn a weighted grade. A maximum of 6 credits may be counted toward the requirements for a student's high school graduation. Exceptions to this rule will be at the principal's approval.

### **"E" GRADE PROCEDURE**

At the end of the first semester of a two-semester course, a grade of E may be given by the instructor. This is a conditional grade; if a passing grade is made at the end of the second semester, full credit is received for the course. The first semester grade will then become a D. "E"s are failing grades as far as eligibility is concerned.

### **GRADE POINT AVERAGE/CLASS RANK**

The GPA is based on a 4.0 scale. GPA is calculated by dividing the cumulative points by two and then by the credits earned. Class Rank is determined by the weighted GPA. All GCMS courses earn GPA credits except Driver Education. The points earned are as follows:

all A's = 4.0  
all B's = 3.0

#### **Multiplier for College-level courses (AP and Dual Credit)**

all A's = 5.0  
all B's = 3.75

all C's = 2.0

all D's = 1.0

All F's = 0.0

all C's = 2.5

all D's = 1.25

all F's = 0.0

Class rank will be based on weighted GPA and calculated at the end of each semester.

#### **GRADING SCALE**

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59
E*	

A student's grade should reflect academic achievement and cooperative participation in class.

#### **HONOR ROLL**

Both high honor roll and honor roll will be used for students' recognition. For a student to be on the high honor roll, he/she must have at least a 3.5 GPA and be passing all classes. To be on the honor roll, a student must have at least a 3.0 GPA and be passing all classes.

The following course will not count for the honor roll or in class standing - **Driver Education**.

#### **LATIN HONORS RECOGNITION**

Latin Honors is a special recognition for high achieving students during the graduation ceremony. Seniors earning a 3.7 weighted GPA and above will be recognized for their dedication during their academic careers. The following weighted GPA benchmarks will be used to dictate the levels of recognition: Cum Laude = 3.70-3.849, Magna Cum Laude = 3.85-3.999, and Summa Cum Laude = 4.0 and above.

#### **PROGRESS REPORTS**

Mid-quarter progress reports will be used at the high school. Progress reports should reflect a combination of positive and remedial comments. These reports are only sent to any student who may be in danger of receiving a D or lower as a quarter grade.

#### **ACTIVITIES**

##### **ACTIVITIES AND CLUBS**

###### **ART CLUB**

Art Club is a student organization composed of any GCMS High School student that has an interest in art. The club meets regularly to work on individual, school, and community service projects.

###### **STUDENT COUNCIL**

The Student Council aims to build a good relationship among the student body, faculty and administration. The council provides a forum for student expression through its members and also sponsors various activities for the student body. The student council is composed of representatives from each class. All students are allowed to join by signing and abiding by the members' pledge. Students must have and maintain a 2.0 grade point average to be eligible for participation on the Student Council and follow the requirements set forth in the extra-curricular code of conduct. The council contributes a great deal in service, social activities, and school spirit at Gibson City-Melvin- Sibley High School.

###### **CLASS OFFICERS**

Each class will organize for class activities under the direction of class sponsors and class officers. Class sponsors will set the guidelines for the yearly election of class officers. Students with 2 or more failing grades on a semester report card will be ineligible to hold a class office.

## FBLA

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the largest career student business organization in the world. FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

## FFA

The FFA is a national organization of pupils who study Agriculture in high school. One of its purposes is to instill increased interest in Agriculture and Ag related areas.

## INTERACT

The Gibson City-Melvin-Sibley High School chapter of Interact is a student organization arm of Rotary Club International. This group devotes itself to public service and community responsibility.

## NATIONAL HONOR SOCIETY

The Gibson City-Melvin Sibley Chapter of the National Honor Society is open to juniors and seniors with at least a 3.30 GPA and has been enrolled at GCMS for a minimum of one semester. Selection for membership takes into consideration not only scholarship but also leadership, character, and service. Each member must continue to maintain these standards to remain in the society.

## YEARBOOK

The yearbook staff is open to all students, with the approval of the sponsor. Participants on the yearbook staff will work with the sponsor to design a creative and memorable product for the school and community.

## SCHOLASTIC BOWL

Scholastic Bowl is a competition-based organization that is open to all students. All extra-curricular guidelines are to be followed by members of the Scholastic Bowl team. The sponsor and participant eligibility determine selection of participating members.

## ATHLETICS

Students are encouraged to participate in sports. Announcements inviting candidates to participate will be made at appropriate times throughout the year. Students with questions about GCMS sports offerings are encouraged to see the activities coach or the Athletic Director. Interscholastic sports are offered for Girls in Golf, Soccer, Volleyball, Tennis, Basketball, Softball, Dance, Cheerleading, Wrestling and Track and Field. Boys may participate in Football, Golf, Soccer, Basketball, Dance, Cheerleading, Wrestling, Baseball, and Track and Field.

