

# RHS Student Handbook 2018-2019

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## General Information

Main Office:	544-9510	RHS Fax:	544-7921
Athletic Office:	544-8834	Unit #2 Office:	544-7511
Transportation:	544-8715	Unit #2 Office Fax:	544-9284
Main Office Hours:	7:30 a. m.-3:30 p.m.	24 Hour Absence Voicemail:	544-9510 Ext: 6
Robinson High School, 2000 North Cross Street, Robinson, IL 62454			

## **STUDENT HANDBOOK**

This Student Handbook contains policies and procedures that were in place at the time the handbook was published. Since the publication of this handbook, some items may have become inaccurate or incorrect due to changes in Board Policy, Administrative Procedures, or Building Procedures. This handbook is intended, in general terms, to describe some of the rights and responsibilities of students in the Robinson High School, and to set forth appropriate regulations governing student behavior.

Every school district has the inherent right to require cooperation from its members, staff, and students in the performance of its educational function and to take appropriate action when the conduct of any of its members impedes, obstructs, or threatens the harmony of the institution or the realization of its educational goals. As in the fundamental working of a democracy, Robinson High School students will not be deprived of any of their rights without due process.

A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and educationally appropriate learning environment may find it necessary to use options and procedures not specifically addressed in this handbook.

### ***Jurisdiction Statement***

All handbook and school rules apply to all school-sponsored events, even those occurring off-campus, on non-school days, and before or after regular school hours.

## STUDENT SCHEDULES

### Full Day Schedule

Period 1:	8:00-9:25	
Period 2:	9:30-10:52	
Period 3A:	A Lunch 10:52 – 11:25	Class 11:30-12:53
Period 3B:	Class 10:57 -11:37 & 12:13-12:53 12:09	B Lunch 11:37 –
Period 3C:	Class 10:57-12:19	C Lunch 12:19 --12:53
Period 4:	12:58-2:20	
Period 5 (Activity Period):	2:25-2:55	

### 11:30 Dismissal

Period 1:	8:00-8:54
Period 2:	8:59-9:46
Period 3:	9:51-10:38
Period 4:	10:43-11:30

### 2:00 p.m. Dismissal

Period 1:	8:00-9:15
Period 2:	9:20-10:35
Period 3A:	Class 11:15-12:40 Lunch 10:40-11:10
Period 3B:	Class 10:40-11:20 & 12:00-12:40 Lunch 11:25-11:55
Period 3C:	Class 10:40– 12:05 Lunch 12:10-12:40
Period 4:	12:45-2:00

## STUDENT INFORMATION

### ***Guidance***

Students are encouraged to visit with the counselors for personal guidance and for information on grades, study help, testing programs, college and scholarships. The counselors are available to discuss home, school, or social concerns.

Freshman/Sophomore Counselor- Mrs. Mandy Cooley

Junior/Senior Counselor- Mrs. Janelle Oxford

### ***Grades***

The grading system for Community Unit 2 grades 9-12 is based on a 4.0 scholastic system. Letter grades have the following values: A – 4; B – 3; C – 2; D – 1; F – 0; I – Incomplete.

Letter grades will be determined using the following scale:

<b>Grades</b>	<b>District Grading Scale</b>	<b>Grade Point Regular Section</b>
“A” Superior	90-100	4.0
“B” Above Average	80-89	3.0
“C” Average	70-79	2.0
“D” Below Average	60-69	1.0
“F” Failing	Below 60	0

### ***Grade Point Average***

A cumulative grade point average is based upon academic semester grades only and is calculated on a 4.0 grading scale. The determination of valedictorian/salutatorian and top 10% will be based on this 4.0 grading scale.

### ***Quarterly Honor Roll***

At the conclusion of the first, second, third, and fourth quarters, a scholastic Honor Roll will be announced by the school through local news media.

1. High Honors – A student must carry a 4.0 grade point average.
2. Honors – A student must have at least a 3.0 grade point average.
  - Grades and grade point will determine eligibility for honor roll. A student can only have one “C” and still make honor roll.
  - A student must carry a minimum of 4 credits per semester.

### ***Graduation Requirements***

CREDITS REQUIRED FOR GRADUATION: 29 CREDITS

*All graduation requirements must be met before participating in the graduation ceremony.*

#### **1. MINIMUM REQUIREMENTS**

- Four credits in English (only one credit of journalism will count toward the English requirement) \*Note: All juniors will be required to take 1 credit of English
- Three credits in science
- Three credits in math
- Three credits in social studies

- Three additional credits in core classes (includes English, math, science, social studies)
- ½ credit in health education
- ½ credit in consumer education
- One credit in computer applications
- 2 credits in fine arts, foreign language, or vocational education
- 4 credits in physical education

## 2. CREDIT REQUIREMENTS FOR TRANSFER STUDENTS

<b>FRESHMAN</b>	Credits	<b>JUNIOR</b>	Credits
Enroll Semester 2	29	Enroll Semester 1	25
		Enroll Semester 2	24
<b>SOPHOMORE</b>		<b>SENIOR</b>	
Enroll Semester 1	28	Enroll Semester 1	23
Enroll Semester 2	27	Enroll Semester 2	23

### ***Lack of Academic Progress***

Students who make no conscientious effort to pay attention, work in class, turn in assignments, and/or who use time unwisely will be considered guilty of misconduct (disrupting their own learning) and subject to disciplinary action for violation of a school rule. **Additionally, teachers may assign after school study time to any student who is receiving an accumulated failing grade of “F” in any class. Tuesday or Thursday, the detention hall will house students assigned after school study time.** Students who make little or no progress toward the necessary credits for grade promotion/graduation may be subject to an academic progress review by the administration to determine the problem for the poor academic record of the student and to consider alternative education placement. Additionally, the privilege to attend extra curricular activities that take place within and outside of the school day may be revoked.

### ***Incomplete Grades***

Incomplete grades are given at the discretion of a student’s teacher with administrative approval. Teachers are to record incomplete grades only if necessary. In general, only students who have missed days at the very end of a grading period and have not completed all assigned work will be issued an incomplete grade. A timeline will be developed for completion by administration, teacher, and student.

### ***Placement Testing***

The use of strict guidelines and testing help assure the proper placement of students in math and English classes. Detailed information about these guidelines and testing may be obtained from the guidance department.

### ***Progress Reports***

Student progress reports are always available online at [www.robinsonschools.com](http://www.robinsonschools.com) on Skyward Family Access. Parents may choose to receive paper reports by calling the RHS main office at 618-544-9510, extension 100. Passwords for Skyward Family Access are also available by calling the RHS main office.

### ***Student Records***

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

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

***Student Records (continued)***

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

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

**2. The right to request removal from the student’s academic transcript one or more scores received on college entrance examinations.<sup>1</sup>**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student’s academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test Student Records (cont.)

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

**3. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court

### ***Student Records (continued)***

order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

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

Robinson Community Unit 2 Board of Education has chosen by official vote to exclude birth date and place, normally considered directory information by state and federal law, from directory information that can be released by the district regarding Robinson High School students.

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

#### **7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>[1]</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal before September 30.

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

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

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

<sup>[1]</sup>This section is only applicable to high schools.

## **GENERAL INFORMATION**

### ***Asbestos Notification Policy***

Robinson Community Unit School District #2 is in full compliance with state and federal regulations regarding asbestos abatement in all district buildings. The public is invited to inspect those plans at any time during regular business hours at the District Office located at 1301 N. Allen Street, Robinson, Illinois.

### ***Athletics***

Refer to Athletic handbook which can be accessed at [robinsonschools.com](http://robinsonschools.com) or contact Kelly Brookman, athletic director.

### ***Backpack/Purse Policy***

Students may carry supplies to and from school in a backpack or athletic bag. Students should immediately upon arriving at school visit their assigned locker and unload their backpack or bag and organize their supplies and texts according to their schedule. Bags should be of a size, when emptied, to fit into the student locker on provided hooks. Lunch bags should also be kept in student lockers. Athletic bags should be stored in the athletic locker rooms or in student vehicles during school time. Students may go to their lockers between classes during the five-minute passing period allowed. Backpacks/mini backpacks/bags/drawstring bags/large purses/satchels etc., should not be carried with students during the school day, which includes 5th hour Activity Period. A purse that does not exceed 8 inches (long) by 6 inches (high) by 4 inches (wide) may be carried during the school day. Students will be given a verbal warning on the first offense and then assigned a lunch detention on the second offense. Continued insubordination will result in discipline decided upon by administration.

This policy is in response to concerns of the weight students carry all day by using their backpack as a locker, about the congestion caused by each student carrying their backpack to each class both in the hallways and mainly in the classroom aisles, and to the danger of contraband or weapons being carried in backpacks.

As in the physical education locker rooms it is highly recommended that students keep their lockers locked and not share their combinations with any other student. Any loss of valuables or supplies due to lockers not being locked or combinations being shared is the consideration for the previous statement. Acquiring appropriate supplies for upcoming classes is the first priority between classes, along with restroom breaks. Socializing and travelling to vending machines to purchase food and drinks are not considered priority activities between classes.

