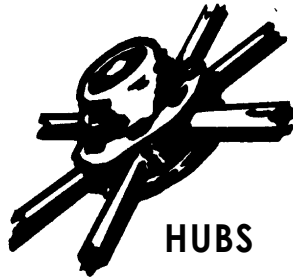


ROCHELLE TOWNSHIP HIGH SCHOOL
STUDENT HANDBOOK
2020-2021



ROCHELLE LOYALTY SONG

We're loyal to you, Rochelle High,
We're purple and white, Rochelle High,
We'll back you to stand 'gainst the best in the land
For we know you have sand, Rochelle High; Rah! Rah!
So smash that blockade, Rochelle High,
Go crashing ahead, Rochelle High,
Our team is the fame protector,
On, boys, for we expect a victory from you, Rochelle High.

Fling out that dear old flag of purple and white,
Lead on your sons and daughters willing to fight,
Like men of old on giants, placing reliance,
Shouting defiance, Os-Kee-Wow-Wow,
Amid the broad green plains that nourish our land,
For honest labor and for learning we stand,
And unto thee we pledge our hearts and hands,
Dear Rochelle High School, Ro-Rochelle.

SCHOOL COLORS

PURPLE AND WHITE

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ROCHELLE TOWNSHIP HIGH SCHOOL MISSION STATEMENT

Rochelle Twp. High School is committed to excellence in preparing all students to be lifelong learners by developing and fostering academic, personal, and social growth.

OBJECTIVES OF ROCHELLE TOWNSHIP HIGH SCHOOL

1. To develop in each individual an understanding and appreciation of the democratic process and to become responsible citizens of our community, state, country, and world.
2. To develop in each individual an appropriate understanding of the physical, social, and environmental world in which he/she lives and to adjust effectively to the surroundings.
3. To encourage and stimulate the continuous growth of ability to think critically, logically, and independently as well as work cooperatively.
4. To foster in each individual, a moral and ethical responsibility to manifest self-discipline, fairness, tolerance, and courtesy to everyone.
5. To provide for students an opportunity to use and develop talents, intellectual curiosity and the desire to understand and appreciate literary, musical, artistic, and dramatic works.
6. To encourage students to prepare for and to pursue higher education and/or help individuals find their most productive roles in life by giving them fundamental knowledge, vocational training and work experience so that they will be able to qualify for work at their highest skills.
7. To increase awareness, use, and participation of various community agencies and resources.
8. To provide physical and mental health education, with related services, so that the individual will have the knowledge and desire to improve and safeguard his/her well-being.
9. To encourage students to communicate and express ideas through an appropriate variety of means.
10. To provide opportunities for increased student awareness of technological developments and construction as well as application.

ACCREDITATION

The Rochelle Township High School is accredited by the State Department of Public Instruction and the AdvancED.

STUDENT-PARENT-SCHOOL AGREEMENT

In order to achieve the mission of our school, students, parents, and staff must work together in partnership. The following items are expectations for each so that collectively we can help each student reach their true potential.

Students at Rochelle Township High School must share the responsibility to improve academically by doing the following:

1. Attending school every day and getting to classes on time.
2. Preparing for class by doing homework and bringing books, paper, and a writing utensil.
3. Getting plenty of rest the night before class and eating a healthy breakfast.
4. Refraining from using drugs, alcohol, and tobacco products.
5. Following all school and classroom rules.
6. Taking pride in their own work.
7. Setting goals and making plans to achieve those goals.

8. Accepting credit and consequences for their own actions.
9. Making their own education a priority in their life.
10. Respecting teachers' and classmates' views, bodies, and property.

Parent(s) and/ or guardian(s) can support student academic accomplishments by doing the following:

1. Making sure your student attends school every day.
2. Insisting your student get to class on time.
3. Insisting your student be prepared for class (have homework completed; bring book, paper, and writing utensil; be well rested; eat a healthy breakfast; and refrain from using drugs, alcohol, or tobacco products).
4. Insisting your student follow school and classroom rules.
5. Insisting your student respect faculty, classmates, and themselves.
6. Remaining connected and informed by reading communications from the school and replying in a timely fashion.
7. Providing a quiet time and place for daily study.
8. Insisting on achievement and offering encouragement and praise.
9. Teaching your student to accept responsibility for his/her own learning, decisions, and behavior.
10. Refraining from text-messaging or calling students' cell phones during the school day. Instead, use the Main Office as a point of contact.

Rochelle Township High School District #212 will prepare students for their tomorrow by doing the following:

1. Providing high quality curriculum and instruction in a supportive and effective learning environment.
2. Working as a Professional Learning Community answering these four questions
 - a. What do we want students to learn?
 - b. How will we know when students have learned it?
 - c. How will we respond when a student experiences difficulty in learning?
 - d. How will we deepen the learning for students who have already mastered essential knowledge and skills?
3. Providing information in a timely fashion through the use of Skyward Parent Portal, BlackboardConnect, email, our website, and other platforms as specified by the instructor.
4. Providing parents with frequent reports on their student's progress and growth.
5. Holding parent-teacher communication week.
6. Providing parents reasonable access to staff (anytime during the regular school day and in the evenings by appointment).
7. Focusing on meeting every student's individual needs.
8. Keeping students first in all our decisions.

ROCHELLE TOWNSHIP HIGH SCHOOL

STUDENT HANDBOOK

This handbook, prepared by the school administration, board of education, teachers, and parents is presented to the students of Rochelle Twp. High School. It is designed to aid the student attending our high school for the first time by acquainting the student with the ideals and procedures of Rochelle Township High School. It is designed also for the student who is already enrolled in this school. The handbook will keep before the student, the traditions, rules, and regulations of the school.

As we start another year our goal should be to utilize our facilities to the very best of all concerned, and to use them carefully so as to preserve them in good order for future students. We hope school presents a real challenge to you to do your very best in everything you do.

We hope that your summer activities have been both pleasant and beneficial to you and that the coming year may be an outstanding one for you in school participation and achievement. Your most important task at this time is to make a success of your high school work. We want to help you develop your capabilities so that you may become the best and most capable citizen possible. We want you to enjoy your school work and activities and we hope you get involved in the RTHS community.

Receipt of Student Handbook

| | | |
|-------------------|--------------------|--------------|
| _____ | _____ | 9 10 11 12 |
| Printed Last Name | Printed First Name | Circle Grade |

I have received the Rochelle Township High School Student Handbook, which includes the attendance and discipline policies that will be in effect for the 2020-2021 school year.

I understand that I am personally responsible for reviewing and understanding the information contained in the handbook. I also understand that violation of the school's policies may lead to disciplinary action.

| | |
|-------------------|-------|
| _____ | _____ |
| Student Signature | Date |

RTHS STAFF

BOARD OF EDUCATION

Tom Huddleston.....President
Jeff Tilton..... Vice President
Bill Ravnaas Secretary
Carol Hayenga Brent Tracey Brian VanVickle Robert Walsh

ADMINISTRATION

Jason Harper, B.S., M.A.T, Ed.L, Ed.S Superintendent
Chris Lewis, B.S., M.S., Ed.L, Ed.S..... Principal
David Perrin, B.S., M.A., Ph.D..... Assistant Principal
Brett Zick, B.A. M.S.Ed Dean of Students
Richard Harvey, B.S., M.S.Ed..... Athletic Director
Kevin Dale, B.A., M.S. Ed., CSBO Business Manager
Will Wise, B.S. IT Director

TEACHING STAFF

Nelson Baker, B.S..... Science
Dale Bergeson, B.S. Technology
Erin Bergeson, B.S., M.S.Ed.Special Education
Hannah Busching, B.A., M.A.TSpanish
David Cartwright, B.S..... Social Science
Elizabeth Cartwright B.A..... French
Scott Campbell, B.S., M.B.A, M.S. Science
Mike Dale, B.A., M.S Ed.....Guidance Counselor
Kimberly Dewey, B.S., M.A.T.Focus House
John Dobbs, B.A., M.S. Art, Athletics
Deanna Drew, B.S, M.S.EdScience, FFA
Bethney Dufoe, B.S., M.S.Ed.Physical Education
Andrew Evangelista, B.A., M.MMusic
Kristin Flanagan, B.A, M.S Ed. English
Michael Fonfara, B.S., M.S.Ed..... Mathematics
Christian Frieden, B.S..... English
Tasha Hacaga, B.A., M.A.Guidance Counselor
Matt Hagemann B.A., M.A.T... English
Jodi Hill, B.A., M.A.....English, Speech
Tim Hill, B.A., M.A.T. Mathematics
Joe Howard, B.S.....Special Education
Brock Hutchinson, B.S.. Mathematics
James Jackson, B.S., M.S.Ed. Science
Ann Marie Jinkins, B.A., M.S.Ed., M.L.I.S.Librarian
Kyle Kissack, B.S., M.S. Ed Physical Education, Athletics
Eva Lenkaitis, B.A., M.A. Ed. Spanish
Sidney Lippens, B.S.....Special Education
Sorayda Maciel, B.S., M.A, M.S.EdSpecial Education
Glen Mehrings, B.S., M.S.Ed. Math/Business, Athletics
Beth Mock, B.F.A..... Art
Susan Naylor, B.S.Special Education
Erick Olson, B.S. Physical Education, Drivers Education, Athletics
Donna Page, B.S, M.S.Ed.....Horticulture, FFA
Val Pena-Hernandez, B.A.....Spanish

| | |
|--|-------------------------------|
| John Pfaff, B.S., M.S. | Mathematics, Athletics |
| Laura Pillen, B.S., M.S. | Guidance Counselor |
| Duncan Powers, B.A, B.S..... | Spanish |
| Charity Prose, B.S., M.A. | Mathematics |
| Janice Prusator, B.S., M.S.Ed. | Focus House |
| Jarrod Reynolds, B.A,..... | Social Science, Athletics |
| Tony Rowan, B.S., M.A.T. | Physical Education, Athletics |
| Sue Sage, B.S., M.A. | Focus House |
| Shaun Schaefers, B.A.. | Music |
| Carol Schneider, B.A., M.A.T. | Social Studies |
| Amy Schweitzer, B.S. | Health, Physical Education |
| Molly Sly, B.S. | Physical Education, Athletics |
| Adrian Smith, B.S., M.A.Ed.L..... | Science, Athletics |
| McKayla Snedeker, B.S..... | Mathematics, Athletics |
| Katelyn Strietelmeier, B.S. | Social Science |
| Lindsay Suess, B.A., M.A..... | Mathematics |
| Scott Swartz, B.A., M.A.T | English |
| Timothy Thompson, B.A., M.A. Ed.L | Science, Athletics |
| Alison Vrana, B.A., M.A. | English |
| Ryne Vrana, B.S. | Mathematics, Athletics |
| Alphonso Vruno B.S... | Social Science |
| David Welle, B.S., M.A.Ed | English |
| Danae White, B.A., M.A..... | English |
| Kurt Wolter, B.S., M.A..... | Technology |
| Brian Worthington, B.A., M.S.Ed. | English |
| Javier Zepeda, B.A., M.S.Ed. | Guidance Counselor |

SECRETARIAL STAFF

| | |
|--------------------------|--------------------------------|
| Kathy Bull..... | Superintendent Secretary |
| Debbie O'Brien..... | Attendance Secretary |
| Andrea O'Reilly..... | Counseling Center Receptionist |
| Ronda Poliska | Athletic Secretary |
| Teresa Ricketts..... | Main Office Receptionist |
| Vicki Snyder-Chura | Special Projects |
| Kathy Stevens | Registrar |