All participants must be eligible according to the rules established by the Illinois High School Association and must meet GCMS eligibility requirements. All participants must provide proof of insurance or purchase insurance and provide proof of a current sports physical to be eligible to participate.

Students are encouraged to support our athletic and extracurricular programs in a positive manner by supporting our student/athletes. Students who demonstrate poor sportsmanship or otherwise poor judgment will be asked to leave by the administration or a representative of the administrative staff. Students who wish to attend events are also encouraged to remain for the entire event if possible. Students choosing to leave before the end of the contest will not be allowed re-entry.

## MUSIC

Gibson City-Melvin-Sibley High School offers many opportunities for the pursuit of musical interests and development of musical talent. In instrumental music, students may experience marching band, concert band, jazz band, and pep band. In vocal music, students may participate in concerts and show choirs. All musical groups will give numerous concerts and performances throughout the school year. A variety show is also presented annually, traditionally in the fall. Any student may enroll in the band or chorus with the director's approval.

## VARIETY SHOW/MUSICAL

Variety Show and Musical participation is open to the entire student body. Participants will be selected based on a try-out process. A musical is presented each year, traditionally in the spring. All participants are held to the weekly extra-curricular academic code standards.

#### RED ARMY

Red Army is a student booster organization that promotes school spirit and school culture. Participation in the Red Army is open to all students.

#### BOOK CLUB

Student book club is a celebration of reading where, both, hesitant and enthusiastic readers gather to read and discuss literary works that interest them. Students can expect a safe and welcoming environment through a moderated discussion group.

#### EXTRA-CURRICULAR ELIGIBILITY

To guarantee extracurricular eligibility, students must be passing all subjects. Grades will be checked weekly and will reflect the current semester average. If a student is marked failing for any subject on the weekly check for four weeks or for two subjects, then that student may not be allowed to participate in extra-curricular activities during the following week. The Eligibility period runs from Sunday to Sunday. If a student raises their grade during the week, they will remain ineligible during that timeframe. If any student fails two subjects for the semester, he/she is automatically ineligible for all extra-curricular activities the next semester. For further information please refer to the extra-curricular code of conduct.

Extracurricular activities include all interscholastic athletics, Cheerleading, Dance Team, Flags, Student Council, Yearbook, Scholastic Bowl, Variety Show, Musical, and others.

#### NATIONAL HONOR SOCIETY

**This policy is subject to change. Any changes will be given to the NHS candidates in writing.**

##### **Selection Procedure for Membership in the National Honor Society**

1. Membership in the Gibson City-Melvin-Sibley High School local chapter of the National Honor Society is an honor bestowed upon a student. A student cannot apply for membership. A student does not have a constitutional right to membership. Selection for membership is made by a faculty council and is based on four qualities: scholarship, leadership, service, and character.
2. To be eligible for membership, a candidate must be a junior or senior and must have attended Gibson City-Melvin-Sibley High School the equivalent of one semester.
3. A National Honor Society member who transfers to Gibson City-Melvin-Sibley High School from another school and brings a letter from the former principal or chapter advisor to the advisor at Gibson City-Melvin-Sibley High School shall be accepted automatically as a member in Gibson City-Melvin-Sibley's chapter. Transfer students must meet Gibson City-Melvin-Sibley's standards within one semester to retain membership.
4. Candidates must have a cumulative scholastic average of at least 3.30 on a 4.0 scale.
5. Each junior and senior student who has a 3.30 or higher grade point average is automatically eligible and will be notified by a letter to his/her parent or guardian. Any student who wishes to be considered a candidate for membership must complete a copy of the Student Information Form and submit it to the advisor by the established deadline. Any student who does not complete and submit this form by the deadline will not be given further consideration for membership. Completion of this form indicates the student's desire to become a member of the National Honor Society; his/her willingness to comply with the rules and regulations of the National Honor Society, including the intention to maintain the standards by which he/she was chosen for membership; and his/her intention to be present at the ceremonies at which National Honor Society members are announced and inducted.

##### **COMPLETION OF THE FORM DOES NOT GUARANTEE SELECTION.**

6. The Faculty Council will study the Student Activity Information Form submitted by each student and evaluate the student for the qualities of leadership, service, and character.
7. The Faculty Council will seek additional information from the Gibson City-Melvin-Sibley High School faculty by asking each teacher to complete the Teacher Evaluation form for each candidate known by that teacher. The faculty evaluations are advisory only. The appointed members of the Faculty Council must make the actual selection.