### ***Buses/School Transportation***

Students living a mile and a half from the high school are provided bus transportation to and from school. Paid transportation is available for those students living closer than a mile and a half. Students and parents must fully understand that riding the bus is a privilege, not a right. Time on the school bus is a definite extension of the school day, and those who wish to ride the bus must understand and abide by the rules and regulations determined by the school for the safety of students.

Students are to depart from buses only at their regular stop unless written parental request is received. This request must state the reason, designate a place of departure, and must be presented to the main office. The school will then issue the student a bus pass authorizing him/her to leave the bus as requested. Students are under the jurisdiction of the school on the way to and from school. This means school rules apply at bus stops. A student causing continuous problems shall be

reported to the building Principal and the Assistant Principal. Reported offenses may result in misconduct points, detention, or suspension from the school bus. In the event of serious violations, immediate suspension from riding the bus may result.

### ***Buses/School Transportation (continued)***

Board policy states: “**Bus Drivers are to be obeyed**” The following safety rules will be enforced:

1. Stay in your seat, and face forward until dismissed from the bus.
2. Be alert to a danger signal from the driver.
3. Keep all body parts inside the bus
4. Do not throw anything on the bus or out the windows.
5. Do not create unnecessary noise including loud talking/laughing
6. Be absolutely quiet when approaching a railroad stop.
7. No eating or drinking is allowed on the bus.
8. No animals are allowed on the bus without prior permission.
9. Keep books, packages, coats and all other objects out of the aisles.
10. Respect fellow pupils and bus drivers: no obscene language/gestures will be tolerated.
11. Help look after the safety and comfort of other students.

### ***Care of Students with Special Conditions Such as Diabetes or Food Allergies***

It is the intent of the district to ensure within reason that students with special conditions such as diabetes, food allergies, etc., have the same access to their education as any other student. In order to effectively provide for this education, parents/guardians are responsible to inform the district nurse in a timely manner of any such condition. This will allow the district nurse to work with the principal and the parents/guardians to develop an appropriate plan to manage the condition while the student is at school and at school functions.

### ***Chromebook Expectations***

Students are expected to charge his/her Chromebook before the start of the school day. If a student brings a Chromebook that is not charged adequately enough to last the duration of the school day, this will be viewed as coming unprepared to class. If the student repeats this infraction it will become an office referral. Disciplinary consequences and/or LOP will apply to such infractions.

Gross/habitual misuse or mishandling of a Chromebook may result in the student losing the privilege to take the device home after school, or lose the privilege to use the device during the school day for a determined amount of time.

### ***Communicable Diseases***

*The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.*

Parents are required to notify the school nurse if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

**A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.**



It is important to balance the interest of a student with a communicable disease in continuing to attend school and the interests of others not to be subjected to a direct threat to their health and safety as a result of their contacts with the student.

Communicable diseases are those diseases so designated by the Illinois Department of Public Health. Each case of a communicable disease shall be handled and documented on an individual basis. The administration may require any

### ***Communicable Diseases (continued)***

student believed to have a communicable disease to submit to an initial medical examination and may exclude the student from school, pending receipt and evaluation of the results of such examination. Following such examination, a student with a communicable disease shall be excluded from school and/or contact with others in District facilities for any period in which the medical evidence shows that his/her continued attendance would pose a direct threat to the health and safety of self or others and that such direct threat cannot be sufficiently reduced by reasonable accommodation. Factors to be considered shall include the student's age, cognitive functioning and ability to control his/her behaviors and body functions. Whether or not the student continues to attend school, he/she must provide the District on an on-going basis with periodic updates of his/her health status, including the results of subsequent tests, changes in medication, diagnoses and prognoses. The District may require additional medical exams as it deems necessary. Exploration of reasonable accommodation shall include consultation with the affected student's parents/guardians. Any student receiving special education services shall be entitled to have any decision reviewed by the team authorized to do so under the applicable proceedings for the administration of special education.

### ***Class Offerings***

Refer to the course book which can be accessed at [robinsonschools.com](http://robinsonschools.com), clicking on Robinson High School, then clicking on Documents and finding RHS Course Book or contact the guidance office by calling 618-544-9510.

### ***Dances***

Dances may be held during the school year provided they are planned and cleared through the Assistant Principal at least one week prior to the activity. Dances held after home games will end no later than 11:30 p.m. Dances not held on ball game nights will end no later than 11:00 p.m. **Middle school/Jr. High students are not to attend RHS dances/prom and are not to be guests of Robinson High School students.** Any student or guest that leaves the designated permitted areas of the dance prior to its conclusion will not be allowed to return. If students plan to bring a guest who is not a member of the student body of Robinson High School, they must fill out a guest request form and the guest must provide a valid state ID. The form is available in the office. The resource officer will review each form to determine if the guest will be allowed to attend the dance. If the completed form is not turned in on time, the request will be denied. In order to attend the RHS Homecoming Dance and Prom, students must be in good standing in regards to attendance and discipline. Below are the amount of tardies and discipline referrals allowed to attend each dance.

#### **2018 Homecoming Dance**

Tardies: 8 tardies from all class periods

Discipline Referrals: 3

#### **2019 Prom**

Tardies: 16 tardies from all class periods (Beginning January 1, 2019)

Discipline Referrals: 8

### ***Dress Code***

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. If a student has frequent infractions to the dress code, privileges may be lost and/or disciplinary

consequences given; the time necessary to change clothes, directly contributes to the loss of instructional time provided to that student.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

### ***Dress Code (continued)***

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Shirts and dresses need to have two straps, one on each shoulder, that are at least an inch in diameter, which is approximately two fingers in width. Additionally, undergarments should not be able to be visible in any way, which would include being visible through transparent, mesh, cut-out, etc. materials.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn, in any manner, in the building during the school day. Students may not carry their hat with them during the day. Their hat is to be kept in their locker.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, in laboratories, or during physical education.
- Clothing with holes, rips, or tears in the area from an appropriate neckline to the length of the second knuckle from the tip of the middle finger while arms are hanging loosely at the student's side of the student in question and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. (Guideline for appropriate neckline is a hand's width below the collarbone).
- The length of shorts or skirts must be appropriate for the school environment. With the hands of the student in question hanging loosely at the students' side, the second knuckle from the tip of the middle finger will be the minimum length for shorts and skirts.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building Principal 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.

### ***Dropping/re-enrolling in school***

Any student who officially drops from school may not re-enroll until the following semester.

### ***Drugs, Drug Paraphernalia, Performance-Enhancing Drugs***

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes, or paraphernalia associated with them.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. any anabolic steroid or performance-enhancing substance including those on the Illinois Association of High School Association's most current banned substance list, not administered under a physician's care and supervision including.
  - c. any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- d. 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.

***Drugs, Drug Paraphernalia, Performance-Enhancing Drugs (continued)***

- e. “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.
- f. 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 nor school functions and are treated as though they have the prohibited substance, as applicable, in their possession. For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- 1. on the student’s person;
- 2. contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile;
- 3. in a school’s student locker, desk, or other school property;
- 4. at any location on school property or at a school-sponsored event; or
- 5. in the case of drugs and alcohol, substances ingested by the person.

***Emergency Procedures***

Each classroom has specific directions for students to follow in case of emergency. Teachers will explain these procedures to each class at the beginning of the each semester, as well as have the emergency plans posted.

***Equal Opportunity and Sex Equity***

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, gender identity, nor the perception of any of the aforementioned bases, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal or the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal or a Complaint Manager or a Complaint Manager

***Nondiscrimination Coordinator:***

Name: Victoria McDonald, RHS Principal  
Address: 2000 North Cross Street  
Telephone No.: 618-544-9510x112

***Complaint Managers:***

Name: Jamie Rains, Special Services Director  
Address: 507 West Condit Street  
Telephone No.: 618-544-5837

Name: Kathy Bemont, LGS Principal  
Address: 301 East Poplar Street  
Telephone No.: 618-544-3315

Jason Stark, WES Principal  
507 West Condit Street  
618-544-2233

### ***Field Trips***

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline, and revocation of future trips. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the administration.
- Earning a D or F in class
- Attendance issues.
- Currently in the Loss of Privilege Program

### ***Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm***

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

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### ***Gang & Gang Activity***

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

### ***Graduation Ceremony***

Participating in the graduation ceremony is a privilege, not a right. In regards to student attendance and maintaining the privilege to participation in the graduation ceremony, a student must not be considered truant from school in regards to full school days OR individual class periods. The graduation ceremony symbolizes successful completion of the educational process at the secondary level. **No senior will be permitted to participate in the graduation ceremony unless all fees are paid in full.** For disciplinary reasons and under appropriate circumstances, the school may deny a

student the privilege of participating in the graduation ceremony. When time allows, the school administration will attempt to notify the student and his/her parents that such a decision has been made. A student who can graduate, but is denied the privilege of participating in the graduation ceremony, will receive his/her diploma through the mail or by picking it up at the school office at the convenience of the administration.