SUPPORT STAFF

Alma Bonilla..... ELL Aide
Yvonne Brass..... Student Aide/Secretary
Teresa Haggstad.....Library Aide
Officer Pete Pavia..... School Resource Officer
Jacque Johnson, B.S. RN..... Nurse
Mark Lovell, B.S., M.S..... Athletic Trainer
Edna Miller.....Student Aide
Laura Chiavini.....Student Aide

CUSTODIANS

Mark Klouse – Director of Maintenance

| | | | |
|------------------|-----------------|--------------|--------------|
| Cathy Bryan | Terry Daugherty | Jeffrey Mann | Brian Stoll |
| Araceli Carrillo | John Gleissner | Nick Person | Angela Simms |
| Bob Cartwright | Dakota Johnson | Keith Reints | |

TRANSPORTATION

Sherri Smith – Director of Transportation
Mike Tooley - School Bus Fleet Technician & Mechanic

| | | |
|------------------|------------------|------------------|
| Heather Alyswoth | Bonnie Johnson | Rosa Reyes-Perez |
| Jared Brown | Janine LeMar | Sally Sawicki |
| Janice Cupp | Bonnie Longoria | John Slattengren |
| David DeLille | Debra Mayer | Kevin Smith |
| Jane Elliot | Paul Mayer | Karla Steder |
| Jennifer Farrall | Dena McCoy | Ronda Threlkeld |
| Julie Fox | Lori Miller | Mayellen Wegener |
| Virginia Gabriel | Karen Pearson | Donna Weiler |
| Betty Henley | Greg Pfeiffer | Charles Wilmot |
| Sheila Herrmann | Joe Primrose | Larry Wing |
| Gloria Hoffer | H. Rattanasavanh | Garrett Zickur |
| | | Marilyn Zickur |

TEACHER/FACULTY PHONE EXTENSIONS

| <u>Name</u> | <u>Ext.</u> | <u>Name</u> | <u>Ext.</u> |
|--------------------|--------------------|--------------------|--------------------|
| Baker, N | 3203 | Naylor, S | 4204 |
| Bergeson, D | 4229 | O'Brien, D | 5103 |
| Bergeson, E | 2202 | Olson, E | 2208 |
| Bonilla, A | 4210 | O'Reilly, A | 5218 |
| Brass, Y | 4127 | Page, D | 3107 |
| Busching, H | 2209 | Pavia, P | 5217 |
| Bull, K | 5118 | Pena-Hernandez, V | 2206 |
| Campbell, S | 3208 | Perrin, D | 5112 |
| Cartwright, D | 2108 | Pfaff, J | 1205 |
| Cartwright, L | 2204 | Pillen, L | 5210 |
| Dale, K | 5110 | Poliska, R | 7102 |
| Dale, M | 5208 | Powers, D | 2211 |
| Dobbs, J | 5222 | Prose, C | 1207 |
| Drew, D | 3104 | Reynolds, J | 2111 |
| Dufoe, B | 7120 | Ricketts, T | 5102 |
| Evangelista, A | 6110 | Roberts, C | 4109 |
| Flanagan, K | 1109 | Rowan, T | 7117 |
| Fonfara, M | 1209 | Schaefers, S | 6111 |
| Frieden, C | 1108 | Schneider, C | 2107 |
| Hacaga, N | 5206 | Schweitzer, A | 7123 |
| Hagemann, M | 1106 | Sly, M | 7121 |
| Haggstad, T | 4110 | Smith, A | 3102 |
| Harper, J | 5108 | Snedeker, M | 1206 |
| Harvey, R | 7103 | Snyder-Chura, V | 5214 |
| Hill, J | 2208 | Stern, C | 4225 |
| Hill, T | 1211 | Stevens, K | 5202 |
| Howard, J | 4111 | Strietelmeier, K | 2109 |
| Hutchinson, B | | Suess, L | 1208 |
| Jackson, J | 3204 | Swartz, S | 1104 |
| Jenkins, A | 4112 | Thompson, T | 3108 |
| Johnson, J | 5121 | Vrana, A | 1107 |
| Kissack, K | 7116 | Vrana, R | 1202 |
| Klouse, M | 7160 | Vruno, A | 2106 |
| Lenkaitis, E | 2207 | Welle, D | 1105 |
| Lewis, C | 5104 | White, D | 1102 |
| Lippens, S | 2205 | Wise, W | 4215 |
| Lovell, M | 7118 | Wolter, K | 4129 |
| Maciel, I | 3202 | Worthington, B | 1111 |
| Mehrings, G | 1204 | Zepeda, J | 5204 |
| Mock, B | 5211 | Zick, B | 5106 |

E-mail addresses for RTHS faculty and staff are set as first initial and last name @rthsd212.org. Teachers will notify their students as to any exceptions to this format.

OFFICIAL CALENDAR

ROCHELLE TOWNSHIP HIGH SCHOOL

| | | |
|-----------|------------|--|
| August | 13 | Teacher Institute (no school) |
| August | 14 | Teacher Institute (no school) |
| August | 17 | First day of school for RTHS Students |
| August | 24 | First day of school for KEC* Students |
| September | 07 | Labor Day – (no school RTHS or KEC) |
| October | 09 | Teacher Institute (no school RTHS) |
| October | 12 | Columbus Day – (no school RTHS or KEC) |
| October | 16 | End of 1 st grading period |
| November | 03 | Election Day – (no school RTHS) |
| November | 05 | RTHS dismisses @11:30 (KEC @12:10) – School Improvement meetings |
| November | 06 | No classes @ KEC – Teacher’s Institute |
| November | 25-27 | Thanksgiving vacation (no school RTHS or KEC) |
| December | 04 | RTHS dismisses @11:30 – School Improvement meetings |
| December | 18-22 | 1 st Semester Final Exams at RTHS |
| December | 21 | No PM classes @ KEC – Conferences |
| December | 22 | No classes @ KEC – Conferences |
| | | End of the 2 nd grading period, end of 1 st Semester |
| January | 06 | Teacher Institute (no school RTHS) |
| January | 07 | 2 nd Semester begins – RTHS & KEC classes resume |
| January | 18 | Martin Luther King Day – (no school RTHS or KEC) |
| February | 12 | RTHS classes dismiss @11:30 – School Improvement meetings |
| | | No classes @ KEC – Teacher’s Institute |
| February | 15 | President’s Day – (no school RTHS or KEC) |
| March | 04 | RTHS dismisses @11:30 – School Improvement meetings |
| | | KEC afternoon classes are in session |
| March | 12 | KEC dismisses @12:10 – School Improvement meetings |
| | | End of 3 rd grading period |
| March | 22-26 | Spring Break – (no school RTHS or KEC) |
| March | 29 | Classes resume |
| April | 02 | No school – RTHS & KEC |
| April | 05 | No classes at KEC |
| April | 13 | PSAT/SAT Testing Day – Grades 9-11 |
| | | KEC dismisses @12:10 – School Improvement meetings |
| May | 07 | RTHS dismisses @11:30 – School Improvement meetings |
| May | 20, 21, 24 | **Second semester final exams at RTHS |
| May | 24 | **Last day of classes for RTHS – with zero emergency days used |
| May | 25-June 1 | Emergency days for use as needed |
| May | 28 | Graduation rehearsal mandatory @10 am in the gymnasium |
| May | 29 | RTHS Class of 2021 graduation @10 am in the gymnasium |

Grading Periods

End of 1st grading period – October 16
 End of 2nd grading period – December 22
 End of 3rd grading period – March 12
 End of 4th grading period – May 24**

RTHS Institute Days

August 13
 August 14
 October 9
 January 6

*** KEC = Kishwaukee Education Consortium**

**** Tentative dates pending emergency days**

Daily Class Schedule

| | |
|-----------|---------------|
| Period 1 | 8:05 - 8:55 |
| Period 2 | 9:00 - 9:50 |
| Period 3 | 9:55 - 10:45 |
| Period 4 | 10:50 - 11:15 |
| Period 5 | 11:20 - 11:45 |
| Period 6 | 11:50 - 12:15 |
| Period 7 | 12:20 - 12:45 |
| Period 8 | 12:50 - 1:15 |
| Period 9 | 1:20 - 2:10 |
| Period 10 | 2:15 - 3:05 |

Lunch Periods

| | |
|----------|---------------|
| Period 4 | 10:50 – 11:15 |
| Period 5 | 11:20 – 11:45 |
| Period 6 | 11:50 – 12:15 |
| Period 7 | 12:20 – 12:45 |
| Period 8 | 12:50 – 1:15 |

Flex Thursday Schedule

| | |
|-----------|---------------|
| Period 1 | 8:05 – 8:50 |
| Period 2 | 8:55 – 9:40 |
| Period 3 | 9:45 – 10:30 |
| Period 4 | 10:35 – 10:55 |
| Period 5 | 11:00 – 11:20 |
| Period 6 | 11:25 – 11:45 |
| Period 7 | 11:50 – 12:10 |
| Period 8 | 12:15 – 12:35 |
| Period 9 | 12:40 – 1:25 |
| Period 10 | 1:30 – 2:15 |
| FLEX | 2:20-3:05 |

Lunch Periods

| | |
|----------|---------------|
| Period 4 | 10:35 – 10:55 |
| Period 5 | 11:00 – 11:20 |
| Period 6 | 11:25 – 11:45 |
| Period 7 | 11:50 – 12:10 |
| Period 8 | 12:15 – 12:35 |

HALF-DAY Schedule

| | | |
|-----------|---------------|-----------------|
| Period 1 | 8:05 – 8:30 | |
| Period 2 | 8:35 – 9:00 | |
| Period 3 | 9:05 – 9:30 | |
| Period 4 | | } 4/5, 4/6, 5/6 |
| Period 5 | 9:35 – 10:00 | |
| Period 6 | | } 6/7, 6/8, 7/8 |
| Period 7 | 10:05 – 10:30 | |
| Period 8 | | |
| Period 9 | 11:05 – 11:30 | |
| Period 10 | 11:05 – 11:30 | |

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

PANDEMIC MANAGEMENT

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PARENT DROP OFF PROCEDURE

Parents will not be able to leave lunch money in the school offices for students to pick up during the school day. Students will be able to meet their parent in the office between class periods or during the student's lunch period to receive all other items.

GENERAL INFORMATION **ENROLLMENT AND REGISTRATION**

PRE-REGISTRATION

All incoming freshmen will be pre-registered by a high school counselor visiting their schools.

PLACEMENT IN HONORS CLASSES

The identification process used to place students in honors classes at Rochelle Twp. High School is a multi-criteria measure. During the initial phase of the process students who score at the 75th % or higher in specific sub-tests on the Explore Exam are identified. Those students are then required to take the STS Placement Test. Specific subject area scores and aptitude scores from this test, as well as eighth grade teacher recommendations and past school performance are all measures used in the identification process. The information is compiled by the R.T.H.S. gifted coordinator and is then evaluated by a committee of R.T.H.S. teachers. A matrix is utilized to evaluate each student's information, per subject area.

The placement process begins in the spring of the eighth grade year. Eligible students will receive a letter indicating date and time of the STS Placement Test. Students are reevaluated at the end of each subsequent year while in high school to determine if placement continues to be appropriate.

FRESHMAN CONFERENCES

Invitations for freshmen conferences will be sent by the counselors and a mutually convenient time will be set. The purpose of these conferences is to review test scores, schedules and discuss placement in classes and for general questions or concerns.

FRESHMAN AND NEW STUDENT REGISTRATION

Freshman and new students will be registered online (or in person in case of a new-to-district student). The following will be required:

- Completed Health Examination Forms, 9th grade physical, and birth certificate.
- Proof of residency within the school district.
- Payment (cash or check) for fees (\$165 or \$140 by designated early registration date).
- Any new student entering RTHS before the end of the 1st semester will be charged for the full school year. Students entering RTHS any time after the beginning of the 2nd semester will be charged half the amount of the registration fee.