8. Having gathered and studied all the above information concerning each potential National Honor Society member, the Faculty Council will meet in private to vote on each candidate. A simple majority vote by the (5) member Faculty Council admits a candidate into the National Honor Society.

### **Dismissal Procedure**

Members of the National Honor Society are expected to be exemplary school citizens at all times and to maintain the standards by which they were chosen for membership. Each year, they are expected to participate regularly in meetings (as scheduled by the advisor), in one or more service projects, and in the induction ceremonies for new National Honor Society members.

Students may be removed from the National Honor Society for actions unbecoming a member. Such reasons for dismissal may include:

1. Cumulative grade point average falling below 3.30 two semesters in succession.
2. Unexcused failure to participate in meetings and/or service projects.
3. Repeated failure to cooperate with school personnel or to abide by school rules.
4. Out-of-school suspension (upon review by the committee).
5. Conviction of a criminal offense.

### **Procedure for Dismissal**

1. Members who fall below the standards which were the basis for their selection shall be first warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws, a member does not have to be warned.
2. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings, shall review the offense, and vote to dismiss a member if dismissal is warranted.
3. In all cases a member shall have the right of a hearing before the Faculty Council to respond to the charges and action taken. The member's parents may be present.
4. If a member is dismissed, written notice of the decision will be sent to both the member and his or her parents. The member must then surrender the National Honor Society insignia (pin), membership card, membership certificate, and honor pendant.
5. A Gibson City-Melvin-Sibley student who is dismissed or who resigns may never again become an Honor Society member at Gibson City-Melvin-Sibley High School.
6. A member who has been dismissed by the Faculty Council may appeal the decision to the principal.
7. The National Council and the National Association of Secondary School Principals shall hear no appeals in dismissal cases.

### **SILVER CORD RECOGNITION**

In its work to create a community of lifelong learners, GCMS High School has created the Silver Cord program for those students dedicated to serving their school, community, and beyond. Students who accumulate 300 or more hours of service over the course of their studies at GCMS High School will be designated as Silver Cord honorees during the commencement ceremony. In brief, Silver Cord hours are:

1. Service activities on behalf of others (not including family members).
2. The intent of activities is to aid or assist others and improve the quality of life in the community
3. No compensation (grade, class credit, monetary or other) has been given.
4. Service activities must be done outside the school day or during unscheduled time.

Silver Cord program participants can begin accumulating service hours at the completion of the eighth grade year (hours are prorated for those who move in after their freshman year). Activities must be preapproved, and proof of participation is required. These forms, as well as a more thorough listing of creditable activities, are available on the "GCMS Interact" Facebook page.

The GCMS Interact Club is a certifying organization for the Presidential Service Awards. In their senior year, students should print their 'service' resume with a listing of their giving efforts. Students should maintain the preapproval and service verification forms in a binder at home for submission with their resume of their senior year by April. Upon verification of

hours, Seniors will receive a silver cord to be worn at their graduation ceremony. If a student reaches the bronze, silver or gold level for the Presidential Service Medal, those will be presented at Senior Awards day.

### **STUDENT ACTIVITY FUND**

In accordance with school board policy 4:90 all balances will be carried over to the next fiscal year by the activity, except that the School Board or its representative, may transfer monies lying dormant in an account of a class, organization, club, and/or association at the close of the fiscal year to any other class or organization, or the District's Education Fund.

## **STUDENT ATTENDANCE**

### **ATTENDANCE PHILOSOPHY**

Gibson City-Melvin-Sibley High School students are expected to attend school every day that school is in session. Maintaining regular attendance is a cooperative effort between the student, the parent(s) and the school.

While written assignments and tests may be made up, the student who is frequently absent misses social interaction, class instruction, and discussion that are critical to the educational process. It is the philosophy of GCMS High School that being in class, participation in class, and the academic performance in the class are three ingredients in the academic outcomes that produce a grade, and each classroom teacher has the authority to deny or prorate or allow full credit for make-up.