### ***Hallway***

Students are prohibited from wearing earbuds, headphones or any other device for listening to music while in the hallway during school hours. This policy is in response to concerns of not being able to communicate to students in the hallway due to listening to an electronic device.

### ***Hazing***

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" is any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include students. Students engaging in hazing will be subject to disciplinary consequences.

### ***Head Lice***

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or brings a note from the doctor or the Illinois Department of Public Health and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### ***Individuals with Disabilities***

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### ***Items Generally Not Allowed at School***

Items not of an educational nature or that could be disruptive to the educational process may be confiscated for parental retrieval, and discipline consequences may be applied. **Administration may, at their discretion and with their express permission, allow these items in classrooms as needed.**

### ***Late Enrollment***

A student who enrolls in Robinson High School more than ten (10) days after the beginning of a semester must provide current student records. If the student is unable to get records from the sending school, the district will contact such school to verify attendance and grades. Students transferring from another Illinois public school must have the Illinois State Board of Education student transfer form. A student who fails to produce this form will not be enrolled. Students who fraudulently use this form to enter Robinson High School will be dropped from our rolls immediately. Students who have

not attended any school since the beginning of the school year may be required to enroll in an alternative educational program or wait until the start of a new semester. Transfer students who have failed or are failing one-half or more of their courses may be recommended for enrollment in an alternative education program or wait until the start of new semester.

### ***Library Services***

All students are entitled to use the school library to check out materials and use the library's website for research and information purposes. However, library privileges may be suspended or revoked for failure to return overdue books or pay fines. It is the responsibility of the student to check his/her fine records in a timely manner; online account viewing through Follett is available. Detentions or loss of open campus lunch may also result because of delinquent library records. Books that are lost or damaged beyond use will be billed to the student's library account (Follett). Payment on lost books which are later found and returned will be refunded. Books marked "reference" are to be used in the library; all other books may be borrowed for 20 school days with a \$.10 per school day overdue rate. Loaner Chromebooks and current magazines may be checked out for 1 day with \$1.00 per school day overdue rate. Books may be renewed once (9-week limit) or at the librarian's discretion. Books may be renewed once (30 school day limit) or at the librarian's discretion. The maximum overdue fine is \$5.00 per book and lost books are billed at the current replacement cost.

Through collaboration with Baker & Taylor Publishing, the Illinois State Library, and RAILS Library System, Robinson High School students will be able to register and check out ebooks and electronic audiobooks through Baker & Taylor's Axis 360 Digital Media Service. Due to the nature of this program, the school librarians cannot regulate what titles a student checks out through the eRead Illinois website. Parents will need to discuss with their child what they feel is appropriate for him or her to read. The school librarians do not have access to a student's personal reading device so the monitoring of an individual's reading choices will be the sole responsibility of the student and parents. Participating in this ebook program is completely optional.

### ***Lost and Found***

The school maintains a "Lost and Found" location in the main office. Students who find lost articles should take them to the office immediately. Owners of lost articles should also claim them as soon as possible. All unclaimed articles are held in the office for a brief time and when the school year ends, they are donated to a charitable organization.

### ***Lunch***

The cafetorium is a dining room, and students are expected to conduct themselves accordingly. Good manners are expected of everyone. Students are to report immediately to the cafetorium for their lunch period and are to stay in the cafetorium until their lunch period is over unless they have a prearranged pass from a teacher. Students may be allowed with permission from lunch supervisors or administrators to leave the cafetorium to make phone calls in the office or take medicine in the office. Robinson High School is a "closed campus;" students are to remain on school grounds and in the cafetorium during the lunch period. Students who are not in the cafetorium for the entirety of their lunch period or who do not have a prearranged pass will be considered truant during that time. \*Note: There are a few special "open campus" days; eligible students must have a signed parent/guardian open campus permission form in order to participate.

The cost of a type A lunch, breakfast, reduced price type A lunch and reduced price breakfast, adult lunch and breakfast, and milk are available by calling the school office after July 17, 2017. Breakfast is served from 7:25 - 7:55 a.m. Students who arrive for breakfast later than 7:55 will not be served. When a student's account is low on money, the student will be notified so money can be deposited into his/her account. Students must produce some type of photo identification to purchase lunches on account and should know their Robinson Community Unit School District #2 student identification number. There is no charging at Robinson High School.

### ***Cafetorium guidelines for students***

- Lunch supervisors are representatives of the CUSD #2 administration in the cafetorium, as are all kitchen employees.
- Students may enter the cafetorium and return to class, when dismissed by bell, by crossing the courtyard sidewalk from the 99 wing west door until Thanksgiving and after March 1 (weather permitting at the discretion of administration and supervisors), should wait patiently for someone to open the cafetorium door.
- Exit and enter respectful of the doors or those entrances and exits will be closed.
- Quiet travel anywhere in the building before, during (*only with permission from RHS staff member*), and after lunch is expected as classes are in session.
- Do not enter the cafetorium until your lunch bell has rung.
- Stay in the cafetorium or on the patio until lunch period is over. Being in any other location without permission and knowledge of lunch supervisors is considered being truant.
- Students may eat on the patio by exiting the northeast door only.
- Stay in cafetorium seats for the most part. Avoid standing around tables, doors, and vending. Students may move about to get condiments or move to another table and sit down.
- Students need to ask permission of a supervisor to use the restrooms; the restrooms to be used are directly outside of the cafetorium. No other restrooms are available during lunch unless special permission has been granted by administration because of health reasons.
- Drinking water is available in the orange cooler near the food lines.
- A microwave oven is available for student use. Please clean any spills when they happen.
- As SOON as finished eating, take trays and silverware to the window. Place silverware in container, recycle plastic and aluminum, and throw trash and extra food in garbage cans. Each individual is responsible for gathering trash from the floor and table and for throwing it away.
- Chairs should be pushed into the table from which they were acquired, 8 chairs per table.
- Regular school rules apply in the cafetorium and on the patio and both are under video surveillance.
- Hoods and hats should be left in lockers or cars except on hat days.
- Keep feet/shoes off tables and chairs in consideration of others.
- Students should refrain from making loud, popping noises with cups or chip bags. Our main priority is safety and those noises indicate danger. This also include flipping/tossing any type of beverage container.
- Cell phones should be away and ear buds out when in line to facilitate food choices.
- Neither backpacks nor overcoats are allowed in cafetorium line.
- Turn phones off and put them away before exiting the cafetorium after lunch.
- Breakfast is from 7:25 a.m. to 7:55 a.m. when the cafetorium is closed until lunch. Students should not ask for food after 7:55 a.m. and may tell the office if they miss breakfast due to a late bus.
- Students can not loiter by vending machines or in the restrooms.

### ***Medication***

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must

request that the school dispense the medication to the child by completing and signing a School Medication Authorization Form on Skyward as part of the registration process.

### ***Medication (continued)***

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

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

All medication must be kept in the office. Prescription medication must be brought with specific directions from the physician. Parents/guardians may bring aspirin, Tylenol or other over the counter (OTC) medication if they wish with a parent/guardian note to administer "as needed" can be kept on file in the main office or with the medicine. Containers must be clearly marked with student's name and prescription or OTC product dosage information. Unclaimed medicine is discarded at the end of the school year.

### ***Money/Personal Effects***

Though precautions are taken to guard against loss or theft, incidents of each can still occur. Students are urged to leave large quantities of money and valuable personal effects at home. Lockers and athletic lockers are assigned to students. They should be kept locked at all times.

### ***Neighboring Properties***

Students are subject to discipline for littering, loitering, damaging or defacing the property of persons in the vicinity of Robinson High School. Students shall not litter, walk across, trespass upon, loiter around or damage any such property while going to or from school or attending extracurricular events. Incidents that start at RHS and continue off school grounds may still be subject to guidelines in the student handbook. No RHS student shall be on the premises of Nuttall Middle School during the school day nor after school unless prior approval has been given by the administration.

### ***Off-campus Conduct***

The school has the right to assign consequences to students for their off-campus conduct. Should a student's off-campus conduct materially or substantially disrupt or pose a true threat and interfere with the school's educational functions, then the student can be disciplined. Additionally, students whose off-campus internet activities perpetuate such conduct or pose a perceived true threat to staff, students or the school are subject to discipline and possible criminal charges.

### ***Parent Access Instructions – Skyward***



1. You will need your login and password. If you do not have yours, contact Robinson High School. (618) 544-9510
2. Using your internet browser, visit [www.robinsonschools.com](http://www.robinsonschools.com) to access your student's academic information.
3. Click on the icon in the middle of the screen that says "Skyward Family Access".
4. Enter your login and password. Then click on the blue "Login" box.
5. Across the top are two pull down boxes where you should choose your student's name and school.