- Locker assignments will be printed on the student's schedule
- A tour of the building will be given to new students prior to the start of school.

RETURNING STUDENT REGISTRATION

All students will register online with Skyward for the upcoming school year. Registration information will be sent to each student's primary family during the month of May.

REGISTRATION FEES

1. Student Fees - Registration and book fees are \$165. A discounted rate of \$140 will be given if registration is complete and turned in before the registration deadline.

Any new student entering RTHS before the end of the 1st semester will be charged for the full school year. Students entering RTHS any time after the beginning of the 2nd semester will be charged half the amount of the registration fee.

2. Driver Ed Fees - Each student will pay to the Secretary of State \$20.00 for his or her driver education fees (permit) as well as \$50.00 to RTHS (Behind the Wheel).
3. P.E. Shirts - Each student will be required to purchase from the Physical Education Department an RTHS PE t-shirt for \$8.00 and a lock for \$5.00.

REGISTRATION REFUND POLICY

Student Registration/Textbook fees are set by the Board of Education annually. Funds received from payment of these fees are used to purchase textbooks for RTHS. Refunds are available to students in the following circumstances:

1. The student must transfer to another school and that school must request a copy of the student's records. **No refunds are given to students who drop out of school.**
2. Students who transfer within a week of the first day of school or a week of their enrollment date are entitled to a full refund of all fees paid for that school year.
3. Students who have paid their fees and transfer after a week of attendance, but before the end of the first week of the second semester are entitled to a refund of half of the fees for the year.
4. No refunds will be given for students that transfer after the end of the first week of the second semester.

LOCKERS

Lockers are the property of the school district and are to be used as storage for books, school supplies, outdoor garments, and lunches brought from home. School authorities reserve the right to periodically inspect lockers to insure the health, safety, and general welfare of students, faculty, and school property. Searches may be conducted by school officials at any time. **Students are not allowed to share lockers. If students are found to be sharing lockers it may result in an In-School Suspension.**

ITEMS LEFT IN LOCKERS

Text Books and/or Library Books that are left in lockers and not returned to the teacher will be counted as lost and the student will be billed. Any **personal items** left in lockers upon termination of attendance will be removed from lockers and discarded. The school is not responsible for items left in lockers. This also applies to P.E. lockers.

REPORT CARDS

Report cards are available via Skyward at the end of each semester period. An explanation of grades used in the report card is as follows:

A - Superior
D - Below Average

B - Very Good
F - Failing, no credit

C - Average
I – Incomplete

GRADE WEIGHTING

A grade weighting system is used at Rochelle Township High School.

| Regular Weighting | | | | AP/Honors Weighting | | | |
|-------------------|-----|----|-----|---------------------|-----|----|-----|
| A | 4.0 | C | 2.0 | A | 5.0 | C | 3.0 |
| A- | 3.6 | C- | 1.6 | A- | 4.6 | C- | 2.6 |
| B+ | 3.4 | D+ | 1.4 | B+ | 4.4 | D+ | 2.4 |
| B | 3.0 | D | 1.0 | B | 4.0 | D | 2.0 |
| B- | 2.6 | D- | 0.6 | B- | 3.6 | D- | 1.6 |
| C+ | 2.4 | F | 0.0 | C+ | 3.4 | F | 0.0 |

The following academic classes are weighted:

| | |
|---------------------------------|--|
| Honors English I | Honors Biology |
| Honors Geometry | Honors English II |
| Honors Speech | Honors Chemistry |
| Honors Algebra II | Honors Pre-Calculus |
| Honors Physics | French IV |
| Advanced Composition | Advanced Literature |
| Spanish IV Dual Credit | Engineering-Math-Science Academy Dual Credit |
| AP European History | AP US History |
| AP Studio Art | AP Spanish Language |
| AP Statistics | AP Calculus |
| AP Chemistry | Topics in Math Dual Credit |
| Government Dual Credit (Summer) | College Algebra Dual Credit |
| Speech Dual Credit | |

HONOR ROLL

The honor roll is compiled and published at the end of each semester. The Honor Roll is based on the student's weighted GPA. A weighted GPA of 3.0 is needed to make the Honor Roll, while a weighted GPA of 3.6 earns a spot on the High Honor Roll.

A student must be carrying at least five classes (or four academic classes) in order to be eligible for either High Honor Roll or Honor Roll. Music (with the exception of Music Theory), Physical Education and Driver Education are not used in determining either Honor Roll. A student cannot have a grade of "D" and be eligible for either Honor Roll, unless the course is weighted.

“CUM LAUDE WITH HONORS” GRADUATION RECOGNITION

Rochelle TWP High School implements the use of the national standard, Cum Laude, to recognize the high academic efforts of our students. This system distinguishes student academic performance at three levels:

| | |
|----------------|---------------------------------|
| 4.0 and above: | Summa Cum Laude (Highest Honor) |
| 3.75-3.99 | Magna Cum Laude (Great Honor) |
| 3.50-3.74 | Cum Laude (With Honor) |

TRANSCRIPTS

A transcript of your school record may be sent to another school or college at your request. No fee is charged for this service. The student, parent, or legal guardian must sign a release form.

In accordance with the Family Educational Rights and Privacy Act, students and parents have the right to examine and/or copy the student's records kept in the main office and the counseling center.

DROPPING A CLASS

A student may drop a class within the first three weeks of a semester without penalty. If a student drops a class after three weeks, the student will receive a grade of F for the semester.

SILVER SERVICE CORD **COMMUNITY SERVICE PROGRAM**

RTHS offers a program teaching students the value and personal satisfaction derived from public service. Students must complete 400 hours of service while in high school beginning the summer before they enter RTHS. Upon accumulation of 400 hours, students are presented the Silver Cord worn with distinction at Commencement.

Volunteers striving for the Silver Cord may **NOT** receive payment or course credit for the hours. Volunteers must document all work and get the signature of the supervising adult on the documentation. Service may include, but is not limited to: Hospital, Senior Citizen Center, Nursing Home Volunteer, Preschool, Daycare Volunteer, Coaching, Peer Tutoring, etc. Hours spent assisting family members are NOT VALID. Hours must benefit the community, community members, or student body. If you question the validity of a service request, check in the office **BEFORE** accepting the job. **Hours MUST be filed during the semester in which you volunteer to receive credit.**

Volunteer requests and hours are posted in the main office. Guidelines regarding service appear on the Silver Service documentation form and are on our website.

SELECTION PROCEDURE FOR MEMBERSHIP IN THE **NATIONAL HONOR SOCIETY**

1. Membership in the Rochelle High School local chapter of the National Honor Society is an honor bestowed upon a student. A student cannot apply for membership. A student does not have a constitutional right to membership. Selection for membership is made by a faculty council and is based on four qualities: scholarship, leadership, service, and character.
2. To be eligible for membership a candidate must be a junior or senior and must have been in attendance at Rochelle Township High School the equivalent of one semester.
3. A National Honor Society member who transfers to Rochelle from another school and brings a letter from the former Principal or chapter adviser to the adviser in Rochelle shall be accepted automatically as a member in Rochelle's chapter. Transfer students must meet Rochelle's standards within one semester in order to retain membership.
4. Candidates must have a cumulative scholastic average of at least 3.5 on a 4.0 scale.
5. After first semester grades are available, each junior and senior student who has the 3.5 or higher average will be notified by a letter to his/her parent or guardian. Any student who wishes to be considered a candidate for membership must then complete a copy of the Student Activity Information Form (Form I) and submit it to the Faculty council by the deadline. Any student who does not complete and submit this form by the deadline will not be given further consideration for membership. Completion of the form indicates the student's desire to become a member of the National Honor Society; his/her willingness to comply with the rules and regulations of the National Honor Society, including the intention to maintain the standards by which he/she was chosen for membership; and his/her intention

to be present at the ceremony at which National Honor Society members are announced and inducted.

COMPLETION OF THE FORM DOES NOT GUARANTEE SELECTION.

6. The Faculty Council will study the Student Activity Information Form submitted by each student and evaluate the student for the qualities of leadership, service, and character. Each potential National Honor Society member should exhibit some of the qualities under each heading of the following list:

Leadership - The student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles, and making suggestions.
2. Demonstrates leadership in promoting school activities.
3. Exercises influence on peers in upholding school ideals.
4. Contributes ideas that improve the civic life of the school.
5. Is able to delegate responsibilities.
6. Exemplifies positive attitudes.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
10. Demonstrates leadership in the classroom, at work, and in school activities.
11. Is thoroughly dependable in any responsibility accepted.

Service - The student who serves:

1. Is willing to uphold scholarship and maintain a loyal school attitude.
2. Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
3. Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
4. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
5. Cheerfully and enthusiastically renders any requested service to the school.
6. Is willing to represent the class or school in inter-class and inter-scholastic competition.
7. Does committee and staff work uncomplainingly?
8. Shows courtesy by assisting visitors, teachers, and students.

Character - The student of character:

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability).
3. Upholds principles of morality and ethics.
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability.
6. Shows courtesy, concern, and respect for others.
7. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
8. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in academic work, and showing unwillingness to profit by the mistakes of others.
10. Actively helps to rid the school of bad influences or environment.

7. The Faculty Council will seek additional information from the Rochelle Township High School faculty in a special faculty meeting by asking each teacher to complete Form II for each student candidate known by that teacher. Each teacher will be given a copy of List I to assist him/her in the evaluation. The faculty evaluations are advisory only because the full faculty does not vote to determine membership. The actual election must be made by the appointed members of the Faculty council.
8. Having gathered and studied all the above information concerning each potential National Honor Society member, the Faculty Council will meet in private to vote on each candidate. Each member of the council will complete Form III.
9. This selection procedure may be changed yearly by the current Faculty Council.

DISMISSAL PROCEDURE

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

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

- a) Cumulative grade point average falling below 3.5 two semesters in succession
- b) Unexcused failure to participate in meetings and/or service projects
- c) Repeated failure to cooperate with school personnel or to abide by school rules
- d) Out-of-school suspension
- e) Conviction of a criminal offense
- f) Using the induction ceremony as an occasion for showing criticism of the educational system or its personnel or doing anything which would detract from the dignity of the ceremony

Procedure for Dismissal

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

STUDENT RECORDS

The Rochelle Township High School District wishes to inform parents/students of the following information regarding student records.

The student's permanent record is kept for sixty years and the student's temporary record is kept for five years. Students have the right to request a copy of these records at any time prior to their destruction. The temporary records of students who do not graduate or withdraw will be destroyed five years following their initial graduating class.

- A. A student **permanent record** contains the following information:
 - 1. Basic identifying information, including student and parents, names and addresses, birth date and place and gender.
 - 2. The academic transcript, including grades, graduation date, grade level achieved and scores on college entrance examinations.
 - 3. The attendance record.
 - 4. Any accident reports and the health record.
 - 5. A record of release of permanent record information
 - 6. Any honors and awards received.
 - 7. Information concerning participation in school sponsored activities or athletics, or offices held in school-sponsored organizations.
 - 8. Mandated state and/or national assessments as appropriate

- B. A student **temporary record** consists of all information not required in the permanent record. It may include:
 - 1. Family background information.
 - 2. Intelligence test scores, group and individual.
 - 3. Aptitude test scores.
 - 4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
 - 5. Elementary and secondary achievement level test results.
 - 6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
 - 7. Honors and awards received.
 - 8. Teacher anecdotal records.
 - 9. Disciplinary information.
 - 10. Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
 - 11. Any verified reports or information from non-educational persons, agencies or organizations.
 - 12. Other verified information of clear relevance to the education of the student
 - 13. Record or release of temporary record information.