### **ATTENDANCE POLICY PROCEDURES**

If it is necessary to report your student's absence you should:

1. Call the school (784-4292) by 9:00 a.m. on the day of the absence (an answering machine will accept absence calls prior to 7:30 a.m.). Students whose absences are not called in will be counted as unexcused unless a doctor's note is provided to excuse the absence.
2. When you call you will be asked to leave your student's name, your name, and the reason for the absence.
4. The school will attempt to call all parents not contacting the office.
5. Students must be in attendance for at least half of the school day to participate in or attend after-school activities, extra-curricular events and/or practices. **A half day is defined as being in attendance of your 5<sup>th</sup> period class through the remainder of the day.** Exceptions to this policy are: doctor's appointments that are confirmed in writing; court appearances; funerals; and white card days, and special circumstances approved by the administration.
6. Parents/Guardians may request assignments on the day of an absence by calling the high school office by 9:00 a.m. at 784-4292. Assignments may then be picked up in the office between 3:30 p.m. and 4:00 p.m. Requests made after 9:00 a.m. may not be completed due to teacher schedules.
7. Students who fail to attend without valid cause and who are at least 17 years of age and who are absent ten consecutive school days shall be dropped from the attendance rolls.
8. Students whose absences are unexcused will receive school disciplinary consequences ranging from detention through suspension.

### **UNEXCUSED ABSENCES**

A student absent without the consent of the administration is unexcused. The following list of examples is not inclusive of all the reasons a student may be charged with an unexcused absence:

1. Car trouble (One occurrence may be excused at the discretion of administration)
2. Oversleeping
3. Missing the bus
4. Shopping
5. Getting a driver's license
6. Unexplained appointments

Unexcused absences will result in detention(s) or Friday Night School(s).

### **EARLY RELEASE**

Students who find it necessary to leave school during the day are to present a note, signed by their parents, to the office before leaving school. Visits to the doctor, dentist, or orthodontist must be supported by a slip signed by the doctor or their office staff verifying the time of the appointment and the time that the student left the office. When approved, the student with an early dismissal must sign out in the office before leaving the school building. This includes illness or injury.

When a student becomes ill during the school day, they should report to the office. If necessary, the school nurse will be called to assess the student. If it is determined that the student needs to go home, office personnel will call the parent/guardian. At no time should the student call home to be excused without the permission of the office staff.

Upon returning to school after an early release, the student must sign in and obtain a pass from the office.

### **TARDIES**

A student is tardy when he/she is not in his/her assigned room ready for work at the sound of the bell. Tardiness is mostly due to carelessness. If a student is tardy to an academic class, the teacher will admit him/her and record the tardiness in the record book. If a teacher detains a student after class, that teacher may issue a pass slip to the next class.

Students will be subject to the following penalties for the second violation of being tardy to first period and the period directly following the students' lunch:

**Each Tardy After 1<sup>st</sup> Violation = Detention**

Students will be subject to the following penalties for each 3<sup>rd</sup> tardy:

**1<sup>st</sup> Level** – Detentions assigned and notification sent to parents. (Assigned at tardy 3, 6, & 9,)

**2<sup>nd</sup> Level** – Friday School and parent phone call. (Assigned at tardy 12, 15, & 18)

**3<sup>rd</sup> Level** – In-school suspension and a parent conference. (Assigned for each 3<sup>rd</sup> tardy following 18)

**Students that are tardy more than three (3) times during any semester after lunch may be assigned to an eating location, as well as serve the appropriate assigned detentions.** The 1st period and after lunch tardies do not count as part of the 3 tardies per semester. Parents will be notified of disciplinary action for excessive tardies.

The following list of reasons for being tardy will not be excused unless administration approves. The list of examples is not inclusive of all the reasons a student may be tardy to school.

1. Car Trouble
2. Oversleeping
3. Missing the Bus

### **WHITE CARD**

It is the position of the Board of Education and the administrators of the GCMS Community Unit School District to discourage requests for excused absences for such things as vacations. However, if parents insist on taking their students out of school, **students are encouraged to make up all their work in advance.** No more than five days (white card days) per school year will be allowed under the provisions of this section. Seniors are given two additional days to use for college visits. A white card can be used for family vacations and for special circumstances that are approved by the principal. **All white cards must be requested and approved by the administration prior to the date requested. Failure to do so may result in the White Card request being denied, if an absence occurs it will be considered unexcused.**

Students are allowed a total of five (5) White Card/Mental Health Days combined. Any absences over those five days will be considered unexcused absences.

### **MENTAL HEALTH DAYS**

Students that need to miss school due to a mental health concern are allowed to do so if the student is called in by a parent/guardian. After a student uses his/her second mental health day, the school counselor or social worker will meet with the student to determine if support services are necessary, and parents will be contacted. Students that are absent due to a mental health day are not allowed to participate in extra-curricular activities that day.

Students are allowed a total of five (5) White Card/Mental Health Days combined. Any absences over those five days will be considered unexcused absences.