***Parent Access Instructions – Skyward (continued)***

6. Down the left side, under General Information, you can click on Grade book to see your student's grades. If you then click on the teacher's name, you can send them an e-mail or if you click on the letter grade, you will get a detailed breakdown of the individual assignments in that class.
7. Down the left side, under General Information, you can click on Food Service to put money into your student's lunch account. If you click on the box that reads "Make Online Payment" you will then be asked to enter a payment amount. Then click on the box that reads "Pay with Revtrak". When a new window appears, you will need to click on Go to Checkout and then follow the directions at the top of the screen.
8. Also down the left side, under General Information, you can click on links to Discipline, Schedule, Report Cards, and many other areas to get more detailed information about your student's school experience.
9. If you have any further questions, please contact Robinson High School at 544-9510. We encourage all parents to monitor your student's information and participate in your student's high school experience.

***Parking***

Parking on school property is a privilege, not a right. Permits are available in the main office for \$20 and must be renewed each year. Parking permits must be displayed in the front windshield of vehicles in school lots.

Students may park their vehicles in the lot designated. Seniors: Gym Parking Lot and 99 Addition as marked by yellow paint. Parking spaces with white lines are reserved for faculty and staff. Underclassmen: Athletic Field Parking Lot. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 15 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines, in no parking areas designated by narrow diagonal yellow lines, in handicapped parking spots without a handicapped license or permit or outside designated parking spots may be ticketed or towed at the discretion of the school, at the student's expense, and without advance warning. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

There is NO PARKING by students in the faculty parking area or any other reserved parking spots. Violators will be penalized as indicated in the misconduct-point system and/or the vehicle is subject to being towed without advance warning at the student's expense. Faculty parking is marked with white lines and is located at either end of the 99 lot, in the southernmost two rows in the Lot west of the football field, and in the gravel lot west of the main entrance of the High School.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed without advance warning by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

### ***Parking Rules and Regulations***

The following regulations shall apply twenty-four (24) hours a day, seven (7) days a week, to all operators of motor vehicles, regardless of residency, as soon as said vehicle enters the property of Robinson High School.

- A. Speed limit: fifteen (15) miles per hour.
- B. Unauthorized vehicles on campus will be reported to local law officials.

### ***Parking Rules and Regulations (continued)***

- C. Reckless driving is prohibited and shall be defined for the purpose of this policy to include driving a motor vehicle on school property with careless disregard for the rights or safety of others, or in a manner so as to endanger any person or property. (School personnel will determine reckless driving).
- D. No illegal, improper or dangerous objects, substances or materials such as drugs, alcohol, weapons, explosives or stolen property may be transported or left in any motor vehicle brought on school property.
- E. Cruising on school property is prohibited. Once a vehicle enters school property, it must be parked as soon as safely possible.
- F. Once a vehicle is parked, all persons in the vehicle shall vacate it immediately and clear the parking lot.
- G. Driving or parking vehicles on unpaved areas is prohibited.
- H. "Squealing" and "Burning Rubber" of tires is prohibited.
- I. Operators of motor vehicles shall observe all signs posted or painted on driveways and buildings.
- J. Throwing or dumping any waste materials such as garbage, bottles, cans, etc., from a vehicle is prohibited.
- K. Riding in the back of trucks on school property is prohibited.
- L. Parking permits must be current and clearly displayed in the front windshield of vehicles.
- M. RHS students are prohibited from exiting school grounds through Nuttall Middle School parking lot.. Buses, students walking home, and students walking to the high school are at risk when traffic from the high school exits towards NMS.
- N. No vehicles are allowed to enter, exit, park, stop or stand in the marked fire lane. All violators will be subject to school discipline and possible police action.

### ***Parking Lot Area***

Students are not allowed to be in the parking lots or *any* area other than the one to which they are assigned during the school day. Students who have left needed items in their car must first get permission from the office to go to the parking lot. Students found in the parking lot areas, football field/track area, **or any other place on or off campus to which they are not assigned during school time** will be considered truant and the truancy consequences shall apply. Any student parked illegally will be subject to Loss of Privilege discipline policy in regards to parking expectations.

### ***Pesticide Notification Policy***

It is the policy of Robinson Community Unit School District #2 to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. The public is invited to inspect those plans at the District Office located at 1301 North Allen Street, Robinson, Illinois.

### ***Physical Examinations***

It shall be the policy of the Board of Education that all pupils have a physical examination and a complete immunization record according to School Code of Illinois Section 27-8.1. All 9<sup>th</sup> grade students must have a physical examination (**a sports physical will not be accepted**) prior to the beginning of the school year and complete immunizations against measles, mumps, rubella, tetanus, diphtheria, pertussis, and polio. If a student at any grade level is new to the district (out

of state or out of country), a 9<sup>th</sup> grade physical examination with complete immunizations must be presented or a new one obtained. New or transfer students with NO immunizations must have the first series completed prior to entering school. Parents of pupils who are in attendance without complete health records will be informed of their responsibility to the law. According to state law, students not in compliance must be excluded from school. All students with incomplete health records will be excluded from school until their records are complete.

### ***Physical Education***

Students enrolled in P.E. classes are required to wear gym shoes, white sweat socks, and a Robinson High School P.E. uniform, available for purchase from the P.E. Department personnel or from retail locations in the county with information from P.E. teachers.

### ***Physical Education Exemptions***

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in 11<sup>th</sup> or 12<sup>th</sup> grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in 11<sup>th</sup> or 12<sup>th</sup> grade).

### ***Preventing Bullying, Intimidation, Teen Dating Violence & Harassment***

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes

harassment, intimidation, teen dating violence, retaliation, and school violence. A student who is being bullied is encouraged to immediately report it orally or in writing to the administration, guidance counselor, or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the administration, guidance counselor or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

***Publicity***

If a club and/or activity wants to publicize an event, its sponsors/officers must contact the Principal, Assistant Principal or Athletic Director for prior authorization. Any material posted within the building must be stamped “APPROVED” by office staff before it may be posted.

***Reporting Injuries***

A student who is injured at school or at any school-sponsored activity must report the accident immediately to the teacher, coach or supervisor in charge at the time of injury, no matter how minor. This is important for insurance purposes. The accident should be reported immediately to the Principal’s Office, which will make arrangements for treatment and the filling out of necessary student accident forms.

***RHS @ RHS***

A federal initiative undertaken at Robinson High School is our Positive Behavior and Intervention Strategies (PBIS) program. In the 2011-12 school year administration began to investigate and acquire resources to pursue this school improvement initiative. During the 2012-2013 school year, the RHS School Improvement Team decided to become trained through Southeastern Special Education (SESE) in PBIS and planned its implementation at RHS. RHS @ RHS was implemented in the 2013-2014 school year. It is a system of developing simple expectations and creating a matrix about what they look like in all areas of the school. The system also includes communicating expectations and acknowledging students and staff in several ways when those expectations are met. After one year of implementation at the universal or school wide level, office discipline referrals decreased by 30%. RHS continues to refine the Universal System and to monitor data, and continues to develop the system into Tiers 2 and 3.

***RHS @RHS Early Out***

As an incentive, students that meet expectations may be released at the conclusion of 4th hour. A SkyAlert will be used to notify parents/guardians of the release.

**TABLE OF RHS@RHS INFORMATION**

<b>Behavior Matrix</b>			
<b>Location</b>	<b>Responsible</b>	<b>Honorable</b>	<b>Safe</b>
<b>Cafetorium</b>	-Respect personal space and belongings -Clean area -Push in chair -Recycle	-Pay for what you take -Tell the truth -Wait your turn	-Clean up messes -Stay in cafetorium area

<b>Hallway</b>	-Respect personal space and belongings	-Stay to the right -Keep moving -No PDA	-Keep ears open
<b>Parking lot</b>	-Park in assigned lot -Be courteous drivers -Pedestrians have the right of way	-Report accidents immediately	-Drive speed limit -Buckle seat belts -No horseplay
<b>Classroom</b>	-Bring supplies -Be in seat and ready to learn -Be on time -Complete work -Turn in assignments	-Do your own work -Treat others as you want to be treated	-Keep items stored under your desk or in your locker
<b>Assemblies</b>	-Respect and listen to the speaker -Use inside voice when speaking is appropriate -Respect personal space/Feet on floor	-Respect the speaker -Respond appropriately	-Use aisles and stairs to climb/leave bleachers
<b>Extracurricular</b>	-Be prompt -Do your job -Be positive -Cheer FOR the Maroons, not against the other team	-Include others -Be kind	-Get involved -Stay involved -Follow directions
<b>Restrooms</b>	-Discard trash -Use facilities appropriately	-Keep phone off -No tobacco products -Paper products disposed of properly	-Wash hands with soap -Report water on floors -Respect personal space
<b>Library/ Computer Labs</b>	-Use Google mail for academic purposes -Respect equipment -Respect personal space and belongings	-Stay on your own account	-ALWAYS log off -Do not plug in/unplug cords or cables

### ***Standardized Testing***

The Illinois State Board of Education has developed a Science Assessment for grades 9-12 based on the *Next Generation Science Standards*. This assessment is course based for the following classes: 03051A000 Biology, 03052A000 Biology- Advanced Studies 03056A000 AP Biology, and 03057A000 IB Biology. In addition, Juniors will take the SAT test in April. RHS has been an approved test site for the SAT and plans to continue serving as a site. Also, for the 2017-2018 school year, the PSAT will be offered to all sophomores at no cost to the student. Details will follow. Parents can assist their students in achieving their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils and an approved calculator;

6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### ***Scheduling Special Events***

Any clubs, groups, or classes wishing to schedule or rent the cafetorium must get permission and schedule it through the Assistant Principal. Scheduling or renting the main office conference room should also be completed by contacting the Assistant Principal. Scheduling or renting the gymnasium must be done with the Athletic Director. Please call 618-544-9510 for these individuals or come to the school during the school day.