- C. Directory information consists of the following:
 - 1. Identifying information: name, address, gender, level, birth date and place, and parents' names and addresses.
 - 2. Academic awards, degrees, and honors.
 - 3. Information in relation to school-sponsored activities, organizations, and athletics.
 - 4. Major field of study

5. Period of attendance in the school.

Throughout the school year the various military recruiters request a student directory. The “No Child Left Behind Act of 2001” and the “National Defense Authorization Act for Fiscal Year 2002” allow military recruiters to be entitled to receive a student directory consisting of name, address, and telephone number. If a parent or student does not wish to have this information released to the military for the 2020-2021 school year, please contact the counseling center to have that information restricted.

Directory information may be released to the general public, unless a parent requests that any or all such information not be released concerning his/her child or children.

D. Parents/students have the right to inspect and copy

1. The student permanent record
2. The student temporary record
3. Any student record proposed to be destroyed or deleted from the student records.

E. Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of:

1. Accuracy
2. Relevance; and/or,
3. Propriety.

This right includes the right to challenge the information contained in the student record(s) prior to the transfer of the record(s) to another district in the event of the child/children's transfer to another school system. The procedures for challenging the contents of student records include the following steps:

1. A request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
2. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.
3. If the challenge is not resolved by the informal conference, formal procedures shall be initiated:
 - a) A hearing officer, who shall not be employed in attendance center in which the student is enrolled, shall be appointed by the school.
 - b) The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
 - c) At the hearing each party shall have the following rights:
 1. The right to present evidence and to call witnesses
 2. The right to cross-examine witnesses
 3. The right to counsel
 4. The right to a written statement of any decision and the reasons therefore.
 - d) A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A type-written transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.

- e) The decision of the hearing officer shall be rendered no later than ten school days after the conclusion of the hearing and shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - 1. To retain the challenged contents of the student record.
 - 2. To remove the challenged contents of the student record.
 - 3. To change, clarify or add to the challenged contents of the student record.
 - 4. Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within ten school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of Educational Services Region shall examine the documents and record, make findings and issue a decision to the parents and the school within 20 days of the receipt of the appeal documents.
 - 5. The school shall be responsible for implementing the decision of the Superintendent of the Education Service Region.
 - 6. The final decision may be appealed to the judicial system.

Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

- F. Parents have the right to control the release of student records. The release of records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release and the specific records to be released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.
- G. There are persons, agencies and organizations which have access to student records without parental consent. They include:
 - 1. The records custodian of another school system into which the child/children transfer(s) if parents make no objection within ten school days, to the contents of the school records listed in the notice to transfer records.
 - 2. Persons authorized, as required by state or federal law. In such cases parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and/or challenge such information. If this release of information related to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
 - 3. The school shall grant access to, or release information from, school students records without parental consent or notification:
 - a) To an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or

- administrative interest in the student and the records are in furtherance of such interest;
- b) To any person for the purpose of research, statistical reporting, or planning, provided that:
 - 1. Such person has the permission of the State Superintendent of Education; and,
 - 2. No student or parent can be identified from the information released;
 - c) Pursuant to a court order, provided that the procedures outlined in IL Rev. Stats. 1975, Ch.122, Article 50 - 6(a), (5) are observed.
- H. A parent or student may not be forced by any person or agency to release information from the temporary record in order to accrue any right, privilege or benefit, including employment, credit or insurance.

PESTICIDE APPLICATION NOTIFICATION

State law effective August 1, 2000 requires that schools provide the parent or guardian notice when pesticide application will occur on school grounds or in surrounding areas of the school. In order to control the bug population, pesticide spraying has been a regular procedure at most schools including here at RTHS. We have professional services for spraying and it is performed in the evening when students and staff are not present in the building.

Please take note of the following tentative dates on which pesticide application may occur at Rochelle Twp. High School within the 2020-2021 school year: August 27, September 24, October 22, November 19, February 25, March 25, April 22, May 27, June 24, and July 22.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

TORNADO DRILL

Tornado drills will begin when the tone pulses. When the drill begins, classes are to respond in an orderly fashion as directed below. **Teachers: Take class roster or grade book with you.** You are to remain in your designated area until instructed to return to your classroom. (This will be given over the public address system).

First Floor A,B,C Wings

Stay in your rooms; Move to inside walls away from windows

First Floor D & E Wing

E121, E122, D105, D107 move to library offices D111, D111A, D113, D113A, D125, D129, D131 move to C Wing hallway

Library & Library Classroom D115C

Proceed to Library Computer Lab Room D119

Second Floor A Wing

Rooms A202, A204, A205, A207 will move to the 1st Floor A Wing hallway using stairwell #3 – E224.

Rooms A206, A208, A209, A211 will move to the 1st Floor A Wing hallway using East stairwell #4

Second Floor B Wing

Rooms B202, B204, B205, B207 will move to 1st Floor B Wing hallway using the Library stairwell

Rooms B206, B208, B209, B211 will move to 1st Floor B Wing hallway using East stairwell #5

Second Floor C Wing

Rooms C201, C202, C204 will move to 1st Floor C Wing hallway using stairwell #10

Rooms C203, C207, C208 will move to 1st Floor C Wing hallway using East stairwell #6.

Second Floor D & E Wing

Rooms E211, E222, D203 proceed to
1st Floor A Wing hallway using stairwell #3

Rooms D203, D205, D207, D209, D215 move
to 1st Floor B Wing hallway using the Library
stairwell

Rooms D221, D229, D231 will move to 1st
Floor C Wing hallway using stairwell #10

Main Office

Move to Vault E115

Counseling Center

Will proceed to the Boys' Varsity Locker
Room G112

Cafeteria / Commons

Will proceed to Boys' PE Locker Room G106

F Wing – Music, Drama, and Auditorium:

Will proceed through the commons area to the
Boys' Varsity Locker Room G112.

**Big and Small Gym, Training Room,
Weight Room, Dance Room**

Will proceed to Girls PE Locker
Room G128

Food Preparation and Maintenance Area

Move to G161 Storage Room

FIRE DRILL

At the sound of the fire alarm, go into a soft lockdown and wait for instructions. If you see a threat of fire, or are instructed to evacuate, please respond in an orderly fashion as directed below.

Teachers: Take class roster or grade book with you. You are to remain in your designated area until instructed to return to your classroom. (This will be given over the public address system).

Classes Exiting:

North Congregate in the lawn between the students and teachers parking lots

South Congregate on the front lawn past the circular drive.

East Congregate across the road in the East lawn

West Congregate across the road in the West lawn

A Wing Rooms A102, A104, A105 proceeds to Exit/Door #3

Rooms A106, A107, A108, A109, A111 proceeds to Exit/Door #4 at East end of the hall.

Rooms A202, A204, A205 proceeds to stairwell #3 to Exit/Door #3

Rooms A206, A207, A208, A209, A211 proceeds to stairwell #4 to Exit/Door #4

B Wing Rooms B102, B104, B105, B107, proceeds through north Library entrance to Exit/Door #11

Rooms B106, B108, B109, B111 proceeds to Exit/Door #5 at the East end of the hall

Rooms B202, B204, B205, B207 proceeds to Library stairwell, through south Library entrance, to Exit/Door #12

B206, B208, B209, B211, proceeds to stairwell #5 to Exit/Door #5

C Wing Rooms C101, C102 Proceeds to Exit/Door #9 at North End of Gallery

Use classroom exits for rooms C105 (Door #8), C107 (Door#7), and C109 (Door #7)

Rooms C104, C108 move to Exit/Door #6 at the East end of the hallway

Room C201 proceeds to stairwell #10 to Exit/Door #10

Rooms C202, C203, C204, C207, C208 proceeds to stairwell #6 to Exit/Door #6

D Wing

D105, D107, proceeds to South Library entrance to Exit/Door #12

D115C, D119 move to Exit/Door #11

D125, D129, D131 proceeds to Exit/Door #9

D203 proceeds to Stairwell #3 to Exit/Door #3

D205, D207, D209, D215 proceeds down Library Stairwell, through South Library Entrance to Exit/Door #12

D221, D229, D231, proceeds to Stairwell #10 to Exit/Door #10

E Wing

E121 proceeds to Exit/Door #13

E122 use classroom Exit/Door #2

Main Office – proceeds to Exits/Doors #1 or #13

Counseling Center proceeds to Stairwell #14 to Exit/Door #14

F Wing

Commons Area / Cafeteria use Exits/Doors #19, #20, #21, #1

Rooms F103, F105, F107 move to Exit/Door #25

F111 proceeds to Exit/Door #24

F126, F128 proceeds to Exit/Door #23

G Wing

Athletic Director Offices – Exit/Door #1

Boys PE Locker Room, Boys Varsity Locker Room proceeds to Exit/Door #1

Training Room, Girls Varsity Locker Room, Girls PE Locker Room, Dance Room proceeds to Exit/Door #15

Wrestling Room, Weight Rooms proceeds to Exit/Door #17

Auditorium Lower LevelEast Side:

Move to Southeast exit by front of the stage and proceed to Exit/Door #24

West Side:

Move to Southwest exit by front of the stage and proceed to Exit/Door #23

Auditorium Upper LevelEast Side:

Move to Northeast exit and proceed to Exit/Door #1

West Side:

Move to Northwest exit and proceed to Exits/Doors #19, #20, or #21

Big Gym**North Bleachers**

East End:

Exit Northeast doors into the “locker room” hallway and proceed out

Exit/Door #15

West End:

Exit Northwest doors into the “weight room” hallway and proceed out

Exit/Door #17

Big Gym South Bleachers

East End:

Exit Southeast doors into the “locker room” hallway and proceed out

Exit/Door #1

West End:

Exit Southeast doors into the “weight room” hallway and proceed to

Exits/Doors #19, #20, or #21.

Big Gym East Bleachers

North End:

Exit Northeast doors into the “locker room” hallway and proceed out

Exit/Door #15

South End:

Exit Southeast doors into the “locker room” hallway and proceed out

Exit/Door #1

Big Gym West Bleachers

North End:

Exit Northwest doors into the “weight room” hallway and proceed out

Exit/Door #17

South End:

Exit Southeast doors into the “weight room” hallway and proceed to

Exits/Doors #19, #20, or #21.

Small Gym North Bleachers

East End:

Exit Northeast doors into the “locker room” hallway and proceed out

Exit/Door #15

West End:

Proceed across the gym floor to Exit/Door #16

Small Gym South Bleachers

East End:

Exit Northeast doors into the “locker room” hallway and proceed out

Exit/Door #15

West End:

Proceed to Exit/Door #16

FALSE ALARMS, WARNING: It is a violation of Rochelle City Ordinance to turn in a false alarm. Violators will be subject to a fine of \$200.00, dismissal from school and subsequent action by the BOARD OF EDUCATION.

SCHOOL CANCELLATIONS AND EARLY DISMISSAL

When weather conditions or emergency situations make it necessary to close the school in Rochelle Twp. High School District #212, an automated phone call will be made to the primary family phone number(s), as well as the first secondary guardian number, identified in Skyward. The closing will also be announced on the local radio station, 1060 AM WRHL. Such announcements will be aired no later than 7:00 a.m. unless unusual circumstances exist. PLEASE DO NOT CALL THE SCHOOL.

BUS SERVICE

The school has provided buses in order to equalize educational opportunities, and to provide safe, healthful and economic transportation.

All students living one mile or more from school are brought to school in the morning and returned home at the close of school without any charge to the student.

STUDENT DROP OFF/PICK UP PROCEDURE

The safety of our students is our utmost concern. We have developed procedures with safety in mind regarding the location of student drop off and pick up, as well as providing proper supervision.

Students who are being dropped off may enter the building through either the main entrance or the student entrance in the courtyard. Drop off may be completed in either the front circle drive or in the student parking lot.

