

TABLE OF CONTENTS

Table of Contents	1, 2
Introduction.....	3
School Calendar	4
Mission Statement.....	4
Philosophy.....	4
Student Goals	4
Graduation Requirements	5, 6
Grading System.....	6
Student Grade Review	6
Policy Regarding Absenteeism	7
Procedure for High School students who become ill during school hours	7
Excused Absence	7
Unexcused Absence	7
Oversleeping	7
Car Trouble	7
Macoupin County Truancy Program.....	7
Obtaining a Driver’s License	7
Counseling and Guidance	7
Homeless Child’s Right to Education.....	7, 8
Response to Intervention (RtI).....	8
Textbooks.....	8
Lockers.....	8
District Internet and Electronic Network Use.....	8
Insurance	8
Passes about the High School Building	8
Visitors to and conduct on School Property.....	8, 9
Staunton Unit Schools Physical Education-Participation Policies.....	9
Non-Participation in 9-week Grading Period.....	9
Non-Participation in Semester	9
Substitutions for Physical Education	10
Posting of Handbills.....	10
Personal Appearance.....	10
High School Severe Weather/Disaster Drills	10
Disaster Drills at Elementary Schools	10
High School Fire Drills	10, 11
Staunton Elementary School Fire Drills	11
AR Graiff Elementary School Fire Drills	12
Crisis Plan	12
Automated External Defibrillator	12
Locations of Automated External Defibrillators.....	12
Sudden Illness to Students	12
Information Concerning Student Records.....	12
Access to District Public Records	12, 13
Title IX.....	13
Breakfast Program	13
Lunch	13
Treats and Snacks	14
High School Bells	14
Guidelines for Staunton Unit Schools Student Behavior.....	14
K-8 Grade Closed Campus	14
High School Open Campus.....	14
Defining Gross Misconduct or Disobedience	14-16
Preventing Bullying, Intimidation and Harassment	16-17
Participation in Extracurricular Activities at Staunton High School	17
Academic Eligibility Requirements	17, 18
Board Policy: Extracurricular Athletics.....	18

Transportation from an Away Interscholastic Event18

Weapons and Searches.....18

School Safety Tip Line18

Disciplinary Measures.....18, 19

Disciplinary Procedures19

 After School Detention.....19

 Failure to Serve Detention.....19

 Alternative Educational Placement (AEP).....19

 Suspension.....19

 Due Process Guarantees for Students.....20

Conduct.....20

 Academic Dishonesty.....20

 Display of Affection.....20

 Disruptive Behavior20

 Drugs & Alcohol20

 Fighting on School Property, near School Premises or on the Way to or From School20

 Vandalism20

 Insubordination20

 Gross Insubordination20

 Physical Abuse of School Personnel.....20

 Use of Profanity20

 Tobacco20

 Skipping Class.....20

 Setting off False Fire Alarms and/or Extinguishers20

 Unexcused Tardiness20

 School Equipment21

Repeated School Violations.....21

Suspicion Based Drug Testing.....21

Students Driving Vehicles to School21

Regulations for Pupils Riding School Buses22

Video and Audio Monitoring Systems.....22

Fan Bus22

The School Code of Illinois22

High School Song22

Staunton Unit Schools Activity Code22- 24

Performance Enhancing Drug Testing.....24

Procedures for Election of Homecoming Royalty, Student Council, and Class Officers24

National Honor Society.....24

Disabilities24

Disabilities & Discipline.....24, 25

Administering Medication to Students25

Immunization, Health, Eye and Dental Examinations, Exemptions25, 26

Students with Allergies26

Head Lice26

Mandated Reporters26

General Information.....26

 Change of Address26

 Dances26

 Good Student Insurance Discount.....26

 Telephone Messages27

 Work Permits27

Statement of Non-discrimination27

Pest Management Statement27

Public Notification27

Index27

INTRODUCTION

Welcome students! We hope you will have an outstanding school year. Many positive changes have taken place at Staunton over the summer. New staff members have been added and many new students have arrived. Your cooperation with the guidelines set forth in this document will help assure a positive school year for all students.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress and explains appropriate school governance. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. This handbook applies to all school-sponsored events including those activities occurring off campus.

When a breach of school disciplinary rules and regulations occurs, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. **When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his or her age and maturation, any mitigating circumstance, and the effect of his or her actions on the welfare of the school community.**

Sincerely yours,

Mr. Kyle A. Hlafka
Superintendent

2011-2012 SCHOOL CALENDAR

August 17	Teachers' Workshop
August 18	First Day of School (Student Attendance 8:00 a.m. – 10:30 a.m.)
August 19	First Full Day of School (Regular and Special Education)
August 31	Early Dismissal @ 2:00 p.m. (Open House 5:30 p.m. – 7:30 p.m.)*
September 5	Labor Day (No School)
September 30	School Improvement Day (12:30 p.m. Dismissal)*
October 10	Columbus Day
October 21	End of First Quarter (2:00 p.m. Dismissal)*
October 26 & 27	Early dismissal @ 2:00 p.m. (Evening Conferences 5:30 – 8:30)*
October 28	Parent/Teacher Conferences (No School) (Conferences 8:10 a.m. to 12:10 p.m.)
November 10	School Improvement Day (12:30 p.m. Dismissal)*
November 11	Veterans' Day (No School)
Nov. 24-27	Thanksgiving Holiday (2:00 p.m. Dismissal on November 23)*
December 21	End of 1 st Semester (2:00 p.m. Dismissal)*
Dec. 22 – Jan. 2	Winter Holiday
January 3	Teachers' Workshop (Classes Resume January 4)
January 13	School Improvement Day (12:30 p.m. Dismissal)*
January 16	Martin Luther King Day (No School)
February 17	School Improvement Day (12:30 Dismissal)*
February 20	Presidents' Day (No School)
March 5	Casimir Pulaski Day (No School)
March 9	End of Third Quarter (2:00 p.m. Dismissal)*
March 18	School Improvement Day (12:30 p.m. Dismissal)*
April 5-9	Spring Break (2:00 p.m. Dismissal on April 4 – Classes Resume April 10)*
May 25	Teacher Workshop (No School for Students)
May 25	Commencement
May 29	Last Day of School

** All noted Early Dismissals will be 15 minutes earlier at A.R. Graiff.
(School shall be closed earlier if emergency days are not used. Commencement is a fixed date.)*

MISSION STATEMENT

The Mission of Staunton Community Unit School District Number 6 is to provide a safe and superior learning environment for all students so they may acquire the knowledge, skills, and behavior to be productive members of society.

PHILOSOPHY

“Our goal is to prepare as fully as possible every pupil to be a good citizen who will be intent upon preserving and improving the principles and ideals upon which America was founded.”

STUDENT GOALS

- Develop skills in reading, writing, speaking, and listening with understanding.
- Develop skills in problem solving and computation to the best of the student's ability.
- Develop skills for a field of work and a pride in work with a feeling of self-worth.
- Develop good character and self-respect.
- Learn to be a good citizen and to understand and practice democratic ideals and ideas.
- Learn to respect and get along with people with whom we work and live.
- Learn appreciation for and positive attitudes toward persons and cultures different from one's own.
- Learn to develop, enhance, and express one's own creativity.
- Demonstrate the understanding and significance of respect for each others property.