## **BEHAVIOR EXPECTATIONS**

### **BEHAVIOR PHILOSOPHY**

The GCMS School District believes that all students should be encouraged and aided to complete their formal education and that no student has the right to hinder or prevent other members of the school district from getting the maximum out of the educational program. **The school district is not interested in punishment, but in developing a behavior change when there are disciplinary infractions.**

### **DESCRIPTION OF DISCIPLINARY MEASURES**

#### **DETENTION**

Detention is action taken for minor disciplinary or repeated disciplinary problems. Students who miss school time because of unexcused absences or excessive tardiness must make up that time in 60-minute blocks in the detention room in Room 121 from 3:25-4:25 p.m. Regular detention days are Tuesdays and Thursdays after school. Assignments to serve detentions will take precedence over any activity, and failure to make up this time will result in doubling of the time. Flagrant disregard of this obligation will result in the student receiving a suspension. Students will be given a minimum of twenty-four hours in which to provide for transportation or arrange other commitments to serve their time after school. Parents will be notified through the mail of an office-assigned detention. **Teacher assigned detention may not require a notice from the office.**

#### **FRIDAY SCHOOL**

The assignment of Friday School is the result of disciplinary action. It is intended to keep the student in regular classes during the week and still allow enforcement of school regulations.

Friday School is held from 3:30-6:30 pm on scheduled Fridays. Students must report on time and have educational materials and something to read or study. All rules of a study hall will apply. In addition, the student may be given an instructional activity related to the offense for which the disciplinary action was taken. Failure to complete the assigned activity, or to follow the rules of Friday School, will result in no credit for the assignment, and In-School-Suspension or Out-of-School Suspension.

#### **SUSPENSION FROM CLASS**

Students that are disruptive in a particular class may be suspended from that class by the administration if they determine the student's offense(s) warrant this disciplinary action. Students that are suspended from class may receive class assignments and credit but will not receive any class participation credit. GCMS believes class participation is critical for student success and deems this type of disciplinary action only to be warranted in severe cases.

#### **SUSPENSION OF PRIVILEGES**

Many activities sponsored by GCMS occur outside the regular academic routine. These activities are privileges reserved for GCMS students that have consistently demonstrated acceptable behavior in and out of the classroom. The administration may determine it appropriate to suspend attendance at extra-curricular activities and/or remove certain out of class privileges (field trips, etc.) if deemed necessary to enforce proper behavior and not penalize academic performance.

#### **IN-SCHOOL SUSPENSION**

Students may be assigned an in-school suspension when extenuating circumstances warrant this type of alternative to the normal school day. During in-school suspension students will be assigned to a supervised area away from the remainder of the student population. Students will be given school related work to do during the suspension. Students may receive credit for work completed but will receive no in class teacher assistance.



## OUT-OF-SCHOOL SUSPENSION

Students may be assigned out-of-school suspensions. Students who have an out-of-school suspension by administrative action are not permitted to participate in or attend any school-sponsored activities or to go on school property during the period of the suspension. If a student violates this policy, the suspension may be extended, and police involvement may occur.

## EXPULSION

Expulsion is a school board action that may result in a student not being allowed to attend Gibson City-Melvin-Sibley High School for up to two (2) years depending upon the disciplinary violation.

Out of school suspensions for **three days or less** may be used only if the student's continuing presence in school would:

- Pose a threat to school safety; or
- Pose a disruption to other students' learning opportunities.
  - Note: Determining whether a student's continuing presence constitutes a "threat to school safety" or a "disruption to other students' learning opportunities" is up to the discretion of the school board or its designee and must be determined on a case-by-case basis.

Out of school suspensions for **more than three days, expulsions and disciplinary removals to alternative schools** may be used only if:

- Other appropriate and available behavioral and disciplinary interventions have been exhausted; and
- The student's continuing presence in school would either:
  - Pose a threat to the safety of other students, staff, or members of the school community; or
  - Substantially disrupt, impede, or interfere with the operation of the school.
    - Note: Determining whether a student's continuing presence constitutes a "threat to the safety of other students, staff, or members of the school community" or would "substantially disrupt, impede, or interfere with the operation of the school" is left to the discretion of school officials, and must be determined on a case-by-case basis. In addition, determining whether "appropriate and available behavioral and disciplinary interventions have been exhausted" is also up to the discretion of school officials.

Written decisions must be issued related to expulsions and suspensions.

- If a student is **suspended**, the suspension decision/notice must:
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend
  - Include a rationale as to the specific duration of the suspension
  - Include whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions; and
  - For students who are suspended out-of-school for longer than four school days, include whether "appropriate and available support services" are to be provided to the student or whether it was determined that there are no such appropriate and available services.
- If a student is **expelled**, the expulsion decision must:
  - Detail the specific reasons as to why removing the student from the learning environment is in the best interest of the school.
  - Include a rationale as to the specific duration of the expulsion.
  - Include whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.
  - Students who are suspended out-of-school for **longer than four** school days must be provided appropriate and available support services during the period of their suspension.
    - Note: determining what constitutes "appropriate and available support services" is up to the discretion of school authorities.