Students being picked up after school will be directed to the northeast corner of the student parking lot. The front circle drive will be closed to after-school pick up. For ease of directions, follow the signs on the campus to find the pick up location.

TRANSPORTATION NOTICE TO PARENTS/GUARDIANS

Parent(s) or legal guardian(s) who must provide transportation to and from school **because free transportation is not available for their children** may be eligible to receive money from the state to help offset some of the cost, for example, bus fares, or mileage reimbursement for private automobiles at 51 cents per mile.

If you can answer **yes** to the following questions for the 2020-2021 school year, you may be eligible to receive reimbursement for providing such transportation.

- 1.) Was the pupil under the age of 21 at the close of the school year?
- 2.) Was the pupil a full-time student in grades kindergarten through 12?
- 3.) Did the pupil either live 1 ½ miles or more from school **or** live less than 1 ½ miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs)
- 4.) Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5.) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois, and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, 2020 to complete a claim application. Claim forms should be available from February 2020 through June 30, 2021.

In addition, parent(s)/guardian(s) who had pupils living **less than 1 ½ miles** from the school attended must have **already verified** that a safety hazard exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live. Parents/Guardians residing within the **City of Chicago** must have received and submitted applications from the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001 by **February 1, 2020**. The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be approved. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form.** Parents who have received approval of a safety hazard on or after October 1, 1999, and whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be pro-rated.

If you have any questions, please call or come to the school as soon as possible.

TRANSPORTE PREVIO AVISO A LOS PADRES/TUTORE

Los padres o guardians legales quienes deben proveer transporte a la escuela y de la escuela a sus niños debido a que no existe transporte gratis quizás sean elegibles para recibir reembolso del estado para ayudar con dichos gastos. Por ejemplo, podrían recibir reembolso por el costo del pasaje en autobus o reembolso por el uso de automóviles privados a razón de 51¢ por milla.

Si Ud responde que sí a las siguientes preguntas durante el año escolar 2020-2021, Ud quizás sea elegible para recibir reembolso por dicho transporte.

- 1) ¿Será el estudiante menor de 21 años de edad al cierre del año escolar?
- 2) ¿Está el estudiante matriculado por tiempo completo en los grados de Kg hasta el grado 12?
- 3) ¿Vive el estudiante a 1 ½ milla o más de distancia de la escuela o vive a menos de 1 ½ milla de la escuela pero debe de ser transportado debido a peligros de seguridad según aprobados por el Illinois Department of Transportation? (ver los párrafos que siguen)
- 4) ¿Asiste el estudiante a una escuela en Illinois que cumple con los requisitos legales de Illinois de asistencia mandatoria?
- 5) ¿Ha incurrido el padre o guardián gastos de transporte como resultado de llevar y traer al niño a la escuela?

Si Ud ha contestado que sí a las preguntas, ha vivido en Illinois y desea hacer petición, Ud debe de ir a la escuela donde su niño está matriculado antes del 30 de Junio, 2020 y completar el formulario de reclamación. Estos formularios de reclamaciones se encontrarán en las escuelas a partir del Febrero 2020 hasta el **30 de Junio, 2021.**

Además, los padres of guardians de estudiantes que vivan **a menos de 1 ½ millas** de distancia de la escuela a la cual asisten deberán verificar que existen peligros de seguridad debido al tráfico de vehículos. Esta verificación se puede hacer completando un Formulario que Determina Serios Peligros (Application for Determination of Serious Safety Hazard) en la oficina del Superintendente Regional de Escuelas del condado en el cual residen, **excepto de la ciudad de Chicago. Los residentes de la ciudad de Chicago** deben recibir y someter sus peticiones directamente del Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001 antes del **1 de Febrero, 2020.** El Superintendente Regional de Escuelas debe de enviar dicho formulario al Departamento de Transportes dentro de un periodo de 15 dias de haberlo recibido. El Departamento de Transportes de Illinois revisa y aprueba o niega la solicitud y la devuelve al Superintendente Regional de Escuelas en un periodo de 30 días. Al recibir la solicitud ya revisada, el Superintendente Regional de Escuelas la enviará por correo al padre o guardián quién había hecho la solicitud. **Si este peligro de seguridad es aprobado, el padre o guardián legal debe de ir a la escuela de su niño y completar la solicitud de reembolso.** Los padres o guardians quienes hayan recibido verificación de peligro de seguridad durante y después del año escolar 1999 cuyos niños asisten a la misma escuela y viven en el mismo domicilio no tendrán que volver a solicitar la verificación de peligro de seguridad..

Una vez que todas las peticiones de reembolso hayan sido completadas en la escuela, dichas peticiones serán enviadas a la Junta de Educación Estatal (Illinois State Board of Education). Si su petición de reembolso es aprobada, Ud recibirá un cheque directamente del Estado durante el mes por la cantidad que sea menor entre el costo de transportar a su niño y el promedio de reembolso que es pagado a las escuelas públicas por transportar estudiantes en el programa regular. Si la Asamblea General no provee los suficientes fondos, el reembolso será en proporción a la cantidad aprobada.

Si Ud tiene alguna pregunta o necesita mas información, favor de llamar o ir a las escuela lo antes posible.

LOST AND FOUND

The Lost and Found is located in the main office. All articles found should be brought to the main office where they can be claimed by the owner. All articles not claimed at the end of the year will be disposed of at that time.

RETURN OF TEXTBOOKS

It is the responsibility of all students to return their textbooks upon termination of attendance. This includes withdrawing, expulsions and/or the end of the school year. Students will be billed for books not returned. **Books left in lockers and not returned to the teacher by completion of the final, will be counted as lost and the student will be billed.**

INTERCOM SYSTEM

The intercom system will be used to make general school announcements and to call students to the office.

SCHOOL SUPPLIES

An area is maintained in the main office for the convenience of the students. Consumable supplies such as flash drives, notecards, etc. are sold at cost to the student.

INSURANCE

Rochelle Township High School maintains Student Accident Secondary Insurance for all students for injuries sustained while attending school or participating in school-sponsored activities. The District's insurance is a supplemental plan. It is secondary to the student's personal insurance, which is the primary coverage.

Any injury must be immediately reported to the school advisor, coach, and nurse. To be eligible for coverage, the parent/guardian must promptly report the claim on written forms available in the district business manager's office, provide proof the incident has been claimed under the student's primary insurance, and provide such other information as the school's carrier may require. All questions regarding Student Accident Secondary Insurance should be directed to Kevin Dale, RTHS Business Manager.

MEDICAID REIMBURSEMENT

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child (you) are partially reimbursable. Unless you object in writing, Rochelle Twp. High School, District 212 will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

If you do not object to this release of information related to Medicaid claims for your child (you), do nothing.

HEALTH SERVICES

Students who have health problems during the school day are to first report to class and obtain a pass to the Nurse's office. Any illness serious enough to require the student to leave class will be reported to the student's parents, if possible, and arrangements will be made for the student to go home by the school nurse. No student is to leave school because of illness without reporting first to the school nurse, who will be responsible for all Health Services.

RULES IN THE NURSE'S OFFICE

1. Students who are ill before they leave home should check with parents rather than come to school for the nurse to send them home. There are no facilities for resting in the nurse's office. Transportation is not always convenient and thus becomes an unnecessary expense. Please use the following guidelines to determine the need to keep your child home:
 - Temperature 100 degrees or over (Your child needs to be fever free for 24 hrs. before returning to school)
 - Diarrhea/vomiting within the past 24 hrs.
 - Undiagnosed rash
 - Any contagious condition
2. Students should be able to tolerate some discomfort during class periods, therefore, only emergency cases are to be seen during class periods (Emergencies such as bleeding, vomiting, fainting, injuries, severe illness, etc.). Students with general complaints (headaches, colds, sore throats, upset stomach, stomachache, etc.) are to be seen before school, lunch periods, study halls, or after school.
3. Students who wish to be excused from class due to illness are to report to the nurse's office with a pass from their teacher. Phone calls to parents are to be made from the nurse's

office. Any student who is excused from this office will have an excused slip signed by the nurse.

4. No treatments except emergency first aid are given in the Nurse's office. Students seeking a medical diagnosis and treatment should contact their family doctor. Injuries that occur at home or away from school will not be treated in the nurse's office.
5. Medications are ONLY given to students with a written doctors' order. The student must provide the medication in its original labeled container. This includes Tylenol, Advil, Midol, and all prescription medications (including medical cannabis). However, special education students may have medications administered where necessary for a free, appropriate public education.
6. Medications may be necessary in case of emergencies like, but not limited to, bee stings where there is an allergic reaction that may result in death or serious injury if not quickly treated.
7. Students with a doctor's excuse to be excused from P.E. class should present the excuse to the nurse for approval. A copy of the doctor's excuse is given to the student's P.E. teacher and the original is filed in the student's health records.
8. Vision screening will be done for students who qualify in the mandated age/grade/group classification. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months, and that the evaluation is on file at the school. This notice is not an option. If a vision examination report is not in file for your student, your student in the mandated age/grade/group will be screened.

THE RTHS LIBRARY MEDIA CENTER

Facilities

The Library Media Center (LMC), centrally located on the first floor of the academic wing, is open from 7:15 a.m.-4:00 p.m. Monday-Thursday and 7:15 a.m.-3:30 p.m. on Friday. The LMC computer lab has 30 computers for use by classes, while the LMC classroom can accommodate a class of 30 for research or presentations. There are 12 additional computers, 12 chromebooks, a copier, and seating for 40 in the main area. The computers and copier are intended for school work.

The Collection

The LMC collection supports the RTHS curriculum and students' recreational reading and listening through the LMC website: *lmc.rthsd212.org*. The physical collection has 10,000 books, magazines, DVDs, and audiobooks; the digital collection includes thousands of free books and audiobooks. The LMC website provides access to 13 research databases; usernames and passwords are located on the last page of the student datebook/planner.

Visiting the LMC

Students are welcome to visit the LMC before school, after school, on scheduled study hall days, and during lunch.

On their scheduled day, study hall students should report directly to the LMC before the bell rings to write their names on the attendance roster. Tardy students will be sent back to study hall.

Students who fail to sign their study hall's attendance roster will be counted as unexcused. Study hall students will remain in the LMC for the whole class period.

Teachers may send students to the LMC during class with a pass.

The LMC is a place for reading and researching. Students are expected to use LMC materials during their visits and to maintain an orderly atmosphere respectful of other LMC visitors.

Circulation of Materials

Most Items: 15 school day circulation, with a 15 school day renewal if no holds are pending. Calculators and Chromebooks may be checked out for one-period use inside the LMC.

Reference: For use in the LMC only. Students may photocopy desired pages and publication information for research purposes.

DVD: Teachers may check out for class or leave on reserve for students to watch in the LMC.

Electronic Devices: Circulation varies and may require a permission slip signed by a parent or guardian.

Placing Holds and ILL Requests

Staff and students have personal accounts in the Follett Destiny Catalog that enable them to place holds for and renew materials online. Items are delivered as they become available. Students are responsible for their accounts, including due dates, in the online Follett Destiny Catalog. Overdue notices are emailed to students' RTHS Gmail accounts weekly.

Staff and students may request materials from other libraries through our membership in the Reaching Across Illinois Library System (RAILS). To place an inter-library loan (ILL), visit the RAILS online catalog through the LMC website, locate desired materials, and ask LMC staff to complete the request for you. ILL materials usually arrive within 5-10 school days. The circulation length is the same for ILL materials as for RTHS materials, and patrons will be charged fines for late, damaged, or lost materials.

Returning Materials

All materials borrowed from the LMC should be returned to the book drop in the circulation desk on time and in good condition. Each patron is personally responsible for the materials borrowed in his or her name.