STAUNTON HIGH SCHOOL GRADUATION REQUIREMENTS

Class of 2012

English – 4 credits (English I, II, III and IV/Eng 131-132 to include two writing intensive courses)

One of the writing intensive courses must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

Math – 3 credits (To include at least 1 year of Algebra I and one year of a course that includes Geometry content)

Science – 2 credits

Social Studies – 2 credits (U.S. History + American Government + 1/2 additional credit)

Health – ½ credit

Driver's Education – ½ credit

Consumer Education – ½ credit

Spanish, art, music, or vocational education – 1 credit

PE (Juniors & Seniors may be exempt from PE see the Guidance Counselor for details)

Electives to complete 23 credits

Class of 2013

English – 4 credits (English I, II, III and IV/Eng 131-132 to include two writing intensive courses)

One of the writing intensive courses must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

Math – 3 credits (To include at least 1 year of Algebra I and one year of a course that includes Geometry content)

Science – 2 credits

Social Studies – 2 credits (U.S. History + American Government + 1/2 additional credit)

Health – ½ credit

Driver's Education – ½ credit

Consumer Education – ½ credit

Spanish, art, music, or vocational education – 1 credit

PE (Juniors & Seniors may be exempt from PE see the Guidance Counselor for details)

Electives to complete 23 credits

Class of 2014

English – 4 credits (English I, II, III and IV/Eng 131-132 to include two writing intensive courses)

One of the writing intensive courses must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

Math – 3 credits (To include at least 1 year of Algebra I and one year of a course that includes Geometry content)

Science – 2 credits

Social Studies – 2 credits (U.S. History + American Government + 1/2 additional credit)

Health – ½ credit

Driver's Education – ½ credit

Consumer Education – ½ credit

Spanish, art, music, or vocational education – 1 credit

PE (enrollment required except during enrollment in health or driver's education)

Electives to complete 23 credits

Class of 2015

English – 4 credits (English I, II, III and IV/Eng 131-132 to include two writing intensive courses)

One of the writing intensive courses must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

Math – 3 credits (To include at least 1 year of Algebra I and one year of a course that includes Geometry content)

Science – 2 credits

Social Studies – 2 credits (U.S. History + American Government + 1/2 additional credit)

Health – ½ credit

Driver's Education – ½ credit

Consumer Education – ½ credit

Foreign Language, art, music, or vocational education – 1 credit

PE (enrollment required except during enrollment in health or driver's education).

Electives to complete 23 credits

Beginning with the Class of 2015 Valedictorians/Salutatorians will be decided using a seven point grading scale. The GPA will be calculated to three decimal places rounded by the fourth decimal place. The scale is as follows:

A	94-100	A-	92-93	B+	90-91
B	84-89	B-	82-83	C+	80-81
C	73-79	C-	71-72	D+	69-70
D	66-68	D-	65	F	0-64

All graduates are required by law to pass a comprehensive test on the Declaration of Independence, the flag, the Constitution of the United States, and the Constitution of the State of Illinois. Early graduation will not be permitted.

Credit for band, chorus, and physical education shall be granted as follows: ½ credit per semester. Students in Flag Corps will receive ¼ credit per quarter. Students will take a minimum of five subjects per year plus physical education as required by law and attend the equivalent of eight semesters. Students taking only the minimum subjects each year will not meet the graduation requirements in a four year period. Credit for a course will be earned by passing each semester. Students should be aware of their credit standing at all times. You may check your credits with the principal or guidance counselor.

Students from Staunton High School participating in a student exchange program will be evaluated on an individual basis as to their having met the graduation requirements.

Students MAY NOT take courses on an audit basis.

Seniors may, with the principal's permission, take one academic course per semester from an outside accredited institution to earn credit toward graduation. Correspondence courses will not be allowed.

Students may see the guidance counselor regarding schedule changes during the first five (5) days of each semester. Changes in courses may be honored if the request is related to: 1) Graduation requirements; 2) First semester failures; 3) Failed pre-requisite courses; 4) Computer errors; 5) and/or college entrance requirement. Schedule changes will not be made for the following reasons: 1) A student does not like people in the class; 2) A student simply does not like his/her schedule; 3) A student does not like the teacher.

Dropping a course after the first five (5) days of a semester and before the end of the first five (5) weeks will result in a grade of "WF", unless the student drops a class for the following reasons:

- 1) The student is receiving a D or an F in the class ... especially if progression into the second semester of work requires success in the first semester for understanding.
- 2) Another course is needed to meet graduation requirements.

The drop will only be granted if the student and parent have met with the teacher, the teacher agrees to the reason for the drop, the administration has given approval, and the student, parent, and teacher of the replaced class agrees that the student can and will make-up all work completed prior to the addition of the class.

Students who withdraw from a class for any reason after the first five weeks of each semester will receive a grade of "WF" (Withdrawal Failure) on his/her transcript for the course. A "WF" counts as an "F" for GPA purposes.

GRADING SYSTEM FOR STAUNTON UNIT SCHOOLS

Your grades will be indicated with letters as follows:

A-Excellent **B-Good** **C-Average** **D-Passing but below average** **F-Not passing**

All grades depend upon an average of the following:

1. Achievement (accomplishment of assigned work)
2. Effort (initiative)
3. Attitude (feelings and actions toward the subject, teacher, school, and classmates)

STUDENT GRADE REVIEW

Students at Staunton High School shall have one opportunity to retake a course and substitute the higher grade earned the second time the course is taken if the following conditions are met:

- The student must have previously taken the course in question and earned a "D" or "F" the first time he or she took the course; and
- The student must earn a higher grade during the second taking of the course.

If all such conditions are met, the higher grade earned shall be formally substituted on the student's transcript and permanent record. A student shall be permitted only one opportunity to earn a substitute grade in any one course. Nothing in these procedures requires the District to re-offer a course no longer contained in the District's curriculum or to offer a course at any particular time.

If a student's grade is to be substituted on his or her transcript and permanent record, the Administration may alter the initial grade given to the student in accordance with the following procedures:

- The teacher who gave the initial grade in the course must be notified concerning the new grade earned the second time the course was taken and the reasons for the change; and
- The Administrator making this grade change must assume responsibility for the grade and initial the change.

POLICY REGARDING ABSENTEEISM

Each day a student is absent (except for a suspension) a parent or guardian is to call the school.

- Grades K-8 Staunton Elementary call 635-3831 before 10:00 a.m.
- Grades K-4 AR Graiff Elementary call 637-2131 before 10:00 a.m.
- Grades 9-12 Staunton High School call 635-3838 between 7:30 a.m. & 3:00 p.m.

This student **will not** need a note or admit slip when returning to school and will report directly to **first period** class.

If a parent or guardian **does not** call the school on the day(s) of the absence(s), the absence(s) will not be cleared with the teachers, and the student must report to the principal's office when returning to school.

This student will be admitted unexcused. If the parent or guardian does not call the principal by school time (8:10 a.m.) the following day, the absence will remain unexcused, and the school will contact the parent or guardian.

Students who are absent and whose parents or guardians do not have a phone must bring a note stating the date(s) and reason for the absence.

High school students who are out of school or know they will be out of school three (3) full days or more may contact their counselor for assignments. Elementary and junior high school students who are out of school or know they will be out of school three (3) full days or more may contact the school secretary for assignments.

PROCEDURE FOR HIGH SCHOOL STUDENTS WHO BECOME ILL DURING SCHOOL HOURS

1. Student obtains permission from teacher or high school office to go see school nurse.
2. The student must have their agenda book signed or have a written pass.
3. The nurse will assess the student and consult with the parent/guardian to determine if the student should be sent home. If the nurse is unavailable, the high school office will contact the parent/guardian to determine if the student should be sent home.

EXCUSED ABSENCE

Generally speaking, a student's parent or guardian may excuse him/her from school (for all or part of the day), and the parent phone call will be honored by the school. If, however, a student's absenteeism becomes excessive (more than 7 absences per semester), the school will request a doctor's verification before any future absences are excused. The cooperation of a student's parent or guardian is requested in helping him/her maintain a good attendance record. Illness, family emergencies, and doctor or dental appointments are the only absences that will be excused on a daily basis. **ALL REASONS WILL BE EVALUATED BY APPROPRIATE SCHOOL OFFICIALS.**

UNEXCUSED ABSENCE

Any absence, which is determined to be unexcused by the principal, will result in a 0 (grade) and no make-up of any school work (grade) missed. There may also be additional disciplinary action taken such as detention or suspension depending on the circumstances. Oversleeping in the morning and car trouble (before school or during lunch) may be an unexcused tardiness/absence. **Any student who arrives at school after his/her first scheduled class is to sign in at the principal's office. Any student who leaves the campus during school hours (except for lunch) must sign out in the principal's office. If a student does not return to afternoon classes after lunch, the student will be unexcused unless he/she has been excused and signed out in the principal's office.**

MACOUPIN COUNTY TRAUNCY PROGRAM

Staunton CUSD #6 participates in the Macoupin County Truancy Program. The following is the procedure to be followed:

Unexcused -

- 5th unexcused absence = first legal notification by mail to the parent/guardian.
- 8th unexcused absence = second legal notification by mail to the parent/guardian requesting an intervention meeting with the school.
- 10th unexcused absence = referral to the Regional Office to be forwarded to the Truancy Prevention Board.