## GUIDELINES FOR STUDENT DISCIPLINE

The principal or designee will be notified through a disciplinary referral from certified staff members when disciplinary

situations occur in the classroom, cafeteria, restrooms, media center, parking lot, or anywhere on school property during school hours or for school-related events. The referral will be placed in the student's disciplinary file and the following procedures will be utilized:

1. A conference with the student will be initiated to end the incident with counseling whenever possible. It may be that minor disciplinary action will be taken, such as recording the incident and assigning a detention. A copy of the disciplinary referral will be sent to the parents in all cases.
2. If the student tends to repeatedly be involved in disciplinary incidents, a conference will be held that may include any or all the following: student, teacher, parent, counselor, and principal.
3. If no behavior change becomes apparent, the student and his/her parents will be notified that the school authorities will take one of the following courses of action:
  - a. Additional counseling
  - b. Detention
  - c. In-School Suspension
  - d. Friday School
  - e. Suspension/removal from class
  - f. Suspension from school
  - g. Suspension of privileges or suspension from activity
  - h. Recommendation for expulsion from school

The principal or designee reserves the right to determine when a student needs any disciplinary action.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials including electronic smoking devices or supplies.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not allowed to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance 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.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. 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.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, a two-way radio, and/or other telecommunication device, unless authorized and approved by the building principal. Electronic signaling devices include pagers and all similar electronic paging devices. Use of the device for reasons other than stated on the application and the permitted use will subject the student to disciplinary action. Using or possessing an electronic paging device or using a cellular telephone, personal digital assistants (PDAs), or other electronic device in any manner that disrupts the educational environment or violates the right of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. All electronic devices must be kept off and out of sight during the regular school day unless:
  - a. the supervising teacher grants permission
  - b. use of the device is provided in a student’s IEP
  - c. it is needed in an emergency that threatens the safety of student, staff, or other individuals.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving/receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
10. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
11. Being involved with any public-school fraternity, sorority, or secret society, by:
  - a. being a member
  - b. promising to join
  - c. pledging to become a member
  - d. soliciting any other person to join, promise to join, or be pledged to become a member
12. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
13. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
  - a. be a threat or an attempted intimidation of a staff member
  - b. endanger the health or safety of students, staff, or school property.

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 in which the item is

- a. on the student’s person
- b. contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile
- c. in a school’s student locker, desk, or other school property
- d. at any location on school property or at a school-sponsored event.

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 or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is 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.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s

parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

#### **GCMS HIGH SCHOOL GUIDELINES FOR DISCIPLINARY ACTION**

When students do not follow class or school rules, they and their parents should expect appropriate disciplinary action to be taken. It should be noted that school rules apply at all school activities, even when they occur outside the regular school day or away from school grounds.

**The specification in this Code of a particular disciplinary action for a particular type of misconduct does not preclude more severe disciplinary action if warranted by all the circumstances associated with the misconduct. The offenses for which suspension or expulsion are identified as consequences are considered gross disobedience or misconduct within the meaning of the Illinois School Code. However, misconduct, which by itself does not warrant suspension or expulsion, may by repetition become gross misconduct or disobedience for which suspension or expulsion may result. Finally, whether specified in this Code, a student may be suspended or expelled for misconduct or disobedience, which is truly gross, by any standard.**

1. Possession of Alcohol, Drugs or Drug Paraphernalia, suspicion of and/or under the influence of Alcohol or Drugs
  - 1 – 10 day out-of-school suspension and/or recommendation for expulsion. Police may be notified.
2. Sale of Alcohol, Drugs, or Drug Paraphernalia
  - 10-day out-of-school suspension and recommendation for expulsion. Police may be notified.
3. Possession or use of smoking materials (tobacco products, lighter, matches, electronic smoking devices, etc.)
  - Friday school and/or 1-3 day in-school suspension or out-of-school suspension.
4. Possession and/or use of weapons
  - 1-10 day out-of-school suspension and/or recommendation for expulsion. Police will be notified.
5. Fighting
  - All incidents will be evaluated on an individual basis by the administration. Based upon the investigation, the administration may assign detentions for minor conflicts and Friday School or 1-10 days of out-of-school suspension for fights. A parent conference will be included and may also result in an expulsion hearing by the Board of Education.
  - Friday school/In-School Suspension 1-5 days/Out-of-school suspension 1-10 days/recommendation for expulsion.
6. Theft of school and/or personal property
  - Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion.
7. Engaging in the destruction of either student or school property, or inciting others to do the same.
  - Restitution and/or Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion.
8. Harassment of students, non-students, staff and/or parents.
  - Warning/Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10

days/recommendation for expulsion.