### ***Registration Fees***

A basic fee for each student is due and payable at registration. This fee furnishes students with textbook rental. The fee does not include the cost of P.E. uniforms, participation fees for many activities and sports, insurance, or a yearbook. Seniors will be charged an additional fee to cover graduation expenses. The fee includes admission to all events.

### ***Registration Fee Waiver***

School registration fees will be waived for students whose parents are financially unable to pay for such fees. Determination of eligibility for fee waivers will be based upon the following: Any student who qualifies for free lunch or breakfast pursuant to 105 ILCS 125/1 et seq or is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

### ***School Prank***

Any individual, regardless of grade-level, that participates in a “prank,” vandalism, or loss of Robinson CUSD #2 resources, often associated with graduating seniors at the end of the school year, may be subjected to school discipline consequences, legal action, and/or removal from the graduation ceremony.

### ***School Safety and Surveillance***

The Board of Education authorizes the use of video surveillance cameras to monitor the activities of individuals in the school district’s facilities and on school district property, with the exception of locker rooms, washrooms/restrooms, and theater dressing areas. This publication serves as annual notification to parents and guardians that video cameras are being used in those school facilities and on school district property.

The supervision and control of all video equipment will be the responsibility of the school administration. All video is recorded digitally and stored in a central processing unit.

All recorded information is for official use only. Members of the Board of Education, the Superintendent, Associate/Assistant Superintendents, Principals, Assistant Principals, and other appropriate personnel designated by the Superintendent are authorized to view all recorded information made in school facilities and on school district property for the purposes set forth above. The Superintendent or designee may authorize the administrators to show relevant portions of the videotapes to students, groups of students, their parents and guardians and/or groups of parents and guardians. The recorded information may not be used for general showings to other individuals or groups and may not be given to the media. However, with permission of the Superintendent, the recorded information may be made available to law enforcement officials for use in accordance with this policy.

### ***School Safety and Threats***

Students are not allowed to make verbal and/or implied threats to teachers, staff and/or other students, which could alarm, disturb, or interfere with the orderly operation of the school. Statements such as “I’ll kill you,” “I’m going to bomb this place,” or other comments that could be construed as threats to the safety of our students and staff members will not be allowed. Similar to airport check-in-points, implied threats will be taken seriously. “Kidding around” about shooting or killing someone is not appropriate in our society and will not be allowed in our schools. Students cannot bring toy guns/weapons and/or look-alike guns/weapons to school. The District’s policy on real and look-alike weapons will

continue to be strictly enforced. The school wants to prevent situations where students may act before they realize the seriousness of the consequences related to the above situations. Our teachers and other staff members have also been asked to emphasize the above issues with students. Most importantly, when students hear of potentially dangerous situations, they must feel comfortable in communicating these conditions to their parents and/or teacher.

### ***Search and Seizure***

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

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

Regarding seizure of property, if a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Student vehicles may be searched when there is reasonable suspicion, based upon information given to school personnel, that the vehicle contains illegal, improper or dangerous materials or that a search will expose evidence that a student has violated or is violating either the law or school rules.

### ***Sex Education Instruction***

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

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

### ***Special Education***

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

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

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the district special services office at Washington Elementary School.

### ***Visitors***

All visitors are to go directly to the main office to secure a visitor’s pass before going anywhere in the building. Student visitors are not allowed during the school day unless prearranged with school administration. Student visitors who should be in attendance at their own schools will NOT be allowed. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a visitor and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### ***STUDENT ATTENDANCE INFORMATION***

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child’s age, shall assure that the child attends school during the entire time school is in session.

**There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.**

### ***TYPES OF ABSENCES***

The accurate keeping of the attendance register is very important. For this reason, the school needs to know from parents/guardians when their student is going to be absent. Robinson High School recognizes two types of absences: excused and unexcused. Excused absences carry with them the privilege of making up academic work and unexcused absences do not.

**EXCUSED ABSENCES** (Teacher is required to allow student to make up missed class work.)

A student with a Regular Excused Absence will have an equal number of days to make up missed schoolwork (1 day to make up work for each day absent). Students are responsible for making arrangements with teachers to complete all schoolwork missed during their absence. All work will be completed to the teacher’s direction, which may be different than the direction given to students present for the class.

I. **Regular Excused Absences** are unplanned or unanticipated absences, which become necessary from time to time for various reasons. Such absences include, but are not limited to the following:

- a. extraordinary emergency in the home or family
- b. personal illness, physical disablement or hospitalization
- c. severe illness or death in the family

When a student is absent for an unplanned or unanticipated reason like those listed above, **a parent/guardian should call the school** (544-9510) before 11:00 a.m. to report the absence. Calls may be made before office hours and a message left



on the school's voicemail system. Students whose parents call in and are excused do not need to report for an admittance slip.

### ***TYPES OF ABSENCES (continued)***

When a student returns to school from an absence, *if a phone call has not been received in the office to report the absence*, the student must report to the office to check in. Additionally, to be considered for an excused absence, the student must return to school with a note. The student and his/her parents/guardians have two school days to clear an absence with either a note or a phone call. **VERY IMPORTANT: If no note or call has been received by the end of the second day**, the absence will be marked "unexcused" and it shall remain "unexcused." Regular consequences for unexcused absences (that is, Saturday School) will apply.

II. **Pre-arranged Excused Absences** are all absences, which can be planned for or anticipated in advance. Such absences include, but are not limited to, the following:

- a. family vacations/trips (includes hunting and fishing trips)

**NOTE: *Hunting permit will be required for such absences.***

- b. college visits (seniors only up to three days)
- c. court appearances/legal obligations
- d. driver's license tests
- e. armed forces exams and physicals
- f. armed forces duty
- g. observance of religious holiday
- h. medical or dental appointment

Note: When a student is absent for a planned or anticipated (i.e. Pre-arranged) reason like those listed above, he/she is required to bring a note from home to school explaining the reason for the absence. The note must be brought to the office for approval a minimum of two school days prior to the planned absence, in order to be considered excused. Also, for a Pre-arranged absence, the teacher may require that all school work be completed and turned in a day prior to the student's actual portion of a day, day(s) of absence. If any parent desires a pupil to be excused from a portion of a school day (i.e. a medical appointment), the pupil is to present in advance a written request from the parent for such a checkout privilege. A "green" slip **must** be secured from the main office before the school day begins. Upon return to school, a student **must** bring a note from the doctor, dentist, court, driving examiner, etc. to the office to receive an excused admittance to class. **The "green" slip alone will not admit students back to class.**

In case a student becomes ill during the school hours and is forced to leave the building, a "green" slip must be secured from the office and the student must sign out. Failure to do this will result in an unexcused absence and the student will be considered truant. The school will contact the parent/guardian or person listed as the "emergency contact" before granting permission for an ill student to leave the building.

**UNEXCUSED ABSENCES** (Teacher is NOT required to allow student to make up missed class work)

Students with unexcused absences will receive zero grades for any schoolwork due on the day of their absence(s).

Unexcused Absences do not carry with them the privilege of making up academic work **and** require that time missed be

made up in Tuesday or Thursday School. Work completed in Tuesday or Thursday school may be accepted. Unexcused absences include, but are not limited to, the following:

- job interview(s)
- missing the bus
- oversleeping/alarm trouble/did not wake up in time
- car trouble/transportation related
- babysitting
- personal/family choice (hair cuts, photography sessions, etc.)
- work (at home or any other place)

### **UNEXCUSED ABSENCES (*continued*)**

**PLEASE NOTE:** An unexcused absence cannot be excused by a parent/guardian. Regardless whether parents/guardians knew of the student's absence, it is still unexcused by the school, and the discipline policy regarding consequences will be followed.

### **EXCESSIVE ABSENCES:**

Students shall be permitted no more than 9 excused absences per school year based upon parental confirmation of the reasons for the absence. After the student has been excused 9 times during the school year, additional excused absences for illness may only be verified through a written medical statement from a physician. If a student's absence is verified by a doctor's excuse before the student reached the 9 day limit, the absence will not count toward the 9 days permitted by this section. All doctor's excuses must be submitted to the main office within 48 hours of the student's absence.