Excused -

- 5th excused absence = first legal notification by mail to the parent/guardian.
- 10th excused absence = second legal notification by mail to the parent/guardian requesting an intervention meeting.

Violation and Penalties

It shall be unlawful for any Macoupin/Madison County student to be absent from attendance, without valid cause for absence, for all or any part of a school day in the Macoupin County School District in which the Macoupin/Madison County student is enrolled. It is the responsibility of the Parent/Guardian who has custody or control of any child between the ages of 7 and 16 to cause that child to: (1) enroll in one of the Macoupin County School Districts (thereby becoming a Macoupin County student); and (2) attend some public school in the district wherein that child/Macoupin County student resides the entire time it is in during the regular school term, and/or any summer or other special term in which the Macoupin County student may be enrolled. Any Macoupin County student violating, or Parent/Guardian of a Macoupin/Madison County Student violating, the terms of this Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCS 5/5-1113 upon conviction:

1. A fine of not less than \$25.00 shall be imposed for the first violation by a student during a given school year.
2. A fine of not less than \$50.00 shall be imposed for the second violation by a student during a given school year.
3. A fine of not less than \$100.00 shall be imposed for the third violation by a student during a given school year.

OBTAINING A DRIVER'S LICENSE

A student will be excused for three (3) class periods one time during his/her high school tenure to receive a driver's license. Verification must be provided upon return.

COUNSELING AND GUIDANCE

The Guidance Departments offer services to all students in the areas of social and personal counseling, vocational information, education counseling, post-secondary information, and record clarification. The counselors invite all students to confer with them concerning any pupil personnel services that are available.

Pupil personnel services include the school psychologist, social worker, special education teachers, nurse, guidance counselors, plus additional on-call services.

HOMELESS CHILD'S RIGHT TO EDUCATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RtI) integrates assessment and intervention within a multi-level prevention system to maximize student achievement.

With RtI, Staunton Schools identifies students at risk for poor learning outcomes, monitors student progress, provides research-based interventions and adjusts the intensity and nature of those interventions depending on a student's responsiveness, and identifies students with special needs.

TEXTBOOKS

Textbooks are the property of the school district and are rented to you for a fee that covers ordinary wear. Since no profit is derived from the textbook rental, however, you will be expected to pay for any book that you abuse or lose.

LOCKERS

Student lockers will be assigned at registration. Students are to use only the lockers assigned to them, and are expected to keep their lockers neat and clean at all times. It shall be the policy of Staunton High School to provide desks and lockers for temporary use by students. Desks and lockers for temporary use by students remain at all times the property of the school and are subject to rules of the school. Periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches for contraband materials may take place. Stickers are not to be used on either the inside or outside of lockers.

DISTRICT INTERNET AND ELECTRONIC NETWORK USE

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

District Internet and Electronic Network access requires parent and students signatures on the District's Authorization for Electronic Network Access Form at the time of registration.

INSURANCE

The school district does not sell insurance; however, we do make this service available to our students by means of a group plan through an insurance agency at a small premium.

Boys and girls participating in athletics are required to pay for the school insurance or have their parents sign a waiver of coverage. Football players must pay an additional premium for football insurance.

Whenever a student sustains an injury, the student should pick up a claim form from the office. The student should then have the form completed by the teacher who was in charge at the time of the accident, the student's parent(s)/guardian(s), and doctor. The form should then be mailed to the address shown on the form.

PASSES ABOUT HIGH SCHOOL BUILDING

A student is expected to be in class or study hall that his/her program calls for during any particular period. No student will miss a class to work for another teacher **WITHOUT PREVIOUS CONSENT OF BOTH TEACHERS INVOLVED**.

Students are not to be in the halls during class periods. This means that students are not to go to their lockers, use the telephones, or go to any other place unless it is an emergency.

If you have to go to the restroom from study hall, you are to use the restroom nearest the study hall.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

For purposes of this policy, the following definitions apply to this policy:

"School Property" means school – school buildings, and grounds, all District buildings not being used as a school and grounds, vehicles used for school purposes, and any location during used for a School Board meeting, school athletic and event, or other school-sponsored event, and school grounds.

“**Visitor**” – any person other than an enrolled student or District employee.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors to school property are required to report to the Building Principal’s office or the Superintendent’s office and receive permission to remain on school property. All visitors must sign a visitor’s log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student’s special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The school District expects mutual respect, civility, and orderly conduct among all individuals’ people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another’s property;
5. Damage or deface School District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 10 miles per hour, or (c) in violation of an authorized District employee’s directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee’s directive; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

STAUNTON UNIT SCHOOLS PHYSICAL EDUCATION PARTICIPATION POLICIES

Physical Education Uniform

Staunton High School requires that all students wear the official physical education uniform. The official uniform includes white T-shirt, red shorts, white socks, and tennis shoes. Students not wearing the official physical education uniform will receive an unexcused absence.

Non-Participation in 9-week Grading Period

1 Unexcused Dress or 1 Unexcused Absence or 1 Non-Participation	RESULTS IN	1 line grade lower
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2 Unexcused Dresses or 2 Unexcused Absences or 2 Non-Participation	RESULTS IN	1 full grade lower
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3 Unexcused Dresses or 3 Unexcused Absences or 3 Non-participation or any combination of above	RESULTS IN	Failing grade for grading period
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Non-Participation in Semester

3 Unexcused Dresses or 3 Unexcused Absences or 3 Non-participation or any	RESULTS IN	1 st Referral (Detentions)
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Combination of the above

4 Same as Above	RESULTS IN	2 nd Referral (Detentions with final warning)
5 Same as Above	RESULTS IN	3 rd Referral (WF for the semester & removed from class)

When a student is removed for disciplinary action, he/she must repeat the semester.

SUBSTITUTIONS FOR PHYSICAL EDUCATION

A student in grades 9-12, unless otherwise stated, may submit a written request from his or her parent/guardian or from a person licensed under the Medical Practice Act to the building principal to be excused from physical education courses for the following reasons:

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate (student must be in the 11th or 12th grade); or
5. If the student must use the time set aside for physical education to receive special education support and services, subject to the student's Individualized Education Plan (IEP).

Building principals shall maintain records showing that they applied the stated criteria to the student's individual circumstances.

POSTING OF HANDBILLS

Any marking or painting on the walls, fences, or building without the principal's consent is prohibited. The posting of any type of poster, sign, etc., requires the principal's consent.

PERSONAL APPEARANCE

Students at Staunton schools should dress in a neat, clean, and appropriate manner. Clothes and jewelry that are objectionable for reasons of health, safety, and/or inappropriateness should not be worn to Staunton schools.

The responsibility of appropriate dress and satisfactory appearance lies with the student. However, those who exercise poor judgment and bad taste will be asked to furnish an explanation and will be counseled regarding what is appropriate for school.

All students must be covered from shoulders to mid-thigh (no tank tops, muscle shirts, halter tops, etc.). No undergarments are to be exposed. No hats or caps are to be worn in the building except on designated days relating to homecoming activities or otherwise notified. There are to be no coats worn in the building or to class during school hours unless approval is given by the administration or faculty. Teachers will refer to the building principal or his designee to determine inappropriate dress.

HIGH SCHOOL SEVERE WEATHER/DISASTER DRILLS

When the severe weather/disaster alarm sounds, all work should stop immediately. Students are to leave all books and materials on their desks and leave the room. The students should walk rapidly but not run to the designated areas in the building. Students should walk in a single line and follow instructions and maps posted in the classrooms. The students should proceed to the following locations:

Room 30, 31, 32, 33, 34, 35, 36, 37, & 39 should proceed down the stairs to the 2nd floor. Once you are on the 2nd floor proceed to the hallway in front of the principal's office.

Room 20, 21, & 22 should proceed down the hallway just past the double gray fire doors. Do NOT enter the main hallway. You will be in the area of locker #2141 thru #2158. Once all three classes are in this area, a teacher will close the gray double doors.

Room 1, 2, 3, 23, & 24 should proceed to the ground floor and go to the hallway in front of the chemistry lab (room 3).

Room 5, 7, 9, 11, & 12 should proceed to the hallway of the superintendent's office but stay on the end of the hallway in front of the lockers and restrooms.