9. Hazing of students

- The hazing or “initiation” of students is prohibited by state law and is also forbidden by school regulations. Any infraction of this regulation must be reported at once. School disciplinary consequences will occur immediately, which may include expulsion as a possible penalty for such behavior whether it occurs within the school, on the campus, on the school buses, or at any school sponsored activity.

10. Non-compliance with School Appearance/Dress Code

- To address concerns for student safety and welfare, to create a learning environment with minimal distractions, and to reinforce the values of modesty and civility, the teachers and administration will be responsible for enforcing this dress code fairly and reasonably. It is not our intent to prevent self-expression or exercise unreasonable control over students; however, current trends seem to favor certain modes of dress which are inappropriate for school, causing distractions to the learning environment, and sometimes putting the students in situations not intended for them.

11. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, and/or tears showing undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must always be worn.
- If there is any doubt about dress and appearance, the building principal and/or assistant principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.
  - a. Warning and/or change of clothing/Detentions and/or Friday School / In-School Suspension 1-5 days /or 1-10 day out-of-school suspension.
- Parents will be notified of repeated dress code violations.

12. Displays of affection

- Excessive public displays of affection will result in a conference with the teacher and/or administrator and parent notification. If continued each student will face disciplinary action.
- Warning/Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion.

13. Insubordination

- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion.

14. Disruption of the educational environment of the classroom.

- Removal from the classroom setting may occur when a student displays disruptive behavior. We are concerned with the rights of all students in the class to learn. Any certified person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher

and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health, or property. Removed students shall remain in the school in a restricted or isolated area to be selected by the principal or his/her designee pending further discipline when applicable.

- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion
- Students could be removed from the class until there is a meeting with the teacher, parent, and student. If it is impossible for the parent to attend the meeting, then the meeting can be held without the parent. This meeting is held to re-emphasize the conduct expected in the classroom and state the possible ramifications of a third offense.

15. Repeated or willful behavior which shows disregard for school rules and regulations.

- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion.

16. Gross Disobedience or Misconduct

- Gross disobedience or misconduct occurs when school authorities believe that a student's behavior is causing, or might cause, a major disruption or interference with school activities. This includes activities in the school, on school property, on a school bus, or at a school-sponsored function.
- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion.

17. Electronic Devices

- Students are allowed to carry their cell phones with them during school hours. Students will be required to place their phones in a pouch located in the classroom. All phones need to be silenced or turned off. Students will be able to use their phones during class time at the teacher's discretion.
- Students that have a **D** or an **F** in any class are not permitted to be on their cell phones during study hall or advisory.
- If a student does not place their phone in the appropriate pouch and is found to be in possession of a cell phone and/or using the cell phone during class, the phone will be confiscated and turned into the office. Consequences for not following the policy are:
  - 1st Offense - Cell Phone turned into the office, student receives the cell phone at the end of the school day, student receives an after-school detention
  - 2nd Offense - Cell phone turned into the office, parents are notified and required to come to the school to retrieve the cell phone, student receives Friday Night School
  - 3rd Offense - Cell phone turned into the office, parents are notified and required to come to the school to retrieve the cell phone, student receives a Friday Night School
  - 4th Offense and Beyond - Cell phone turned into the office, parents are notified and required to come to the school to retrieve the cell phone, student receives an in-school suspension
  - Refusal to comply with handing over the phone to administration or staff will be considered insubordination and will result in appropriate disciplinary actions

18. False Fire Alarms

- If a student is found guilty of activating a false fire alarm:
  - Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion. Police may be notified.

19. Impersonation of a parent or legal guardian

- The impersonation of a parent or legal guardian to school officials is an act of dishonesty:
- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days/recommendation for expulsion.

## 20. Unexcused absences

- Students whose absences have been determined as unexcused according to guidelines set forth in this handbook as established by the Illinois School Code.
- Detention/Friday school/ In-School Suspension 1-5 days /Out-of-school suspension 1-10 days.

## GENERAL INFORMATION

### ANNOUNCEMENTS

Announcements pertaining to student activities and matters of general interest to the school will be made each day at the beginning of first period and before dismissal in the afternoon. Announcements will not be made for individual club activities or meetings except at the regular time. Students should consult the calendar each day, and teachers should post the calendar in a conspicuous place in each room. Any announcements to be made over the intercom must be approved and initialed by the club or class sponsor.