Failure to submit such verification within 48 hours of the tenth absence and every absence over 9 in one school year will result in the absence being marked as unexcused and the student will make up academic time. Under special circumstances, the building administration may adjust the number of days missed. The administration has the right to withhold activities from a student who has shown excessive absenteeism.

### ***Attendance during final exams***

Students must be in attendance for those classes in which they are required to take a final exam. A completed Medical Attention Form from a doctor is required to take a "late final" for any student wishing to be granted a medical excuse. Generally speaking, no other late finals will be administered; however, the administration reserves the right to address individual requests.

### ***Special Rules Regarding Absences:***

**A student may not attend school events when absent, suspended, or when s/he has been assigned Tuesday or Thursday School or after school detention.**

No student may attend (even as a spectator) or participate in any school event on a day of suspension (in or out of school) or on the day of an absence unless it is pre-arranged; otherwise his/her absence will be considered unexcused. Additionally, students who do not attend assigned detentions and/or Tuesday or Thursday School time will not be allowed to attend or participate in any school event(s) on the day of Tuesday or Thursday School.

### ***College Days (Upper class Visitation Days)***

Juniors and seniors may be excused from school for up to three days to enroll or visit campuses out of the area. Arrangements and approval must be made in advance in order to obtain class work prior to the absence. Campus visitation forms are available from the guidance office and verification of these visits must be given to guidance office personnel upon student's return. No more than six (6) students may be granted college days on any given day. No college days will

be granted after May 10. Any violation will be counted as unexcused. A college day will not be granted on a day in which the student will participate in an interscholastic contest.

### ***Parents picking up students for lunch***

Students are allowed to be signed out for lunch, during their lunch period, by their parents, guardians or grandparents in person only. The person picking up the student must come into the office to sign the student out and have that student back at the appropriate time to avoid the student's being required to make up academic time. RHS is not an open campus and students leaving for lunch should be kept to a minimum. Failure to meet these requirements will be a loss of this privilege.

### ***Tardy Students***

The classroom teachers and the administration will use the following procedure: Students are permitted to be tardy 4 times without being placed in the Loss of Privilege (LOP) program. ("tardy" is defined as arrival to class periods after the bell has rung, but within 5 minutes of the start of the period and within 5 minutes of the start of activity period). If a student accumulates a **5th tardy to class or activity period per month**, Mr. Coffman will issue an office referral. After the 5th tardy, discipline will be issued for every third tardy thereafter.

### ***Tardy Students (continued)***

**5th Tardy: Tier I (Unless currently in LOP Program, will move to next Tier)**

**8th Tardy: Tier I (Unless currently in LOP Program, will move to next Tier)**

**11th Tardy: Tier II (Unless currently in LOP Program, will move to next Tier) Directed Study**

**14th Tardy: Tier II (Unless currently in LOP Program, will move to next Tier) Directed Study**

***\*\*\*Tardies will reset at the beginning of each month.***

***\*\*\*Students who have NO referrals for the current school year may be given a warning for the first two "excessive tardies" provided that it is for the student's first class of the day held at Robinson High School AND the student's parent either calls the school that morning to excuse him/her or the student brings a note from his/her parent/guardian excusing the excessive tardy. The note must be brought either the day of the excessive tardy or before school the next school day. If no call is received and no note is given to the attendance secretary before school, regular consequences will be applied.***

## ***EXTRACURRICULAR ACTIVITIES***

The administration and faculty of Robinson High School believe that extracurricular activities play a key role in the development of social, leadership, and teamwork skills. All students are strongly encouraged to be a part of one or more of the high school's many academic or athletic extracurricular programs. Since students in these programs represent our school and community, failing to meet the standards outlined below risks forfeiture of the privilege to participate in extracurricular programs at Robinson High School. Note: all standards listed below are minimums. Students should be advised that some extracurricular programs may maintain higher standards than those listed below.

## ***ACADEMIC STANDARDS FOR PARTICIPATION***

### ***Athletic and Academic Teams***

Students must be passing a minimum of three classes (that is, three credits) as determined by weekly grade checks and at the end of each semester. Students failing to meet this minimum requirement are considered ineligible to compete.

*\*Weekly:* Students not passing at least three credits as determined by a weekly grade check are ineligible for the subsequent week.

*\*Semester Basis:* Students not passing at least three credits determined by an end of the semester grade check are ineligible for the subsequent semester.

### ***Early Dismissal for Extracurricular Activities***

On occasion, due to scheduling conflicts beyond our control, we may have to dismiss our extra-curricular teams before the end of the regular school day. In keeping with our philosophy that academics are our first priority, we want our participants and coaches/sponsors to see that they take care of these responsibilities when early dismissals are necessary. The following procedures will be followed:

#### ***Early Dismissal for Extracurricular Activities (continued)***

1. The athletic director/sponsor will inform teachers of early dismissals (teams-dates-time) well in advance before and/or during the season.
2. The coach/sponsor of any team to be dismissed from school before the end of the normal school day must inform all faculty and staff no later than 8:00 a.m. of the day **previous** to this dismissal.
3. It is the ultimate responsibility of all students who are to be dismissed to make arrangements with their teachers to make-up lost class time. This must be done at least two class days prior to the early dismissal. If these responsibilities are not met, the teacher may require the student to remain in class and not be dismissed with the rest of the team.
4. Any student who is serving school suspension (in school or out) will not practice and/or travel with the team.
5. Any student who has an assigned Tuesday/Thursday School will **not** be excused from their Tuesday/Thursday School and detention/Saturday School will not be assigned to accommodate a student's schedule. If a student does not attend detention/Saturday School, additional consequences will follow. Students who are assigned Tuesday/Thursday School will not be allowed to attend or participate in any school activities on the day of said Tuesday/Thursday School unless they have served their time first.
6. Students will not participate in athletic/academic contests on the day of a pre-arranged absence unless there is administrative prior approval.

### ***Clubs/Organizations***

Officers, captains, or comparable student leaders of various school clubs or organizations are held to the same minimum standards as outlined under *Athletic/Academic Teams* above.

### ***General Guidelines Regarding Academic Eligibility***

*\*The cumulative grade in progress for a particular course will be used in determining weekly eligibility. That is, it would be the grade that would be recorded on a report card if issued at that time.*

*\*Students not meeting academic eligibility requirements will not be allowed to participate in performances, contests, or meetings; however, they may be allowed to attend practices with coach or sponsor approval.*

*\*In order to participate in a contest, students must be in attendance for at least three instructional periods the day on which the contest is scheduled (excluding activity period and lunch) and must arrive no later than the start of second period (excluding death in the family, medical appointments, or other reasons allowed by the building administration).*

## **STUDENT CODE OF CONDUCT**

### ***Gross Disobedience or Misconduct***

Students may be disciplined for misconduct, including gross disobedience and misconduct for actions **that occur off campus or on school property**. Students may be disciplined for misconduct that occurs while traveling to or from

school, at bus stops, school sponsored activities (home or away), while being transported or traveling to or from school sponsored activities or events, or for events stemming from school. Students may also be disciplined for acts of misconduct, including gross disobedience or misconduct directed against school employees, their families or their property, because of their status as employees.

The Board of Education Policy includes the following items of gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the Provisions of 10-22-6 of the *Illinois School Code*. Gross disobedience or misconduct specifically include but are not limited to the following:

- A. The willful refusal to obey the policies, rules, or regulations of the Board of Education.
- B. The willful refusal to obey all reasonable written or oral instructions of a member of the administrative staff.

### **STUDENT CODE OF CONDUCT (*continued*)**

- C. The willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certified supervisory personnel or bus driver.
- D. Willful behavior that disrupts the orderly process of school affairs.
- E. Conduct that is or may be physically injurious to persons or property.
- F. Truancy – subject to Section 26-12 of the *Illinois School Code*.
- G. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
- H. Behavior that violates or attempts to violate a Board of Education policy, rule, or regulation.
- I. Possession, use, delivery, under the influence, sale, or transmittal of any substance containing alcohol, any substance containing cannabis, or any substance containing any controlled substance, including any foregoing materials which are represented by the student as look alike, or the student believes to be any of those substances, regardless of their true nature, or the appearance of the substances; sniffing or inhaling glue or any other substance with the intent that the student's mood, behavior, or physical or mental characteristics change, irrespective of whether the substance actually has the capability of causing or effecting such changes. The foregoing shall not include substances prescribed by a licensed practitioner for medical purposes.
- J. Excessive unexcused absences.
- K. Behavior that constitutes gross disrespect for the rights or property of other students, teaching staff, administrative staff, non-certified staff or school bus driver.
- L. Use or possession of tobacco products, ecigarettes, or smoking paraphernalia (including matches and lighters).