Fines: Most items (10¢ per school day)

Lost Items: Students should report lost materials immediately so that the materials may be renewed during the search for the missing item. Students who lose materials are charged a replacement cost plus a \$1 processing fee.

Damaged Items: LMC Staff may assess a replacement fee for damaged materials.

Library Discipline Guidelines

Major infringements include defacing LMC materials, furniture, equipment, etc., violating RTHS and/or LMC technology policies, and inappropriate behavior or disrespect. Such infringements may result in the student being sent to the Assistant Principal for discipline and/or suspension from the LMC.

If a student's general misbehavior warrants multiple warnings from LMC staff (such as excessive talking), the student may be sent back to study hall or to the Assistant Principal.

ROCHELLE NETWORK USER POLICY AND AGREEMENT

As a condition of use of Rochelle Township High School District 212 computers, software, and database links and as a condition of enrollment in curricular and extracurricular programs using such computers, software, and database links, the user agrees to the following conditions of use:

1. The user agrees to use school computers, software, and database links responsibly and to follow the instruction and directions of responsible district personnel. Responsible use includes, but is not limited to the following: Users shall not damage, deface or destroy any District property, whether tangible or intangible. The user shall not introduce any unauthorized program or data into the system. The user shall take care to avoid contamination of District programs with computer viruses. The user shall not intrude on privately maintained computer files or violate copyright and trademark laws. The user shall not insert, download or transmit illegal, threatening, violent, vulgar, obscene, defamatory or other inappropriate programming or materials using District equipment or software. The user shall not use District equipment or software for commercial purposes. The user shall not log in under an assumed name or otherwise misrepresent himself while using District equipment or software. Users shall not encrypt files or programs so as to deny free access to District personnel. Users shall not knowingly visit sites on the Internet determined by Responsible District personnel to be not educationally appropriate. Users shall not attempt to subvert the District's content filter to access Internet sites that would otherwise be blocked. Users shall not employ VPN or proxy connections to mask or obscure their identity on the network or Internet.
2. Responsible District personnel shall have sole discretion to determine whether the user has violated the terms of this user agreement.
3. Penalties for violation of this user agreement may include, but are not limited to, revocation of user privileges, loss of grade, class failure, detention, suspension and expulsion, and the return of assigned devices, depending on the nature of the offense.
4. All user files and programs are the sole property of District 212. They may be monitored, reviewed, modified, used, or deleted in whole or in part by responsible District personnel within the sole discretion of the District. The user acknowledges that the user has no expectation of privacy in the use of District equipment and software and no ownership rights in District files.
5. The user acknowledges that the Internet is a generally accessible form of mass media. There is little governmental control over the content of accessible files on the Internet. Internet files will include artistic, religious, social, and cultural materials which may be offensive to the user. Although the District will monitor use of devices, it cannot warrant that the user will not access files which the user and his parents find offensive. If the user monitors apparent criminal or other inappropriate activity on the Internet, he must promptly report the problem to responsible District personnel and promptly follow instructions.
6. Parents are urged to monitor their children's use of the Internet at home.
7. The user shall not reveal his password to anyone, shall not enter or use credit card numbers, personal addresses or phone numbers on their assigned devices or other District devices.
8. Users shall be considerate of others in using District equipment and software and shall not alter or disrupt District or other users' programs and files.
9. User acknowledges that all materials contained on the Internet are for private, non- commercial use only. Any unauthorized use of Internet materials, in any form, is expressly forbidden.
10. The user acknowledges and agrees to accept the sole, personal responsibility for the use of his password and payment of his account. Any problems arising from use of the user's passwords or account are the user's sole responsibility.
11. User acknowledges that Internet access, proper performance of programs and equipment are not warranted or guaranteed by the District. The user expressly admits that the District shall bear no responsibility for any losses or damages resulting from the user's use of District programs, equipment and services, including but not limited to lost data, programming and profits, invasion of privacy, theft, fraud or other misadventure, and waiver of any claim he may have acquired against the District, its officers, agents, employees and assigns whether known or unknown past or future.

12. The user agrees to abide by rules promulgated by the District for use of District programs, equipment and services.

13. The user agrees not to download materials from the Internet to any storage device built in to the computer or to a removable storage device unless the material is directly related to current assignments for that user. The user also acknowledges that the contents of any removable storage device used in conjunction with district equipment or district provided cloud storage devices can be viewed by appropriate school personnel at any time. There is no presumption of privacy for files stored on district owned or supported removable or cloud storage devices. Students with inappropriate materials on any storage devices will be subject to appropriate disciplinary action described in 3) above.

I have read, understood and agree to abide by all terms of the User Agreement. (*Previous permission may be revoked.*)

Student Name: _____ Class of: _____

Address: _____
(City) (State) (Zip Code)

Home Tel. No.: _____ Date: _____

I (Parent or Guardian) of _____, have read, understood, and agree to abide by all terms of the User Agreement.

Signature: _____
(Parent/Guardian) (Parent/Guardian)

Date: _____

Students will not be permitted to access on-line services without written signed parental permission and agreement to abide by user rules provided.

STUDENT RULES AND REGULATIONS

The following rules are designed to promote an atmosphere conducive to learning. Individual rights or health, safety and academic pursuit are stressed along with the qualities of good character, self-discipline, common courtesy, sportsmanship, and citizenship. Since schools are institutions of learning which promote these areas, it is the belief of the Board, Administration, and Staff that these policies be upheld.

COMMUNICATION PROCESS FOR PARENTS

If at any time you have a question or concern about a situation regarding your child, the following process of communication will best facilitate appropriate information and resolution:

Classroom Discipline Issues:

1. Talk to Teacher
2. Talk to Assistant Principal
3. Talk to Principal
4. Talk to Superintendent
5. Meet with the Board of Education

CLASSROOM DISCIPLINE PROCEDURES

In order to facilitate a positive learning and teaching environment for all students, teachers must hold students accountable for their actions. Each teacher must maintain rules and regulations specific to his/her classroom. When rules have been violated and classroom interventions have not been successful, students will be removed and referred to the Assistant Principal.

STUDENTS REMOVED FROM CLASS

When a student is told to leave the classroom for disciplinary reasons, the student should report directly to the Assistant Principal's office. The following is typical procedure when a student is removed from class and sent to the Assistant Principal:

1. Student account of incident.
2. Teacher account of incident (communication through e-mail, phone call, or referral slip).
3. Student assigned to In-School suspension for the remainder of the period.
4. Assistant Principal will meet with teacher for more specific account of incident.
5. Assistant Principal will meet with student and determine appropriate disciplinary measure.
6. Parents will be notified.

STUDY HALL REGULATIONS

The study hall, with the library media center at hand, is a place to work and secure help in the preparation of assigned work through the media available. The purpose of study hall is to enrich the academic experience of students at RTHS.

1. Students are to be in their seats when the bell rings.
2. No talking in study hall.
3. No sleeping in study hall.
4. No electronic devices, as stated in the electronic device policy, are allowed in study hall.
5. Students must take care of restroom responsibilities prior to study hall. Student use of the restroom will be at the discretion of the supervisor.
6. If students desire to study together, they must obtain permission at the teacher's desk from the teacher.
7. It is the student's responsibility to bring assignments, books, and necessary materials to the study hall for study purposes.

8. If a student desires to go to see another teacher or counselor the student must present a pass from that teacher or counselor to be signed after the attendance in the study hall has been taken.
9. The study hall teacher will issue no passes to other teachers.
10. If a student wishes to go the Library Media Center on the designated days, they must abide by the guidelines found in the [LMC](#) section of this handbook.
11. If a teacher's classroom is equipped with computers, teachers may allow students to use the computers at their discretion. Students should utilize computers for academic purposes. Students must adhere to the RTHS NETWORK USER POLICY AND AGREEMENT.

GENERAL RULES

The following rules are in place during the educational day, remote learning, or any RTHS sponsored activities. The administration reserves the right to deny access to activities or events at RTHS for any violation of the RTHS Student Handbook. The attendance at these activities is a privilege, not a right. Privileges are gained from abiding by the general rules that make RTHS such a great place. Among the violations which may result in discipline up to expulsion are the following:

1. Fighting.
2. Hazing or any type of initiation procedures. See [Bullying and Harassment Policy](#) in this handbook or [Illinois State Code 105 ILCS 5/27-23.7](#).
3. Students may not engage in any action or failure to act which has the purpose or effect of causing or tending to cause a material disruption of the educational process.
4. Students are not permitted to leave classes to use the telephone, water fountain, or to see any other school personnel without a prearranged pass.
5. Passes are issued to students by their teacher or the main office if it is necessary to be in the halls during class time. Any student found in the halls without a pass will be asked for an explanation and may receive an appropriate consequence.
6. No running in the building at any time.
7. Except where medically necessary, the consumption of any type of drink or foods/candy is prohibited during class periods.
8. The sole eating area in the building is the cafeteria. Students may not eat in the classrooms, halls, library or study halls. Food that is not in a container should be left in the commons after lunch.
9. Open beverages may not be kept in lockers.
10. Students must stay in the cafeteria during lunch periods except with a pass.
11. Appropriate behavior is expected at all times in the cafeteria.
12. Students are expected to help maintain a clean school environment.
13. Students who drive to school as well as their passengers must exit from the vehicles and the parking lot upon arrival to school.
14. Electronic devices and personal video recording devices, as stated in the [Electronic Device Policy](#), will not be allowed to be used during the normal school day.
15. Smoking, E-Cigarettes, Vapes, Vape Juice, other vape products and chewing tobacco are not permitted on school property at any time.
16. Extreme display of affection is not permitted at school.
17. The use of profanity, indecent gestures, or suggestive language is prohibited while in school or at school events.
18. Skateboards, roller blades, and hover boards are not allowed on school property.
19. No painting of faces unless previously approved by the administration.

20. Students cannot have chains hanging off their wallets or necklaces or chains that are studded or spiked.
21. All student rules and regulations shall apply to all school activities away from the campus.
22. Students who vandalize or steal from other schools, or harass or threaten students from other schools in connection with school sponsored activities shall be subject to disciplinary action by RTHS.
23. Students may not commit any other act which materially disrupts the educational environment or causes physical or emotional injury to others, to property, or to the reputation of the school.
24. Isolated time out, time, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of physical harm to the student or others.

USE OF UNAUTHORIZED DOORS

Students will be asked to enter and leave the building using the South entrance by the main office, or the North entrance from the courtyard. All other doors will be monitored by a security system and are to be used only in the case of an emergency. The use of any unauthorized door creates a security risk and will be addressed in a serious manner.

DRESS CODE GUIDELINES

1. Students should dress appropriately at all times. If there is any doubt about dress and appearance, the building principal, or designee, will make the final decision.
2. The following types of clothing will not be permitted:
 - a. Spaghetti strap tops, tank tops, or other tops which have straps that expose most of the shoulder area
 - b. Halter Tops
 - c. Backless Tops
 - d. Tops which allow the showing of undergarments
 - e. Tops with low necklines
 - f. Bare midriff and short skirts
 - g. Wearing pants in a manner below the waist line where undergarments can be seen
 - h. Hats, hoods up, coats, bandannas, sweat bands, and sun glasses
 - i. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting that show skin and/or undergarments may not be worn at school
3. Shirts must also extend to the bottom of the belt loop area of the pants.
4. Dresses, skirts, and shorts must be at fingertip length, or longer, when your arms are at your sides.
5. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent or lewd behavior, or other inappropriate images.
6. Student dress (including accessories) may not display lewd, vulgar, obscene, double meaning, or offensive language or symbols, including gang symbols and hate speech.
7. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.