### BULLETIN BOARDS

Any student or school organization wishing to use the bulletin boards in the halls must secure approval from the office. Permission to use classroom bulletin boards will be obtained from the teacher and/or administration.

### EMERGENCY INFORMATION

A current list of emergency information must be always on file in the office. This list will be compiled at registration. The information on this list is invaluable in helping to ensure that your son/daughter has a safe and healthy experience at GCMS High School. Please inform the school when a change in this information occurs.

### FEES

The Gibson City-Melvin-Sibley Board of Education establishes fees each year to be paid by students. Fees are charged for, but may not be limited to the following:

- Textbook rental, lock fees, yearbook, lab fees, shop fees, and calculator rental fees.
- Driver's Education - \$200.00 – **Students will be dropped from class if not paid in full by 10<sup>th</sup> day of semester in which student is registered for Driver's Education**

Student insurance is also available to all students for an additional fee. It is recommended that all students be covered by some type of insurance.

### FIELD TRIPS

Students will at times be taken on school related field trips. All students that are enrolled in the class requesting the field trip are required to attend. Any field trip requires written consent of the parents. Valid reasons for not attending the field trip must be approved by the administration. It is the student's responsibility to contact teachers, in advance, for assignments missed while on a field trip.

### HALL PASSES

Hall passes, contained in the student agenda, will be required of all students who are in the hallways after the tardy bell rings or before the class dismissal bell rings. Students must have verification from a teacher to explain the reason for their presence in the hallways at times when they are scheduled to be in classes. Tardy slips or hall passes must be in the possession of students at these times. Students will be required to serve one detention for each violation of the hall pass procedure. Admit slips are necessary for tardiness after reporting to the office.

### INJURIES

Students and teachers are to report any injury to the principal, who will in turn see that the student's parents are notified and that the procedures are followed as indicated on each student's emergency card. An accident report must be filed in the high school office. No student will be sent home unless arrangements have been made to assure that someone is in the home.

### MEDIA CENTER

To ensure proper use of the media center, students are asked to observe the following rules:

1. Students must have a pass to enter the library.
2. Students are not to leave the media center without permission
3. The media center is a place for investigation, research, and enrichment. As a result, the media center should be always quiet and orderly. If students wish to speak, obtain permission from the librarian or teacher present.
4. Part of the librarian's job is to help students find materials and information. If help is needed, do not hesitate to ask for it.
5. Library materials are to be properly checked out, carefully used, and promptly returned.
6. Students may lose their library privileges at the discretion of the librarian and/or the high school administration.
7. Students must sign in and out of the library.

### STUDY HALL RULES

As general practice student schedules are created to provide each student with a study hall. Exceptions to this practice, to eliminate a study hall, can be made by request. The purpose of a study hall is to offer students an opportunity within the school day to work on assignments, or study.

1. Students should not have food or drink study hall unless they have received special permission from the office.
2. Students should not be sent to the office to make phone calls. They may not make calls from classroom phones.
3. Students must:
  - A. Arrive with work to do.
  - B. Not expect to go to the library unless they have a purpose for going to the library and be able to present evidence of their efforts.
  - C. Have a pass from a teacher if they plan to meet with them during study hall.
  - D. If a student does not have an assignment to work on, they should have a book to read.
4. Teachers will:
  - A. Communicate with the study hall teachers of students that are not completing assignments or are struggling.
  - B. Actively monitor and aid students during their study halls.
  - C. Communicate with administration when students are not following the guidelines.

### TELEPHONES

The telephones in the office are for school business only! If you **must make an EMERGENCY** call, you may make it from inside the office with the permission of the secretary. Parents are urged to keep incoming calls to students down to a minimum. Much time is spent daily locating students for telephone messages. Please do not ask the office to deliver messages except in cases of emergency.

### PRIVILEGES

#### PARKING

The school has multiple locations available for school visitor parking: Church Street and 15<sup>th</sup> Street. The back school parking lot spaces are sold to senior class members and are reserved for the school year.

Privileges (See definition above)	Seniors	Juniors	Sophomores	Freshmen
Cell Phone	Yes	Yes	Yes	Yes
Drivers Education	Yes	Yes	Yes	Yes
Open Campus for Finals	Yes	Yes		
Open Campus for Lunch	Yes	Yes		
Early Dismissal (No Advisory)	Yes			



Unscheduled Free Time (Study Hall)	Yes			
Off Campus Privileges	Yes			
Preferred Parking	Yes			

**GOOD STANDING DEFINITIONS**

- Academic
- No F’s or D’s
- Attendance
- No Unexcused/Truant Absences
- Discipline
- No Suspensions
- No More Than 3 Detentions
- No Friday Schools