### **CONDUCT CONSIDERED DISRUPTIVE TO THE LEARNING PROCESS**

**Behavior Modification Process:** Misconduct by a student is not only a disruption to his/her learning opportunities but also negatively impacts other students' learning. RHS encourages a holistic approach when redirects/consequences do not produce desired improvements in regards to student behavior. Once behavior progress has been halted/regressed, administration and/or a counselor(s) will set up a problem solving meeting. The Problem Solving team will consist of the student's current teachers, administration, guidance, and Special Education administration, and faculty with parents/guardians encouraged to attend. A behavior modification plan will be determined using reinforcements for appropriate behavior. Placement at Alternative School or Principal's Probation may be discussed during the meeting, depending on circumstances. A new educational placement or the principal's probation will be determined on a case-by-case basis. The goal of a problem solving meeting is opening communicate areas of that need improvement, and as a team, develop a plan to address the student's need in order to best facilitate the opportunity for the student's educational success.

**Robinson High School Discipline Policy:** When a student receives an office referral, it indicates that normal classroom discipline has failed to deter the action/behavior. The following consequences are administered at RHS for first time and subsequent offenses:

- Conference/Warning\*  
(\*rarely used if a teacher has written a referral)
- Loss of Privilege Program (LOP) (Tier 1, 2, or 3)
- Lunch Detention
- Detention (after school)
- Tuesday/Thursday Detention
- Parent Conference
- Problem Solving Meeting
- Directed Study
- Loss of Chromebook privileges
- Suspension (in or out of school)
- Principal's Probation
- Expulsion

Note: Consequences are not necessarily assigned in order listed above.

<b>Offense</b>	<b>Range of Consequences</b> (minimum to maximum depending on severity and repeat violations)
Alcohol (use, possession, under influence, sale) 01	LOP to Long Term Suspension to Expulsion
Arson AR	LOP to Long Term Suspension to Expulsion
Assault ASL	LOP to Suspension to Expulsion
Bomb Threat AAC	LOP to Long Term Suspension to Expulsion
Cell phone infraction p. 36 MCP	LOP to Detention to Tuesday/Thursday Detention/ Parent Conference
Cheating (includes plagiarism and academic dishonesty) CHT	LOP to Tuesday/Thursday Detention to Directed Study during the day (plus failure of assignment or test)
Disrespectful to staff DIS	LOP to Detention to Directed Study
Disruptive Behavior/Conduct DB	LOP to Detention to Directed Study
Dress Code/Appearance DS	LOP to Warning to Directed Study
Drugs (use, possession, under influence, sale - - look- alike) 03	LOP to Long Term Suspension to Expulsion
Endangerment of the health/safety of self or others AAC	LOP to Suspension to Expulsion

Ethnic slurs (or other protected class) ES	LOP to Tuesday/Thursday Detention to Suspension
Extortion BU	LOP to Detention to Suspension
Failure to Follow Directions FFD	LOP to Detention to Suspension
False Alarms (turning in) AAC	LOP to Directed Study
Fighting FT	LOP to Suspension
Firearm/Weapon/Explosive/Knife 04	LOP to Long Term Suspension to Expulsion
Forgery FN	LOP to Tuesday/Thursday Detention to Directed Study
Gambling DB	LOP to Detention to Suspension
Harassment/Threats/Verbal Abuse/Bullying/Intimidation HAR	LOP to Tuesday/Thursday Detention to Suspension
Improper Sexual Advances LL	LOP to Detention to Expulsion
Inappropriate Items to School II	LOP to Warning (with item confiscation) to Tuesday/Thursday Detention
Insubordination/Defiance of Authority (Including Failure to Report to the Office) ID	LOP to Detention to Directed Study
Lewd/Lascivious Behavior/Appearance LL	LOP to Detention to Suspension
Malicious Mischief DB	LOP to Detention to Suspension
Minor Misconduct/Behavior Including Display of Affection LL	LOP to Warning to Tuesday/Thursday School
Obstructing an Investigation OI	LOP to Tuesday/Thursday Detention to Suspension
Parking/Traffic/Driving Violation PT	LOP to Warning to Suspended Driving/Parking Privileges
Slander Including Spreading False Rumors About Others SLA	LOP to Detention to Directed Study
Sniffing/Huffing 03	LOP to Long Term Suspension to Expulsion
Tardiness TD	LOP to Detention to Directed Study
Theft/Possession of School or another's property TSP or ST	LOP to Detention to Directed Study during the school day
Tobacco, cigarettes, paraphernalia (use, possession, sale) 05	LOP to Suspension to Expulsion
Trespassing TRE	LOP to Warning to Directed Study
Truancy/Unexcused Absence TR	LOP to Tuesday/Thursday Detention (1 hour for every school period missed) plus no activity attendance/participation

Unexcused Absence to Detention FCD	LOP to Doubled Detention to Directed Study plus no activity attendance/participation
Unexcused Absence to Thursday School FCS	LOP to Doubled Tuesday/Thursday School to Directed Study during the school day plus no activity attendance/participation
Vandalism/Defacement of School or another's personal property VDP	LOP to Tuesday/Thursday Detention to Directed Study (plus restitution)
Violation of Governing Board policy or school rule VGB	LOP to Detention to Expulsion
Violation of local, state, or federal law VLS	LOP to Warning to Expulsion
Vulgar/Obscene language, gestures, symbols VOL	LOP to Detention to Directed Study
Weapon Violation (firearm/explosive device/knife) 04	LOP to Long Term Suspension to Expulsion

***LOSS OF PRIVILEGE PROGRAM (LOP)***

Students are issued Loss of Privilege (LOP) consequences for failure to serve infractions, for violating other school rules such as forgetting their Chromebook or bringing it to school uncharged, dress code violations or cell phone violations at the administration's discretion and any other infraction outlined in the Student Handbook.

The administration has the ability to assign Tier I-Tier III consequences based on the number of disciplinary infractions, or the nature of the infraction(s). Please understand that the LOP Program will be an addition to Tuesday/Thursday school. The administration has the right to assign "extra" discipline beyond the LOP discipline and can still assign Tuesday/Thursday school/suspensions/expulsions. The amount of time spent in the LOP Program will consist of week by week placement with the starting date the following Monday to the Friday of that week. Time can be extended if the administration sees fit.

**Loss of Privilege Tier System**

Tier I	Tier II	Tier III
*School event spectating *Field Trips *Cell phone use *Friday Early Activity Release	*School event spectating *Field Trips *Cell phone use *Friday Early Activity Release ----- <b>*Activity/Club Participation</b> <b>*Dances (Excluding Prom)</b> <b>*Parking Pass/Spot Relocation</b> <b>*Lunch Detention</b> <b>*Homecoming Week Activities</b> <b>*Open Campus Lunch</b>	*School event spectating *Field Trips *Cell phone use *Friday Early Activity Release ----- <b>*Activity/Club Participation</b> <b>*Dances (Excluding Prom)</b> <b>*Parking Pass/Spot</b> ----- <b>*Lunch Detention</b> <b>*Homecoming Week Activities</b> <b>*Open Campus Lunch</b> ----- <b>*All Prom Activities</b> <b>*Driver's Ed</b> <b>*Athletic/Band Participation</b> <b>*Future enrollment LTC</b> <b>*Graduation Ceremony</b>



## ***Cell Phones***

Effective August of 2002, House Bill 3938 (PA 92-0793) amends sections 1-20.28 and 34-18.14 of the *Illinois School Code* by allowing local school boards to establish appropriate rules governing the use or possession of cellular radio telecommunication devices by a student while at school, on school property, during regular school hours, or at any time involving school functions.

**For safety purposes, cell phones are allowed at school; however, they must be turned off and out of sight during the school day with the exception of lunch (in the cafetorium) and are only to be used in case of an emergency.**

Emergency is defined as a time when the student is in a situation where immediate help is required in a potentially life threatening situation. **Students who have cell phones turned on during the school day when no life-threatening emergency exists may have their phone confiscated and regular school discipline will apply. Students that need to contact a parent or guardian should report to the office to contact parent or guardian. A parent or guardian that needs to contact their child should contact the Robinson High School office.**

### ***Cell Phone Discipline***

Cell phones are not to be turned on or used in the building by students from 8 a.m. until the student's lunch time while in the cafetorium, and, before leaving the cafetorium, from the student's lunch time until school is dismissed for the day unless it is an emergency situation. Leaving books/assignments at home, needing lunch money, forgetting practice/P.E. clothes, etc. is **NOT** considered an emergency. Students must use the phone in the office or acquire permission in the office to use a cell phone for all non-emergency calls. When a staff member requests a telephone, students should comply with the request the first time, then come to the office after school or when summoned with a pink Office Memo to talk to administration. Refusal to comply will be considered insubordination. If a cell phone is confiscated, the following policies will take effect:

1<sup>st</sup> Confiscation: Tier I of Loss of Privilege Program. Or advancement to next Tier. Two hours of Tuesday/Thursday school. Phone returned to student by administration after school on day of confiscation. Parent notified.

2<sup>nd</sup> Confiscation: Tier II of Loss of Privilege Program. Or advancement to next Tier. Four hours of Tuesday/Thursday School assigned. Phone held for parent pick up after school on day of confiscation.