8. Shoes are to be worn at all times, with the exception of locker and shower room areas, when students are changing for physical education classes or athletic events.
9. The wearing of hats, having hoods up, or any other head attire in the school building is not permitted.
10. The following are the guidelines for student dress at extra-curricular events as adopted by the Interstate 8 Conference:
 - a. All students and spectators must wear clothing that covers their body from shoulders to mid-thigh.
 - b. Body paint can be worn, around the appropriate clothing.
 - c. A student or spectator's face must be visible at all times.

Students not dressed appropriately may be sent home for a change of clothes, or placed in In-School Suspension until a change of clothes is brought to school. Violation of these guidelines may result in discipline procedures as outlined in the [School Expulsion and Suspension](#) section of this handbook. These guidelines will apply to all school activities. Exemptions may be determined for specific events or causes as determined by the principal.

GROSS DISRESPECT

Gross Disrespect will be dealt with as a serious matter. All occurrences of this nature may result in an In-School or Out of School Suspension or a recommendation for Expulsion. A parent conference will be held prior to the student's return to school.

In all cases school personnel are responsible for their assigned duties and are to make the decisions. Students who confront staff members in a defiant manner and/or make disrespectful gestures or comments, who challenge authority, who defy directives, and who argue with a teacher at any time will be considered acting in a grossly disrespectful manner.

All students should follow the directives of staff members. If a student feels that they have a legitimate complaint, they can make an appointment with the principal to help resolve the concern.

SOCIAL MEDIA NETWORKING AND WEB SITES

Social media is any form of online publication or presence that allows interactive communication, including but not limited to social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Students who participate in online interactions must remember that their posts reflect on the entire RTHS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and the Acceptable Use Policy. Students need to be aware of the following:

The use of social media in such a way that results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse of social media be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code. If school officials conduct an investigation, they may require a student to cooperate if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Such violations may result in suspension, expulsion, or other discipline as noted, based on the seriousness of the offense's impact or threat's ability to have caused material and/or substantial disruption.

STUDENT FAN BUS GUIDELINES

1. Students purchase tickets for a specific bus. You must ride that bus to and from the event.
2. Tickets will not be sold on the bus.
3. Students will carry their school ID on the bus.
4. Putting anything outside the window is dangerous. Keep your arms and head inside the bus.
5. When the fan bus arrives at the participating school and the students get off the bus, no one will be allowed to get back on and stay on the bus until the bus is ready to depart for the return trip to RTHS
6. Keep the noise to a level with which we can all travel safely.
7. No food, drink, drugs, tobacco or alcoholic beverages will be allowed on the bus.
8. Individuals who do not cooperate with the above policies will be reported to the school administration.

CARE OF BUILDING AND EQUIPMENT

Rochelle Township High School has always been known for its attractive campus. This has been made possible through the cooperation, efforts, and expense of your high school Board of Education and citizens of the school district. The staff and students have a responsibility to see that the campus buildings and grounds are kept in excellent condition. The student body can help keep our school building and campus attractive and neat by following the suggestions listed below:

1. Deposit all waste material in the receptacles provided. These are located both in and outside the buildings.
2. Keep off the lawn - use sidewalks.
3. Clean your shoes before entering the building. Mats have been placed in the entrances to the building for this purpose.
4. Keep your lockers neat and clean at all times.
5. Keep your washrooms clean at all times.
6. Do not deface the school building or equipment in any way.

KISHWAUKEE EDUCATION CONSORTIUM (KEC) GUIDELINES

KEC is a privilege and not a right. Continued problems shall result in dismissal from the program as determined by the RTHS administration.

1. Students may drive to KEC only with a written KEC instructor request, written parental permission, and a one day notice with the approval of RTHS administration. Otherwise, all students must ride the designated KEC bus.
2. KEC students must adhere to all RTHS rules and regulations while on the bus or in attendance at KEC.
3. When AM KEC students arrive back on campus, they must adhere to the following guidelines:
 - a. Report immediately into the school through the student entrance.
 - b. Report and remain in the commons until the next academic period begins.
4. When PM KEC students arrive back on campus, they must adhere to the following guidelines:

- a. Report immediately into the school through the student entrance or leave the campus promptly. Students choosing to leave the campus are not to loiter or wait to pick up other students.
- b. Students who choose to remain on campus must report and remain in the commons until the final bell rings for the day.

GRADUATION CEREMONY REQUIREMENTS

The following guidelines have been established by the Board of Education:

1. Dress Code:
Boys - Dress pants, dress shoes, dress shirt
Girls - A dress or skirt and blouse or slacks
2. Students are not allowed to wear tennis shoes or other apparel that detracts from the ceremony.
3. Beach balls, water guns, firecrackers or other items which detract from the ceremony are not allowed. Anyone failing to comply with the above guidelines will be excluded from the ceremony.

Diplomas will be made available to students following the ceremony, assuming there are no incidents or distractions during the ceremony. Students will receive the diploma cover when the names are announced at the ceremony.

Any current student creating a disturbance at graduation will be removed and asked to appear before the Board of Education to give justification why he/she should not be expelled for the spring semester.

STUDENT POLICIES AND PROCEDURES **ATTENDANCE POLICIES**

Illinois has a compulsory attendance law requiring high school students to remain in school until they reach the age of 17. The Board of Education and the administrative staff will do everything possible to enforce this law. Parents must call by 9 a.m. on the day of the absence and notify the school why a student is going to be absent.

Students may not be absent from school without "valid cause". "Valid cause" for absence means illness, observance of a religious holiday, death in the immediate family, family emergency, or other situations beyond the control of the student as determined by local school authorities, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

If a student is excessively absent from school, for both unexcused and excused reasons, the Assistant Principal will attempt to schedule a conference with the parents and student. The guidance counselor may also be present at this conference. At this conference the absences will be reviewed and discussed as well as possible school support systems to help improve the student's attendance, which may include requiring a doctor's note to excuse absences due to illness.

5 ABSENCE POLICY

To be in compliance with [Illinois School Code 105 ILCS 5/26-2a](#), students will not exceed five (5) absences each semester per class. All Excused and Unexcused absences will count towards the "5 Absence Limit". All work will be made up prior to the 5 Absence Limit. Extended absences due to illness more than two (2) days will be "blocked" and counted as one absence if one of the following criteria is met:

- A. A doctor's note is brought to the Assistant Principal on the day the student returns to school, *(or)*
- B. Prior arrangements have been made with the Principal or the Assistant Principal.

Please contact the Assistant Principal or Principal on any extended absence to review the absence status.

ABSENCES AFTER THE 5-DAY LIMIT

Students who reach five absences in a semester, excused or unexcused, will require official documentation for any absence that occurs thereafter to be eligible to make up work that has been missed. Excused absences may include doctor/dental appointment, court date, etc. to be classified as an excused absence by RTHS administration. These absences will require written documentation to be excused. If the absence is not excused then students will not be allowed to make up any missed work for the applicable class or classes.

MISCELLANEOUS ATTENDANCE INFORMATION

1. **Excused Absences--Illness--Funerals--Doctors Appointments--Family Vacations:** In order to foster better communications, parents are asked to telephone the high school every day their child is absent. Student illness, doctor appointments, and family concerns are inevitable. If this occurs, the high school must be informed of the student's whereabouts. Students must have parents call before 9:00 A.M. the day of the absence. Late notice may result in an In-School Suspension. If parents do not have a telephone, the student must bring a written excuse upon returning to school.
2. **Make Up Work:** Students will be allowed one day for every day absent to make up work (illness, funerals, etc.). Make up work in a class will not receive credit after 5 absences per semester unless absences are excused according to absences after 5 day limit policy.
3. **Vacations:** Students absent from school because of vacations must (a) be on a family vacation, (b) secure all assignments before the vacation and (c) have all assignments completed when the student returns to school. Students are discouraged from missing time in the classroom for non-essential reasons; unique educational opportunities such as classroom discussions and activities are invaluable. The number of days of vacation will count towards the [5-absence policy](#).
4. **Leaving the Campus:** Rochelle Twp. High School operates a closed campus, and all students are restricted to school building from the time they arrive until school is dismissed. Students may only be excused to leave in case of emergency or by permission of the Principal. Medical appointments that must be made during school hours will be honored only if a phone call or note from the parent indicates such a need. Students with permission to leave campus must sign out in the main office. Prior parental notification is needed before a student signs out or is granted permission to leave. Upon returning to school the students must report to the main office to sign in. Anyone leaving campus without prior approval from school authorities will be unexcused and may be subject to disciplinary action.
5. **Illness:** A student who becomes ill at school must visit the school nurse. The nurse will determine if the student should stay at school or go home for the day. A call will be made to the parent/guardian by the nurse if it is deemed that the student should go home. The student should then sign out in the main office. Failure to follow this protocol will result in an unexcused absence and possible suspension.
6. **Truancy:** Students who "skip" or miss all or any part of a school day with or without parent consent may be assigned appropriate school consequences.
7. **Unexcused Absence**

- a. An absence from school with parent knowledge and/or approval that is not acceptable to school authorities is an unexcused absence. Students with unexcused absences are not allowed to make up work missed after the 5 Absence Limit. (See 5 Absence Rule).
 - b. Examples of unexcused absences are: getting a haircut, missing the bus, non-family vacations, visiting relatives in the hospital, babysitting, "personal reasons" (those which are not stated to school authorities).
 - c. Unexcused absences for which school authorities are not previously notified could result in the assignment of In-School or Out-of-School suspensions. Suspension will not be assigned as long as the school is notified of the absence prior to that absence.
 - d. Absences under false or deceptive pretenses will be considered a truancy and will result in suspension.
 - e. Students who have been excused but seen at, around or off school grounds engaging in activities other than the excused reason will be considered truant and will result in suspension.
8. **Skip days:** a skip day will be defined as a group of students who collectively decide to not attend school. When a group of students collectively miss school, it is disruptive to the learning process of those students in attendance. Therefore when a student is absent as a part of a "skip day," he/she will be considered as truant unless it is for an excused absence and under the conditions as stated on page 44.
9. **Kishwaukee Education Consortium (KEC) Absences**
Three unexcused absences per semester by any student attending the Kishwaukee Education Consortium may cause that student to be dropped from the curriculum at the center and a failing grade recorded. No re-admission in the future will be permitted.
10. **Tardiness:** Tardiness to school and to classes is a serious offense. Punctuality is essential for the educational process, therefore, rules regulating this concern must be strictly adhered to.
 - Students arriving late to school should sign in at the main office. Tardiness is defined as late to class by less than one minute without an authorized pass. Tardy beyond one minute will be considered as excessive tardy, for which students may be sent to the Assistant Principal and be assigned in-school for the remainder of that period.
 - Students are allowed one unexcused tardy per class per semester. Each tardy thereafter will be recorded in the student's attendance record. Students who exceed two tardies in all classes combined in a two week period may be assigned a consequence that is appropriate. Students who are chronically tardy may receive additional consequences.
11. **Attendance and evening events:** If a student is truant from school or excused because of illness for the afternoon, the student will not be allowed to attend evening events either at RTHS or at other sites.
12. **Field Trips/Extracurricular events:** If a student will miss a class due to a school sponsored activity or event, it is the student's responsibility to contact each of his/her teachers for the classes they will miss and get their assignments before they leave for their activity. Failure to do so may result in receiving a "zero" in any activity or assignment that took place when they were gone.
13. **College Visits:** If a student will be visiting a potential college during the school day, they must arrange this in advance with their counselor. The counselor will notify the main office of the absence. This will not count as an absence against the 5 day policy.