Room 4, 25, & 27 proceed to the ground level to the hallway of lockers just outside of room 4.

Room 13(metal & wood shops) 26, & library proceed to the ground level, to the hallway going to the wood and metal shops.

Room 6, 8 & 10 should proceed to the hallway just outside your room.

P.E. class in the old gym should go in the locker rooms in the high school.

Occupants of the multi-purpose building will proceed to the kitchen area storage rooms, or restrooms.

Once you are in your designated area, get down on your knees and cover your head with your hands.

All employees and staff should remember to stay away from all openings, glass doors and windows, and should protect their heads as much as possible.

When an announcement is made, all students are to walk back to their rooms in the reverse order of leaving. Disaster drills will be conducted one time every school year.

DISASTER DRILLS AT ELEMENTARY SCHOOLS

WARNING--(With students on play ground): principal and assigned teachers direct students to return to the building.

WARNING-(With students in the building): all occupants, by intercom, are advised to move immediately outside rooms, against the walls, and away from the windows.

HIGH SCHOOL FIRE DRILLS

When the fire alarm sounds, all work should stop immediately. Students are to leave all books and materials on their desks and leave the room. The students should walk rapidly but not run. They should walk in single file from their room and down the stairs, where necessary. Students should walk in a single line and follow instructions and maps posted in the classroom. Go to the designated areas in the front yard or the football field.

The following rooms should go to the front yard: **1, 2, 3, 4, 23, 24, 25, 26, 27, 39, 37, 36, 35, 34, 33, and the library**

The following rooms should go to the football field: **5, 6, 7, 11, 12/Ag shop, 20, 21, 30, 31, 32, Wood shop/Metal shop, Choir room, PE class, Weight room, AD office, AEP room, Auditorium, and Guidance office**

If, at any time, a stairway is blocked by fire, the other stairway should be used.

When the signal is given for the students to re-enter the building, they are to walk back to their rooms in the reverse order of leaving. Fire drills will be conducted three times every school year.

STAUNTON ELEMENTARY SCHOOL FIRE DRILLS

When the fire alarm sounds, all classes are to stop immediately. Books are to be left on the desks and children are to exit the building. Teachers should follow the last student in his/her room. The first student in each room to come to the outside door should hold it open until the last student is out. Then he/she should fall in line. When bells ring, students will return in reverse order.

Students in the-

Playroom are to march out west door of playroom onto the surfaced playground.

Rooms 2 and 3 will march out south door to parking lot.

Rooms 4, 5, 6, 7, 8, and 9 will all exit north doors at southeast end of building

Rooms 4 and 5 walk to door north of rooms and follow sidewalk west toward road.

Rooms 6 and 8 (6 will follow 8) will march south along east side and north side of halls and along south side of walk to road and turn south.

Rooms 7 and 9 (9 will follow 7) will use west side and southside of halls and along south side of walk to road and turn south.

Rooms 10, 11, 12, 13, 14, and 15 will all exit at east doors in middle of building (near office).

Rooms 10 and 11 (10 will follow 11) will take middle of hallway and march out the middle doors on the east.

Rooms 12 and 14 (12 will follow 14) will march north along east and south sides of halls using north set of doors and north side of walk toward road, then turn south down walk.

Rooms 13 and 15 (13 will follow 15) will march north along west and north sides of halls using south set of doors and north side of walk toward road, then north up walk along road.

Rooms 19, 21, 23, 24, 25, and 26 Will Exit at Doors At Gym Entrance

Room 26 will march north using east-side of hall and go out south door at gym entrance. Walk along north side of walk toward road. **Room 24** will follow Room 26; **Room 19** will follow room 24-use a second line if necessary.

Room 25 will march north using west side of hall and go out door next to south side of ticket booth. Walk along north side of walk toward road. **Room 23** will follow Room 25; **Room 21** will follow Room 23-Use second line if necessary.

Room 18 (shop) use north door to shop and march onto parking lots.

Room 27 (gym) use west exits to gym. March in line onto drive. Both lines should turn north along drive.

Room 28 (Band Practice Room) use west room doors to hall and north exit doors. Those students in small practice rooms should use the east door at north end of hall and turn east down the drive.

Those students in **large south band practice room** should march out east door and turn east down drive.

Rooms 30, 31, 32, 33, 34, 35, & 37-Go outside door and follow sidewalk to the playground. Move to west-side of playground (blacktop).

Room 36 will go out door to west hallway and south to outside exit, west to follow sidewalks to blacktop and west to west edge of blacktop.

Rooms 106, 107, 108, 109-Go out the outside door and walk directly to the asphalt area or parking lot.

Rooms 113, 115 and 117

Room 117 will exit southwest doors using south side of hall and proceed to the playground;

Room 115-will follow 117; **Room 113** will follow Room 115.

Rooms 110, 112, and 114

Room 114 will exit northwest doors using north side of hall and proceed to the parking lot;

Room 112 will follow 114; **Room 110** will follow Room 112.

Multi Purpose Building-Students are to march out both north and south doors on east side of building onto the parking lot south of the multipurpose room.

Rooms 206 and 207

Room 206 will exit northwest door and proceed to ball diamond. **Room 207** will follow room 206.

Rooms 204 and 205

Room 205 will exit northwest door and proceed to ball diamond. **Room 204** will follow room 205.

Rooms 201 and 203

Room 201 will exit southwest door and proceed to playground. **Room 203** will follow room 201

A.R. GRAIFF ELEMENTARY SCHOOL FIRE DRILLS

When the fire alarm sounds, all classes are to stop immediately. Books are to be left on the desks and children are to exit the building. Teachers should follow the last student in his/her room. The first student in each room to come to the outside door should hold it open until the last student is out. Then he/she should fall in line. When bells ring, students will return in reverse order.

Students in the cafeteria are to exit through the cafeteria door to the ditch facing Maple Street.

Rooms 2, 3, and 4 walk down the hallways south, turn right and exit through the west doors of the school. Follow the sidewalks along Livingston Ave.

Rooms 5 and 7 will exit through the north door of the school to the sidewalks along Livingston Ave.

Rooms 10, 12, and 13 will exit through the south door to the ditch facing Maple Street.

Rooms 14, 15, and 16 will exit through the east door to the school field.

CRISIS PLAN

Each school within Unit #6 has developed a crisis response plan. This plan is on file in case of a dangerous circumstance or situation. The staff reviews this plan annually to assure safety for all students and staff. Please contact the building principal if you are interested in reviewing this document.

AUTOMATED EXTERNAL DEFIBRILLATOR

Staunton CUSD #6 has Automated External Defibrillator's located within each building of the school district. The Automated External Defibrillator's are maintained by school district staff per the manufacturer recommendations. We comply with all state mandates as it applies to Automated External Defibrillator devices.

LOCATIONS OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

High School Hallway – Principals office

Big Gym Lobby

Elementary Hallway of the 3rd grade wing (by the Art Room)

Multipurpose Room – Northeast door

A.R. Graiff – outside the main office

SUDDEN ILLNESS TO STUDENTS

Unit #6 has developed procedures to deal with injuries or sudden illness to students. All staff members have these procedures and they are reviewed annually to assure the safety of all of the students. Please contact the building principal if you are interested in reviewing this document.

INFORMATION CONCERNING STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardians shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

ACCESS TO DISTRICT PUBLIC RECORDS

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

The Superintendent, building Principals, and the Human Resource Coordinator shall serve as the District's Freedom of Information Officers and are assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

The District's public records are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period. When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall retract exempt material from the record before complying with the request.

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fee shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer. Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (3.g.a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal before the first day of school.

TITLE IX

It is the policy of this school that every student have access to all courses offered without regard to sex, race, or creed. 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 or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: [Kyle Hlafka, Superintendent](#).

BREAKFAST PROGRAM

A breakfast program is available at all district attendance centers. Students will be able to purchase breakfast from 7:30 – 8:00 a.m.

LUNCH

Any student who so desires may eat in the school cafeteria.

According to government regulations, we serve only a Type A meal. No student may purchase a sandwich without a Type A lunch. Extra food will only be sold to those students who purchase a Type A lunch.

The food put out on the extra table is for your benefit, and here again we are asking you to be respectful and take only the portion you will eat. PLEASE don't take more than you will eat and then throw it away.