3<sup>rd</sup> Confiscation: Tier III of Loss of Privilege Program. Or advancement to next Tier. Four hours of Tuesday/Thursday School assigned. Phone held until parent pick up at arranged conference.

4<sup>th</sup> Confiscation: Parent conference required and administration will deal with the discipline on an individual basis.

If a student text messages or calls another person (parent, guardian, etc.) without permission during a non-emergency situation, this will be considered a cell phone violation and the phone will be confiscated. Above consequences will apply. A student, with no cell phone violations, whose phone vibrates or rings in a bag or pocket, will have the phone taken by the teacher. However, it can be retrieved in the office at the end of the day with no other discipline assigned. If a phone rings or vibrates in a bag or pocket another time or a cell phone violation occurs later, a 2<sup>nd</sup> Confiscation consequence will result.

### ***Cell Phone Inappropriate Texting***

Students are not allowed to send or possess sexually explicit or otherwise inappropriate material. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, or possessing an indecent visual depiction through the use of a computer, electronic communication device, or cellular phone.

### ***Tuesday/Thursday School***

Tuesday/Thursday School is to be completed on the Tuesday/Thursday immediately after it is assigned.

Tuesday/Thursday School will not be assigned to accommodate the student's schedule (work, family trips, appointments, athletic or other school activities/competitions, etc.) A student with a Tuesday/Thursday School assignment who is absent the day of for

illness will be re-assigned their Tuesday/Thursday School the next Tuesday or Thursday. This may happen **one time for the school year**. After the first time, the student must have a doctor's note excusing him or her from school and

Tuesday/Thursday School. The doctor's note must be presented the day the student returns to school. If no note is presented to the office, the missed Tuesday/Thursday School will be considered unexcused and regular consequences will be issued. **If a student with a Tuesday/Thursday School assignment does not attend on the day he/she is assigned, that student will not be allowed to attend or participate in any school functions that occur that day and will face these consequences:**

**1<sup>st</sup> offense Tuesday/Thursday School: double time next scheduled Tuesday/Thursday School**

**2<sup>nd</sup> offense: assigned as insubordination, Directed Study, Tier II LOP**

**3<sup>rd</sup> offense: assigned as insubordination, Directed Study Tier II LOP**

**4<sup>th</sup> offense: insubordination, 2 days Directed Study**

### ***Bus Discipline***

The welfare and safety of our students is of the utmost importance to all employees of Community Unit #2. Driving a school bus is a very important part of the educational system, and carries with it a great deal of responsibility. Therefore, bus drivers are expected to maintain proper discipline on their buses. Bus drivers are to maintain a safe and orderly atmosphere on their bus. At the beginning of the school year, students and parents should be made aware of the expectations, rules and regulations, and consequences for misbehavior. Bus drivers are authorized to handle minor discipline problems. A student causing continuous problems shall be reported to the Transportation Director who in turn will notify the appropriate building administrator. The driver should fill out a conduct report and inform the child that they will be officially written up for their misconduct. The misconduct notice should be turned in to the Transportation Office immediately. The District enforces a "Three Strikes, you're out" policy, as outlined below, for bus misconduct.

**First Reported Offense** – The bus driver will call the parents of the student causing the problem and will explain the situation. Parent cooperation in correcting the problem is the goal. The bus driver will fill out a bus misconduct notice and turn it into the building Principal. The driver will state the result of the parental contact. The misconduct notice will be forwarded to the appropriate administrator for placement in the student's discipline file. The student's parents shall be notified if any disciplinary action is to be taken. The parental notice will specify that the next bus incident will result in a bus suspension.

**Second Reported Offense**- The bus driver will call the parents of the student causing the problem and will explain the situation. Parent cooperation in correcting the problem is the goal. The bus driver will fill out a bus misconduct notice and turn it in to the building Principal. The driver will state the result of the parental contact. The misconduct notice will be forwarded to the appropriate administrator for placement in the student's discipline file. The student will be suspended from the bus for 1 to 3 days. A parent conference (verbal or in person) will be held before the child may resume riding the bus. The parents will receive formal written notice that will specify that the next bus incident will result in a bus suspension.

**Third Reported Offense**- The bus driver will call the parents of the student causing the problem and will explain the situation. Parent cooperation in correcting the problem is the goal. The bus driver will fill out a bus misconduct notice and turn it into the building Principal. The driver will state the result of the parental contact. The misconduct notice will be forwarded to the appropriate administrator for placement in the student's discipline file. The student will be suspended from the bus for 1 to 5 days. There will be a **mandatory** parent/student/administrator conference before the child may resume riding the bus. The parents will receive formal written notice that will specify that the next bus incident will result in expulsion from the bus for the remainder of the school year.

**Fourth Reported Offense**- A fourth reported offense will result in a recommendation to the Board of Education to expel the student from riding the bus for the remainder of the school year.

**In the event of serious violations, immediate suspension/expulsion from riding the bus may result at any time.**

### **TRUANCY:**

Any student who is absent from school **and/or** is not in his/her scheduled or assigned class/area, **and/or** leaves school for any portion of the school day without proper arrangements as described above is considered truant. Additionally, any student who is absent from school or is not in his/her assigned class/area without parental and/or school knowledge and consent, will be considered truant. **Leaving school without permission and/or without signing out is considered truancy.** School personnel shall make a reasonable effort to contact a student's parents/guardian in the event of known off-campus truancy. The call will be placed to the most recent home and/or work numbers that parents/guardians **have supplied to the school.** If telephone numbers are disconnected, out of service, no longer applicable, not provided, or if the phone line remains busy after three attempts have been made, parents/guardians will receive notification of truancy via the U.S. Postal Service. Students are responsible for informing their parents regarding Saturday School assignment(s), and the school will send the Saturday School assignment information to the parents/guardians at the mailing address that parents/guardians **have supplied to the school.** The school is not responsible for lost or misdirected mail, or for lack of a current mailing address.

Truancies include, but are not limited to, the following:

- a. skip/cut days

**TRUANCY** *(continued)*

- b. skipping classes
- c. leaving the school grounds without permission and/or without signing out regardless the reason (students who become ill during the school day are not allowed to just leave; they need to report to the office for permission and to sign out)
- d. leaving or not reporting to a class or an assigned area without express permission and transfer slip

**Ongoing attendance problems will be reported to the Regional Superintendent for investigation by the truant officer and the Crawford County Truancy Review Board; the State's Attorney, if appropriate, may initiate legal action.**

***DUE PROCESS***

Minimum due process is afforded to the student before a suspension is imposed. This includes oral or written notice of the charges, an explanation of the evidence, and an opportunity for the student to present his/her side of the story. All of these requirements must be met by the time the suspension ruling is issued.

***Authorization for Electronic***

**Network Access**

Each student and his or her parents/guardians must sign the Authorization before being granted access. Please read this document carefully before signing.

All use of the Electronic Network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Terms and Conditions**

1. Acceptable Use - Access to the District's Electronic Network must be (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.

***Authorization for Electronic (continued)***

2. Privileges - The use of the District's Electronic Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time; his or her decision is final.

3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. These include, but are not limited to, the following:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked;
- n. Using instant messaging, chat rooms, or other similar social messaging tools; and
- o. Using any social networking sites, such as Facebook Twitter, is prohibited unless authorized by the building administration.

4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

### ***Authorization for Electronic (continued)***

- d. All electronic mail (E-mail) is for school or academic purposes only. Recognize that E-mail is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
  - g. Misuse of the network will make the student subject to discipline consequences for failure to follow directions.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
  7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  10. Sanctions – If a student intentionally engages in any of the prohibited acts listed above, or acts deemed inappropriate by the administration, the student shall be disciplined in accordance with the Robinson High School Student Code of Conduct and may be subject to disciplinary action.

### ***Internet Safety***

1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise follow this Authorization.
  2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
  3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
  4. The system administrator and Principals shall monitor student Internet access.
- Access to Student Social Networking Passwords & Websites

### ***Internet Safety (continued)***

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

### **Letter to Parents/Guardians Regarding Access to Student Social Networking Passwords and Websites**

RE: Access to Student Social Networking Passwords and Websites for Violations of School Rules or Procedures

Dear Parent(s)/Guardian(s):

Under ordinary circumstances, school authorities cannot request or require that a student provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking website does not include electronic mail. Please contact the school if you have any questions.

Sincerely,

Building Principal

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## **Robinson High School Fight Song**

Hail to thee – Oh, Robinson!  
We hail our colors, true  
To these colors we'll be always  
Loyal and true blue.  
Ne'er oh ne'er shall we forget  
The best team in the land.  
Dear old Robinson High School  
For you we'll take a stand.  
We'll fight with might  
We'll win, we'll win today  
Mar – oon and White!  
We know that you can play.  
Come out – and shout  
We'll win that victory  
Robinson – Robinson  
We'll sing, we'll cheer for thee.  
Rah! Rah! Rah! Hail to the Oh Robinson--



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[1] This section is only applicable to high schools.