After high school students have eaten lunch and left the cafeteria, they may either go outside or go to the old gymnasium. They are asked not to congregate around the front doors, on the stairs, or in areas of heavy traffic. No food or drink is to be kept in student lockers (exceptions: students who bring a sack lunch in a.m.).

TREATS AND SNACKS (K-12)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

HIGH SCHOOL BELLS

At 8:00 a.m. the first bell rings. Students are then permitted to go to their lockers, classrooms, or to study hall. While waiting for the 8:00 a.m. bell, students are to wait in the **OLD GYM** or **OUTSIDE OF THE SCHOOL ON DENEEN ST.**

8:05-Students go to their classes

8:10-beginning of first period

Passing time between periods is three minutes. There is a warning bell one minute before the passing period ends. In the gym and outside, there is a bell that rings to warn physical education students ten minutes before the end of the period. In the shops, the warning bell will ring six minutes before the end of the period.

Normal daily class schedule will be as follows:

1 st Period.....	8:10 – 9:00
2 nd Period.....	9:03 – 9:53
3 rd Period.....	9:56 – 10:48
4 th Period.....	10:51 – 11:43
5 th Period (lunch).....	11:43 – 12:19
6 th Period.....	12:22 – 1:16
7 th Period.....	1:19 – 2:13
8 th Period.....	2:16 – 3:10

GUIDELINES FOR STAUNTON UNIT SCHOOLS STUDENT BEHAVIOR

A goal of Staunton Unit School's educational program is to encourage independence and responsibility that are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school district.

1. **A constant respect for persons whether they be teachers, students, staff, visitors, or others is a basic requirement for all.**
2. **A respect for personal property is a visible sign of respect.**

K-8TH Grade Is a Closed Campus during Lunch Period

This policy is a safeguard for students. They are not allowed to leave the school grounds unless a parent/guardian comes to the school office to take the student for lunch away from school property.

High School Is an Open Campus during Lunch Period

Open campus is a privilege at Staunton High School. This privilege may be suspended or lost if your conduct warrants. This decision will be made by the principal or dean of students after consultation with the student and parent/guardian.

DEFINE GROSS MISCONDUCT OR DISOBEDIENCE

Any offense that has not been covered in other Board policies, but which is felt to be serious enough in the opinion of the administration, could result in suspension or possible expulsion from school according to the procedures outlined in the suspension and expulsion policies.

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

1. Physically or verbally abusing another student, teacher, or any other employee of the school district.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a

reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

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

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

4. Using profane or indecent language.
5. Intentionally defacing or damaging school property, including buses, buildings, and grounds.
6. Being absent without a recognized excuse, State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
7. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging of other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
11. Gambling on school premises is prohibited.
12. Students bringing an electronic device are to have it turned off and kept out of sight during school hours. The first time a student has an electronic device that is turned on or being used during school hours, such device will be confiscated and taken to the building principal's office. The student should go to the office following the dismissal of school for return of the device. The second time a student has an electronic device turned on or being used during school hours, such device will be confiscated and taken to the building principal's office. Parental/guardian contact will be made immediately upon occurrence of the second violation. A parent/guardian will be required to retrieve the electronic device from the building principal's office. The third and subsequent time a student has an electronic device turned on or being used during school hours, such device will be confiscated and taken to the building principal's office. The electronic device will be kept in the building principal's office for seven calendar days. The student and parent are required to attend a conference with the building principal to explain why the electronic device(s) was being used during school hours. The administration will not keep electronic devices during Thanksgiving holiday, December holiday, or Spring break when students are not in attendance. If at any time, an electronic device is being used in any manner that is deemed inappropriate, illegal, and/or disruptive, such device will be given to the proper authorities. No student shall take photographs during school hours with cell phones or other digital media.
13. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic, communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
14. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function.
15. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of Board Policy 7:190.
16. Distributing, purchasing, possessing, or selling tobacco in any form on school property.
17. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
18. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

19. Students will be expected to dress and conduct themselves in a manner that will not disrupt the learning process of the school.
20. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member
 - Promising to join
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
21. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
22. Throwing unwarranted objects in the school.
23. Settling or attempting to settle personal differences, verbally or physically, at school or on the way to or from school.
24. Any action not so stated that would be a detriment to the school, staff, programs, or activities will be subject to appropriate disciplinary action as determined by school administration.
25. Engaging in academic dishonesty, including cheating intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
26. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
27. No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction or property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
28. Sexual harassment of students is prohibited. Any person, including a district employee, or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
 2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

For purposes of this handbook, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

The grounds for disciplinary action, including those described in this handbook, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

PREVENTING BULLYING, INTIMIDATION, AND HARRASSMENT

Bullying, intimidation, 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 District 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 distinguished 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, 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.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the students building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Students engaging in hazing, bullying and or sexual harassment will be subject to one or more of the following disciplinary actions:

1. Conference with parent(s)/guardians(s)
2. Removal from the extra-curricular activities
3. Referral to appropriate law enforcement agency

Students engaging in hazing, bullying, and or sexual harassment that affects or bears on the mental or physical health or safety of another may also be subject to the following:

1. Suspension for up to 10 days
2. Expulsion

Discipline for violation of the student code of conduct will be determined by the school administration. This code does not include all possible misconduct, and each case will be evaluated on an individual basis, depending on the facts of the case and the prior record of the student or students involved.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AT STAUNTON HIGH SCHOOL

It is understood that participation in extra-curricular activities is on a voluntary basis. Everyone who participates does so at his own volition and in so doing, automatically accepts the rules and regulations promulgated by the coach or sponsor, the school, and the Illinois High School Association. Student participation in extra-curricular activities is a privilege and as such, a high standard of conduct is to be upheld at all times.

Staunton High School offers many opportunities for our students. Staunton High School recognizes the following sports. Please note that a student may participate in **one** sport per season.

Fall Athletic Season

Boys Cross Country
Girls Cross Country
Boys Golf
Girls Golf
Girls Volleyball
Boys Football
Boys Soccer
Cheerleading

Winter Athletic Season

Boys Basketball
Girls Basketball
Scholastic Bowl
Cheerleading

Spring Athletic Season

Girls Soccer
Boys Track
Girls Track
Boys Baseball
Girls Softball

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Extracurricular activities can valuably augment pupils' studies in the district's academic curriculum. Participation in school sponsored extracurricular activities is a privilege, not a right.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the district's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school sponsored or school supported athletic or extracurricular activity, a student must satisfy the Illinois High School Association's scholastic standing requirements (achieving a passing grade in at least 20 credit hours of high school work per week) or the Illinois Elementary School Association scholastic requirements (achieving a passing grade in all course work on a weekly basis). Any student participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days or until the specified academic criteria are met, whichever is longer.

Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

It shall be the responsibility of the building principal to determine the eligibility of students who wish to participate, or to continue their participation, in that activity.

BOARD POLICY: EXTRACURRICULAR ATHLETICS

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

TRANSPORTATION FROM AN AWAY INTERSCHOLASTIC EVENT

It is the practice of the Staunton CUSD #6 that parent/guardian must submit a release form (available in school office) to be able to transport his/her child from any away extracurricular event. Each coach/sponsor will receive an approved listing of students whose parents/guardians have submitted a release form to the building principal. It is the parent/guardian responsibility to locate the coach/sponsor and sign the "sign-out" form in the presence of the coach/sponsor before their child is allowed to leave the extracurricular event. There will NOT be any variation to this policy.

WEAPONS

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (721 ILCS 5/24-1).
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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

SEARCHES

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is in violation of the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. Private vehicles may be searched for good cause by a representative of the school.

SCHOOL SAFETY TIP LINE

1-800-477-0024

On September 7, 1998, the Illinois State Police activated a "School Safety Tip Line" for students to report threats of violence or weapons on school grounds or at school events. This toll free line will be answered at the Illinois State Police Communications Center in Springfield. Information from calls received will be provided to local sheriff or police departments who will notify local

school officials of the threat. In the event local agencies are unable to notify school officials, the State Police District serving that area will make the notifications and provide appropriate assistance.

The TIP LINE is **NOT** intended as an emergency hotline to replace 9-1-1. The primary message for students will be to encourage them to report concerns to local officials, a teacher, or counselor if they have seen a weapon or believe a violent incident will take place. The Tip Line will be described as an option in those cases when the student fears reprisal and is unwilling to sacrifice anonymity or for some reason is uncomfortable in telling school officials.

DISCIPLINARY MEASURES

The appropriate school administration shall use its judgment in determining the applicability of the disciplinary procedures.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 consecutive school days. The Building Principal or designee shall ensure that the student properly supervised.
11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

After-School Detention:

1. After-school detention begins 5 minutes after school is dismissed and is 1 academic class period in length.
2. At the high school, after school detentions will be assigned only by the principal or the dean of students.
3. A student receiving a detention must serve it on the day given or the next day.
4. Follow-up on skipping after-school detention.
 - a) First skipped detention – additional after-school detention
 - b) Second and subsequent skipped detention – assigned to AEP
 - c) Suspension

Alternative Educational Placement (AEP)

Alternative Educational Placement (AEP) will serve to isolate a student from the daily networking with other students and staff. This placement will allow the student to complete all assignments for educational credit.

A student who is placed in AEP will be allowed to make up daily work (grades) missed during the school day while in AEP. The student will be given his/her assignments as well as any daily work that may be missed due to AEP. The student will be given the opportunity to do all work during the assigned AEP day only. The student will remain working on educational assignments during the length of AEP. There will be no talking, sleeping, eating, drinking, etc., during the assigned AEP.

Students assigned AEP will report to the AEP room at the start of first hour, will get a five minute break to use the bathroom and water fountain only at 10:00 a.m., take lunch in the cafeteria only (either sack or school) at 12:15 to 12:43, and have a five minute break at 2:00 p.m. to use the bathroom and water fountain. Placement will be from 8:10 a.m. until 3:15 p.m. An unexcused absence from AEP will result in an out-of-school suspension.

Suspension:

A student who is placed on suspension will not be allowed to make up any daily work (grade) missed during the period of suspension. When the student returns to school, he/she may make up tests and quizzes, but not graded daily work given by his/her teachers. It is the responsibility of the student to make arrangements for make-up of these tests, and he/she will be allowed, as a general rule, one day for each day of suspension.

Since the students who are in attendance have already taken the tests, a different test may be given at the discretion of the teacher to fulfill the requirements missed while on suspension.

Any student who is suspended shall not be on or near school premises during his/her period of suspension. Also, he/she may not participate in or attend any extracurricular activities.

DUE PROCESS GUARANTEES FOR STUDENT

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardians(s) of their right to a review of the suspension. The Board of Education must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
5. If the suspension is found to be unjustified or unreasonable, the student's record will be expunged of all remarks about the suspension, the absences will be excused, and all work may be made up within a reasonable time.

CONDUCT

Academic Dishonesty:

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores will not be tolerated.

Display of Affection:

The "daylight" rule must be observed at school and at all school activities.

Disruptive Behavior:

Teachers may remove a student from a class for disruptive behavior. Disruptive behavior is defined as, in the opinion of the teacher, behavior that is interfering with the educational process or physical well-being of the other students.

Upon removal from the class, the student will be sent to the school office. The privilege of the student to return to the class will be determined by the principal. If the principal determines it necessary, he may have a conference with the teacher, student, dean of students, guidance counselor, and/or parent(s)/guardian(s) to determine the student's placement.

Drugs and Alcohol:

Any student who is using drugs (prescription or non-prescription) or alcohol outside of school and asks for assistance will be given the full services of the school's personnel and will be referred to outside social agencies if requested. Any student, who sells, gives, possesses, uses, or is under the influence of drugs or alcohol at or on school property, school buses, or at any activity where Staunton Unit Schools is represented will be subject to a suspension and possible expulsion. Proper authorities will be notified if necessary.

Fighting on School Property, Near School Premises, or on the Way to or from School:

1st offense, suspension; 2nd offense, suspension, 3rd offense, suspension with possible recommendation for expulsion.

Forgery:

Any student that forges a teacher's signature on a pass, alters a pass, or forges any school document will be subject to detention or suspension.

Vandalism: Detention, suspension, and/or expulsion; payment for damaged property; notification of parents; and referred to the police for arrest if necessary. The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Insubordination:

Insubordination shall be defined as the refusal by a student to comply with a request of a teacher or administrator, or the upbraiding, insulting, or abusing of any teacher or employee of the public schools.

1st offense – Saturday detention or AEP, conference among staff member, student, and principal.

2nd offense – Three-day suspension, conference among staff member, parent, student, and principal.

3rd offense – Suspension up to ten days with possible hearing for expulsion.

Gross Insubordination:

1st offense – Ten-day suspension, conference among staff member, student, parent, and principal.

2nd offense – Suspension with recommendation of expulsion.

Physical Abuse of School Personnel:

1st offense – Suspension with possible recommendation of expulsion.

Use of Profanity:

Punishment for the use of profanity will be handled with regard to the severity of the offense.

1st offense – One detention/detentions; Serious offense – Saturday detention, AEP or three-day suspension.

Tobacco:

This pertains to the use or possession of tobacco in any of its forms; 1st offense – One Saturday detention or AEP; 2nd offense – Two Saturday detentions; 3rd offense – Three-day suspension. Subsequent offenses will result in additional days of suspension.

Skiping Class:

1st offense – Unexcused absence. One after-school detention per class missed or one alternative educational placement (AEP) assignment; 2nd offense – One Saturday detention or AEP; 3rd offense – Two Saturday detentions and notification to parents of suspension if behavior is repeated; 4th offense – Suspension; 5th offense – Suspension, ten days with possible recommendation of expulsion.

Setting Off False Fire Alarms and/or Fire Extinguishers

Any student setting off a fire alarm at any time other than when an actual fire exists will be recommended for expulsion with notification to authorities. Any student setting off a fire extinguisher unless in extinguishing a fire will receive a five-day suspension.

Unexcused Tardiness:

Unexcused tardiness to class will not be tolerated and will result in the following punishment:

2nd offense – Warning, 3rd through 10th offense – After school detention. Additional offenses – Suspension and parent conference.

This will accumulate per semester. Oversleeping is NEVER an excuse for being late to school.

School Equipment:

All school issued equipment/uniforms will be returned to the proper coach/sponsor at the conclusion of the participant's season. Said student will NOT be allowed to participate in any future extracurricular activities, including summer programs, until all equipment is returned or restitution is made.

Repeated School Violations

Any student that repeatedly fails to comply with school rules may be suspended for up to ten (10) days. Repeated violations may result in recommendation for a long term suspension or expulsion.

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug or alcohol use.

STUDENTS DRIVING VEHICLES TO SCHOOL

Students that drive to school or ride with a friend are expected to adhere to the following rules:

1. Drive in a safe manner on and around the school premises and in the community before school, during lunch hour, and after school.
2. Students are encouraged to park in the north parking lot using the identified spaces.
3. All students parking in the north lot will need to get a parking tag for their vehicle from the high school office.
4. The driver and all occupants of his/her vehicle are to exit the vehicle immediately after parking in the student lot. (There is to be no loitering in the student parking lot or street before school or during lunch hour.)
5. There is to be no smoking on school premises. This includes smoking in a motor vehicle once you are on campus.

Students that violate these rules are subject to discipline that may include one or more of the following:

1. Detention(s)
2. AEP
3. Suspension
4. Loss of open campus privilege
5. Loss of privilege to bring vehicle on campus
6. Charges filed with Staunton Police Department

Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

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 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.

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

The right of all pupils to ride a school bus is dependent upon their behavior and observance of the following safety rules and regulations. The school has no obligation to transport any pupil who cannot or will not behave on the bus. The following rules are for all Staunton CUSD #6 bus students. Contact the Director of Transportation for clarifications.

1. Obey the bus driver or bus monitor at all times.
2. The driver or bus monitor may assign seats for any or all pupils.
3. Be courteous and considerate of the bus driver, bus monitor, and other students.
4. Be on time at the bus stop. The driver can not wait.
5. Stand at least three giant steps back from the edge of the road where the bus stops.
6. Do not throw paper or other things at the bus driver, bus monitor, other students, on the bus floor, or out the window. A trash can is provided.
7. Do not stand up or leave your seat while the bus is in motion.
8. Keep your hands, arms, and head inside the bus at all times.
9. Do not eat or drink on the bus. (Supervisors of extracurricular activities may alter this regulation.) Any drink brought on the bus must be commercially purchased with the seal intact prior to boarding the bus.
10. Loud talking or yelling out the window or on the bus is not allowed.
11. Be absolutely quiet when the bus is approaching and crossing a railroad track.
12. Fighting and scuffling will not be tolerated on the bus or at the bus stop.
13. Profane or obscene language will not be tolerated.
14. No animals will be allowed on the bus.
15. No tobacco, guns or knives allowed on the bus or at the bus stop.
16. The rear door is for emergency use only, not for loading and unloading. **DO NOT BLOCK IT.**
17. Observe safety precautions when unloading. If it is necessary to cross the street or roadway, cross at least 10 feet in front of the bus and always wait for the driver to signal you across.
18. Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

FAN BUS

A student fan bus may be provided for athletic events. Students who choose to ride must register for the bus and pay the set fee in the school office. All students who ride to an event are required to ride back to Staunton on the same bus. Only one exception to this rule is permissible: a student may return from the athletic event with his/her parent if – and only if – the parent personally notifies the student's bus driver at the game that the student will ride home with parents. This exception applies only to the parents' children, not their friends.

THE SCHOOL CODE OF ILLINOIS

Chapter 122, Section 24-24 states that school boards may make and enforce reasonable rules on conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year.

Students of the Staunton Community Unit Schools are expected to conduct themselves in an orderly and proper manner at all school events. Students' conduct at an extracurricular event is to be the same as during the school day.

HIGH SCHOOL SONG

Bulldogs stand together-Don't give up the fight
Fair or stormy weather-We won't give up, We won't give up,
The fight, fight, fight, fight
Bulldogs stand together-Show that team our might
Don't you worry 'Bout a lickin, We don't care Cause we're still kickin',
Don't give up the fight. Hey!
Ja-hee, Ja-ho-Ja-ha, ha, ha
Staunton-Staunton, Rah, Rah, Rah!
Repeat

STAUNTON UNIT SCHOOLS ACTIVITY CODE

The Board of Education and staff of Staunton Unit Schools believe in the educational value of school sponsored extracurricular activities. Participation in such activities develops a student's social prowess, time-management skills, self-discipline,

and leadership qualities. Since participants in such activities are official representatives of Staunton Unit Schools, it is the philosophy of the Board of Education and staff of Staunton Unit Schools that participation in school sponsored extracurricular activities are a privilege and not a right. Therefore, strict adherence to the rules and policies set forth in the school activity code is a responsibility which accompanies the privilege of participation. The purpose of this code is to communicate to the students and parent(s)/guardian(s) the conditions under which such privileges may be curbed or lost if participants fail to meet this responsibility and to outline the procedures for such measures.

Any activity participant at Staunton Unit Schools shall be defined as a student who participates in football, volleyball, boys' or girls' golf, boys' or girls' cross country, boys' or girls' basketball, boys' or girls' track, baseball, softball, boys' or girls' soccer, cheerleading, band, chorus, Student Council, class officer, school plays, Homecoming activities, Scholastic Bowl, FFA, yearbook staff, Art Club, Color Guard, or Red Roses.

Any activity participant at Staunton Unit Schools will be subject to disciplinary action if he/she commits any of the following violations as documented by police, certified personnel, or self-admission by the student:

1. Use or possession of tobacco products.
2. Use or possession of alcohol, marijuana, other illegal drugs, prescription or non-prescription drugs, or attendance at activities that involve the illegal use or possession of alcohol, marijuana, other illegal drugs, or prescription or non-prescription drugs.
3. Distribution of alcohol, marijuana, other illegal drugs, prescription or non-prescription drugs, or attendance at activities where distribution of alcohol, marijuana, other illegal drugs, or prescription or non-prescription drugs occurs.

Police documentation of the above may include, but is not limited to, the following;

1. Issuance of a citation or arrest for illegal consumption, possession, or transportation of drugs or alcohol.
2. Written verification by any law enforcement personnel specifically identifying students using, possessing, or distributing alcohol, marijuana, other illegal drugs, prescription or non-prescription drugs, or attending an activity where the use, possession, or the distribution of such occurs.

It should be understood that this code does not contain a complete list of inappropriate behaviors for a Staunton Unit School activity participant. In addition to those behaviors listed, a Staunton Unit Schools participant is expected to demonstrate excellent conduct in the classroom, in his/her activity(s), and in the community. As a result, the coach/sponsor, after consultation with the principal/athletic director, may discipline a participant for other inappropriate behavior.

Any violation of the stated policy will result in one of the following:

A. Tobacco-First Offense: Suspension of 10% of the contests or activity(s) or five hours of school service. A choice of school service must be fully completed within a seven calendar day period immediately following a decision of the Activities Board. Failure to complete school service within the time frame will result in immediate suspension as stated in the Activity Code. If the student is not currently in an activity, the penalty will start at the beginning of his/her next activity. Second Offense: Suspension of all activities for one calendar year; or, at the student's option, 25% of the activity(s) with voluntary admission for counseling. If this option is chosen, the student would be reinstated at the end of the 25% and counseling. Third and subsequent offenses shall result in nonparticipation for one calendar year from the most recent violation of the Activity Code.

B. Alcohol & Drugs – First offense: Suspension of 25% of the contests or activity(s) or 12 hours of school service. A choice of school service must be fully completed within a seven calendar day period immediately following a decision of the Activities Board. Failure to complete school service within the time frame will result in immediate suspension as stated in the Activity Code. If the student is not currently in an activity, the penalty will start at the beginning of his/her next activity. Second Offense: Suspension from all activities for one calendar year; or, at the student's option, 33 1/3% of the activity(s) with counseling. If this option is chosen, the student would be reinstated at the end of 33 1/3% and counseling. Third and subsequent offenses shall result in nonparticipation for one calendar year from the most recent violation of the Activity Code

If a student admits to a violation of the Activity Code (first offense only) while being questioned by certified school personnel, the penalty will be reduced by the Activities Board (by 50% but not lower than one contest). This admission will not apply if the violation has already been witnessed and/or documented by the police or certified school personnel.

The rules set forth in this Activity Code will apply from the beginning of the fall activity(s) season until the completion of the spring activity(s) season. These dates are established on an annual basis by the Illinois High School Association standardized calendar (August 10, 2011 - June 9, 2012). These rules also apply to all participants whether or not they are actively engaged in an activity at the time of the violation.

Any participant who commits an offense but then remains within the limits of the code for one calendar year from the date of the infraction will be given a clean slate. A student's grade will not be adversely impacted by a violation of the Activity Code.

If a student seeks help from certified school personnel because he/she has a problem with alcohol or drugs, the student will receive full cooperation and assistance from school district personnel. There will be no penalty for using this option.

When a violation(s) occurs, there will be a meeting of the Activities Board, which is comprised of the building principal, athletic director, and coach(s) or sponsor(s) of the activity(s) in which the student(s) is currently participating in or will be participating in. The facts will be presented, and after the case is discussed by all individuals present, a decision will be made for disciplinary action. The violation(s) and disciplinary action will be discussed with the student(s). The parent(s)/guardian(s) will be notified by phone and a letter. The letter will list the specifics of the suspension (contest, activities, dates, etc.) and the dates of the probation period.

If a student is suspended from participation in an extracurricular activity, the student and/or parent(s)/guardian(s) shall have the right to request a review with the Activities Board. This request must be submitted in writing to the building principal within five (5) school days from the notification of the suspension.

At the time of the review, the student and parent(s)/guardian(s) may present to the Activities Board any relevant information concerning the alleged violation(s) and the related suspension. At the conclusion of this review, the student and parent(s)/guardian(s) may present to the superintendent any relevant information concerning the alleged violation(s) and the related suspension. Upon completion of discussion by all individuals present, the superintendent will present his finding to the Board of Education for final action at the next regularly scheduled Board of Education meeting.

Adopted April, 1991
Revised April 15, 2002

PERFORMANCE ENHANCING DRUG TESTING

State Law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school.

In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgements including that the student, if in high school, may be subject or random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

PROCEDURES FOR ELECTION OF HOMECOMING ROYALTY, STUDENT COUNCIL, AND CLASS OFFICERS

Homecoming Royalty

1. Crowning of Royalty – Will be held following the Homecoming Play prior to the Homecoming football game.
2. Queen Candidates – Eight senior girls elected by the members of the senior class.
3. King Candidates – Eight senior boys elected by the members of the senior class.
4. Election Procedure
 - a. Voting will be conducted during first hour of all classes on the Wednesday before Homecoming Week.
 - b. The student council advisors supervise ALL aspects, and class sponsors will conduct ALL aspects of the voting.
 - c. In the event of a tie, all tied candidates will be crowned.
5. Ceremony
 - a. King and queen candidates will be paired alphabetically.
 - b. Candidates will enter in alphabetical order by the queen's last name.
 - c. The elected king and elected queen will switch partners upon the announcement of the winner of the vote.

Student Council and Class Officers

To be eligible for student council or election to a class office, you must have a minimum accumulative GPA of 2.0 or better at the end of the previous semester.

NATIONAL HONOR SOCIETY

The SHS Chapter of the National Honor Society was formed in 1964. Juniors and seniors qualify for final selection by maintaining a 3.0 GPA or better after the fifth or seventh semester. After meeting the minimum scholastic eligibility requirement, students are asked to fill out student information forms. These forms show what the student has accomplished in the areas of leadership and service at school and in the community.

All tenured full-time faculty members are asked to select students from the scholastic eligibility list that they feel meet the National Honor Society Standards of Leadership, Service, and Character. Final selections are made by the faculty council consisting of five (5) tenured full-time faculty members. The faculty council is selected by the principal on an annual basis.

The faculty council reviews each individual student in the areas of Scholarship, Leadership, Service, and Character. A majority vote of the faculty council is required for final selection to the Staunton High School Chapter of the National Honor Society.

DISABILITIES

Section 504 of the Rehabilitation Act of 1973...

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

DISABILITIES AND DISCIPLINE

The District shall comply with the provisions of the Individuals With Disabilities Education Improvement Act of 2004 (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering

factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the district's procedures on dispensing medication.

No school district employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must 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 medication or the storage of medication by school personnel.

Nothing in this procedure shall prohibit any school employee from providing emergency assistance to students, including administering medication.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication 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.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

EYE EXAMINATION

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

DENTAL EXAMINATION

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

EXEMPTIONS

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (618)635-3831.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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 building principal 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.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

CHANGE OF ADDRESS

Students are requested to report to the main office any change of address or telephone number. Parental and guardianship status must also be reported to the office when a change takes place.

DANCES

Dances are presented exclusively for Staunton High School students and their guests. Guests for all dances, including Prom, must be under 21 years of age and are expected to follow all school rules governing SHS students. Middle School students may not attend SHS dances. Appropriate dress is required for admission to any dance. Once a student leaves the dance, he/she is not permitted to return. All school rules concerning student behavior pertain to dances.

“GOOD STUDENT” INSURANCE DISCOUNT

A student wishing to have an insurance verification form completed for a “good student” auto insurance discount may do so in the office. Allow one day for the form, which you obtain from your insurance company, to be completed.

TELEPHONE MESSAGES

Telephone messages to students should be limited to emergency situations. Classes will not be interrupted to deliver messages which are of minor importance. Messages from parents will be delivered on request. Employers, neighbors, boy and girl friends, etc., should contact students at home rather than at school.

WORK PERMITS

Work permits for 14 and 15 year olds are issued in the superintendent office in accordance with Child Labor Law. A student wishing to secure a permit should inquire in the office for details.

STATEMENT OF NON-DISCRIMINATION

Staunton Community Unit School District #6 shall treat all persons equally without regard to race, color, creed, national origin, gender, age, marital status, or disability unrelated to the function to be performed. This commitment relates to employment practices, the education of children, and relations with the community at large.

PEST MANAGEMENT STATEMENT

Structural and landscape pests can pose significant hazards to people, property, and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore the policy of Staunton Community Unit School District No. 6 to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Pests will be managed to:

- Reduce any potential human hazard or to protect against a significant threat to public safety
- Prevent loss or damage to school structures or property
- Prevent pests from spreading in the community or to plant and animal populations beyond the site
- Enhance the quality of life for students, staff, and others

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos-containing materials.

PUBLIC NOTIFICATION

The buildings of the Staunton Community School District No. 6 have been inspected for asbestos-containing materials by a licensed inspector. In addition, an Asbestos Management Plan has been prepared by a licensed Management Planner. The Inspection Report and Management Plan are on file in the Administrative Office and are available for public review during normal business hours. Individuals interested in reviewing the Management Plans are asked to submit a written request to the school district.

Academic Dishonesty	20
Academic Eligibility Requirements	17, 18
Access to District Public Records	12, 13
Administering Medication to Students	25
After School Detention	19
Alternative Educational Placement (AEP).....	19
AR Graiff Elementary School Fire Drills	12
Automated External Defibrillator	12
Board Policy: Extracurricular Athletics	18
Breakfast Program	13
Car Trouble	7
Change of Address	26
Conduct	20
Counseling and Guidance	7
Crisis Plan	12
Dances.....	26
Defining Gross Misconduct or Disobedience	14-16
Disabilities & Discipline.....	24, 25
Disabilities	24
Disaster Drills at Elementary Schools	10
Disciplinary Measures.....	18, 19
Disciplinary Procedures	19
Display of Affection	20
Disruptive Behavior	20
District Internet and Electronic Network Use.....	8
Drugs & Alcohol.....	20
Due Process Guarantees for Students	20
Excused Absence	7
Failure to Serve Detention	19
Fan Bus	22
Fighting on School Property, near School Premises or on the Way to or From School	20
General Information.....	26
Good Student Insurance Discount.....	26
Grading System.....	6
Graduation Requirements	5, 6
Gross Insubordination	20
Guidelines for Staunton Unit Schools Student Behavior	14
Head Lice	26
High School Bells	14
High School Fire Drills	10, 11
High School Open Campus.....	14
High School Severe Weather/Disaster Drills	10
High School Song	22
Homeless Child’s Right to Education.....	7, 8
Immunization, Health, Eye and Dental Examinations, Exemptions	25, 26
Index	27
Information Concerning Student Records.....	12
Insubordination	20
Insurance	8
Introduction.....	3
K-8 Grade Closed Campus	14
Locations of Automated External Defibrillators.....	12
Lockers.....	8
Lunch	13
Macoupin County Truancy Program.....	7
Mandated Reporters	26
Mission Statement.....	4

National Honor Society.....	24
Non-Participation in 9-week Grading Period.....	9
Non-Participation in Semester	9
Obtaining a Driver’s License	7
Oversleeping	7
Participation in Extracurricular Activities at Staunton High School	17
Passes about the High School Building	8
Performance Enhancing Drug Testing.....	24
Personal Appearance.....	10
Pest Management Statement	27
Philosophy.....	4
Physical Abuse of School Personnel.....	20
Policy Regarding Absenteeism	7
Posting of Handbills.....	10
Preventing Bullying, Intimidation and Harassment	16-17
Procedure for High School students who become ill during school hours	7
Procedures for Election of Homecoming Royalty, Student Council, and Class Officers	24
Public Notification	27
Regulations for Pupils Riding School Buses	22
Repeated School Violations.....	21
Response to Intervention (RTI).....	8
School Calendar	4
School Equipment.....	21
School Safety Tip Line	18
Setting off False Fire Alarms and/or Extinguishers	20
Skipping Class	20
Statement of Non-discrimination	27
Staunton Elementary School Fire Drills	11
Staunton Unit Schools Activity Code	22- 24
Staunton Unit Schools Physical Education-Participation Policies.....	9
Student Goals.....	4
Student Grade Review	6
Students Driving Vehicles to School	21
Students with Allergies	26
Substitutions for Physical Education	10
Sudden Illness to Students	12
Suspension	19
Suspicion Based Drug Testing.....	21
Table of Contents.....	1, 2
Telephone Messages	27
Textbooks.....	8
The School Code of Illinois	22
Title IX.....	13
Tobacco	20
Transportation from an Away Interscholastic Event	18
Treats and Snacks	14
Unexcused Absence	7
Unexcused Tardiness	20
Use of Profanity	20
Vandalism	20
Video and Audio Monitoring Systems.....	22
Visitors to and conduct on School Property.....	8, 9
Weapons and Searches.....	18
Work Permits	27