BULLYING AND HARASSMENT POLICY

The General Assembly has found that students who engage in bullying or harassing behaviors directed at other youth are at elevated risk of participating in prohibited aggressive behavior. Bullying is defined as negative actions taken by one or more students against one or more students or other youth which actions are unwelcome and are repeated over time, and to which the victim has no reasonable defense which does not involve violence or the intercession of others. Bullying includes verbal aggression including derogatory comments and bad names whether verbal, written, drawn, or electronic, demands for the victim's possessions, mean-spirited practical joking, and demands that the victim participate in unwanted activity. Harassment includes unwelcome conduct which has the purpose or effect of creating a hostile, intimidating school environment. Harassment includes unwelcome physical, written, or verbal conduct which has the purpose or effect of creating a hostile school environment or denying the victim any of the benefits of the Rochelle educational community. Harassment based on race, religion, sex, National Origin, color, ancestry, ethnicity, gender orientation, physical or mental disability is barred by a separate policy of the Board of Education which calls for disciplinary consequences for policy violations.

The following are guidelines for bullying and harassment situations that are in line with the RTHS Board Policies:

1. All staff shall report any student who engages in any bullying as defined in this policy to RTHS administration for investigation. The administration will work with the counseling staff to investigate, including discussions with the involved students or other youth, the parents or legal guardians of the involved students, and other witnesses, and make a determination of any appropriate early intervention procedures, including the possible referral of the at-risk student to available community-based and District resources, the development of an individual behavior modification plan, and behavioral contracts. Students with developed Individualized Education Plans or 504/ADA plans shall be evaluated and assisted in accordance with their procedural rights under applicable laws.
2. Students who believe they are victims of bullying or harassment, or have witnessed such activities, are encouraged to discuss the matter with a teacher, counselor, or 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. Students who make good faith complaints may not be disciplined.
3. Any student who is determined, after an investigation, to have engaged in 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.
4. Teen Dating Violence is prohibited. Students engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of the policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

DANCE GUEST POLICY

RTHS students cannot attend any school dances if they have unpaid debts. RTHS students can bring a non-RTHS guest to the following dances: Homecoming, TWIRP, and Prom. If a RTHS student is bringing a guest, the following policies and procedures must be followed:

1. No students below 9th grade.
2. Nobody of the age of 21 or older.
3. RTHS students must register their date with either the Principal or Assistant Principal, and have their date complete and return the appropriate form before purchasing a ticket. A State Photo ID will be required for any non-high school aged date.
4. RTHS reserves the right to deny any non-RTHS students from attending any or all dances. Reasons for denial may include, but not limited to the following reasons:
 - a. Past problems or defiance with RTHS administration, staff, or students.
 - b. Withdrawal from school prior to impending suspensions or expulsions.
 - c. Reasonable information that a person could be a threat or create a negative environment for others

Early RTHS graduates, those students finishing in 7 semesters, may only attend TWIRP and/or prom with administrative approval.

Student Expectations for RTHS School Dances

Rochelle Township High School strives to provide a safe, healthy, and positive environment at our dances. As such, the following expectations and procedures will be in place at all RTHS dances:

1. All students attending a dance sponsored by Rochelle Township High School acknowledge that it is a school-related event and all school rules apply.
2. Students are required to purchase a ticket prior to the dance.
3. Students are expected to dance in a respectable manner. Dancing that is inappropriate, sexually explicit, or creates unsafe conditions is not allowed. This includes any form of grinding and back-to-front dancing.
4. Students who are seen dancing inappropriately will be spoken to and may be warned or removed by an administrator or chaperone.
5. If a student has had a warning and continues inappropriate dancing will result in removal from the dance. Should this occur, an administrator will follow up with the students' parent/guardian to inform them that their child was removed from the dance for sexually explicit or inappropriate dancing.
6. Students who are removed for inappropriate dancing at more than one dance during their tenure at Rochelle Township High School are subject to being banned from subsequent dances.
7. Guests that are removed from any dance, for any reason, will no longer be welcome at future RTHS functions.
8. If inappropriate dancing is widespread, music may be stopped for a period of time. If after the music has been turned back on, the dancing continues to be inappropriate, the dance may end prior to the scheduled end time.
9. The administration reserves the right to remove any student from a dance for any type of behavior that is deemed inappropriate.

ELECTRONIC DEVICE POLICY

Electronic devices including but not limited to cell phones, personal electronic devices, and two-way radios, are allowed to be brought to campus but **must be left in student lockers or cars and turned off during the school day.** Cell phone use is allowed in the hallways after the final 10th period bell rings. The use of any electronic device during the school day is prohibited.

The use of camera phones for photo/video purposes or possession of other photo/video devices are prohibited on school campus during the school day. Phones may be confiscated and released only to the parent/guardian of the student.

Student use of e-mail is permitted for school use. This includes, but is not limited to, turning in papers and assignments as teachers direct. Personal use of email is prohibited. E-mail addresses for RTHS faculty and staff are set as first initial and last name @rthsd212.org (John Smith – jsmith@rthsd212.org). Teachers will notify their students as to any exceptions to this format.

The following steps will be taken for repeated violations of the Electronic Device Policy.

1. Warning given to student by administration and electronic device returned to student.
2. One day of ISS, conference with parent/guardian, and electronic device returned to parent/guardian.
3. Two days of ISS, conference with parent/guardian, and electronic device returned to parent/guardian.

Additional repeated violations will be deemed as defiance and may result in an Out-of-School Suspension up to ten days and possible recommendation for expulsion.

GANG POLICY

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., ch.122, par.31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the public good." This Board of Education is aware that gangs and gang related activities can cause substantial disruption of or material interferences with school and school related activities. A "gang" as used in this policy as any group of two or more persons whose purposes include the commissions of illegal acts.

Therefore, the possession, display, or use of signs, symbols, colors, or slogans of gangs or public school fraternities, sororities, or secret societies is prohibited on school premises or at school sponsored events.

Such symbols representing these groups cause confrontations and disruptions to the educational atmosphere of the school setting. Since it is impractical to list each item, determination will rest with the Administration as to affiliation to gang or other prohibited organizations.

The consequences for violation of this policy are as follows:

1st Occurrence: A warning or suspension and a request to refrain from the use of inappropriate language or gestures. In the case of symbols or emblems, the student will be asked to remove the unauthorized symbol or emblems from such items as, but not limited to, wearing apparel and notebooks. A student who wears a particular color combination of clothing/jewelry worn in a manner known to represent a gang, for the intent of displaying gang membership, will be warned and advised that future displays will not be tolerated and that disciplinary action will follow. Parents will be notified.

2nd and Subsequent Occurrences: Parents will be notified and a suspension out of school for up to 10 days may occur and possible recommendation for expulsion.

In the event of an Occurrence:

The student will be requested to refrain from the use of inappropriate language or gestures. In the case of symbols or emblems, the student will be asked to remove the unauthorized symbol or emblems, and they may be confiscated; from such items as, but not limited to, wearing apparel and notebooks. A student with a gang related tattoo or marking will be asked to cover the identifier and cease from continuing to make or display the marking. A student who wears a particular color combination of clothing/jewelry worn in a manner known to represent a gang, for the intent of displaying gang membership, may have the items confiscated. All occurrences listed, but not limited to, may result in discipline action up to and including suspension with the recommendation for expulsions.

Any acts of physical violence that is gang related will result in suspension and possible expulsion.

JACKET/COAT & BOOK BAG/BACK PACK POLICY

To lessen the threat of harmful devices being taken into classrooms, coats/jackets and book bags or backpacks are not allowed outside of the locker area during the school day. Students may bring coats/jackets and book bags/backpacks to school, but they must be placed in the locker until the student is leaving for the day. Clear or mesh book bags or backpacks are allowed.

TRANSPORTATION POLICIES

The Illinois Office of Education requests that all bus riding students and parents read these rules and regulations. School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders.

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Do not leave your seat while the bus is in motion.
4. Remain in the bus in the event of a road emergency until the driver gives instructions.
5. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows. Except for emergencies, windows are not to be lowered below the stop line painted on the body pillar.
6. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
7. Be absolutely quiet when approaching a railroad crossing.
8. Treat bus equipment as you would valuable furniture in your own home. Never tamper with bus or any of its equipment.
9. Assist in keeping the bus safe and sanitary at all times.
10. Carry no animals on the bus without permission of the school transportation director and the superintendent, and/or the Principal.
11. Keep books, packages, coats, and all other objects out of the aisles.
12. Leave no books, lunches, or other articles on the bus.
13. Be courteous to fellow pupils and the bus driver.
14. Help look after the safety and comfort of smaller children.
15. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.

16. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway, where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
17. Observe the same rules and regulations on other trips under school sponsorship as you observe between school and home. Respect the wishes of the chaperone appointed by the school.
18. Food and drink will not be consumed on rural buses or fan buses.
19. Alcohol, drugs, vapes, vape pens, other vaping-related products, or tobacco are not to be used on buses.
20. Students must have a pass from the office before being allowed to ride a different bus or riding home with a friend.
21. A student is required to ride the same bus A.M. and P.M.
22. Students may be denied bus privileges if conduct violates policies, health, or safety regulations.

RTHS PARKING POLICY

FEE

There will be a \$50.00 parking fee for the year. The fee must be paid prior to the permit being issued.

1. Students who graduate at semester, transfer, or willfully give up their parking spot will be refunded \$12.50 per quarter.
2. Students who lose their space due to violations of the parking policy, discontinue their education, or who are expelled will not receive a refund.

ASSIGNING SPOTS

1. Each legal parking space will be lined and numbered.
2. Students will be assigned a specific numbered space.
3. Students may only park in their assigned space.
4. Students will be given visor parking passes that match their assigned spot.
5. As students obtain their license, they are to purchase a pro-rated pass from the main office.

ENFORCEMENT

Parking a vehicle on school property is a privilege, not a right.

1. Students will report to the office the license plate number of any car illegally parked in their space.
2. All students who park a motor vehicle on the school campus must display the current hanging-tag permit. The tag must be hung from the inside rear view mirror, facing the front of the vehicle.
3. Vehicles must be parked in assigned spaces. The only places available for student parking are the student lots. Vehicles parked in the wrong space or in unauthorized areas may be towed at the owner's expense and the permit will be subject to revocation without refund.
4. Speeding and reckless driving are prohibited.
5. Students may not share spaces. Students found guilty of allowing other students to use their leased parking space, without administrative permission, may have their parking privileges revoked.
6. Inform the office immediately of any changes in vehicle or license plate.

7. Lost parking tags will be replaced for a \$10 fee. Report losses to the office.
8. Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving at school. Students need permission from an administrator to be in student lots during school hours.
9. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Students who violate parking regulations are subject to any or all of the following consequences:
 - Revocation of parking privilege
 - Towing and storage of the vehicle, at the owner's expense
 - Disciplinary action
 - Criminal charges as prescribed by law
10. Handicapped parking is available as needed on an assigned basis only.

PENALTIES

Any student illegally parked may receive a day of ISS and may have their vehicles towed at owners expense. Being parked illegally would be to park in another student's space, in a place not marked and numbered for parking or without a visible school issued parking pass.

LOSING PARKING PRIVILEGES

Students who demonstrate reckless driving or violate parking policies may lose the privilege of using the parking facility. Students who lose their parking privileges for discipline reasons will not be refunded parking fees.

PARKING LOT SEARCH

Drug dogs may be used in the school parking lot to check for drugs in vehicles. All vehicles in the lot may be subject to being sniffed by the dogs. If a drug dog identifies a vehicle, this gives the school reasonable suspicion to initiate a search under the guidelines as stated under the [Search and Seizure](#) policy.

HOME/HOSPITAL INSTRUCTION PROCEDURES

Students who are homebound or hospitalized for 10 school days or more are eligible for home/hospital educational services. Parents must submit a request for such services and provide a comprehensive statement from a doctor, physician assistant, or advanced practice nurse outlining the need for the service, the possible length of time that the student will need the service and any type of special needs that may be required. The following procedure will be utilized for hospitalized students:

- a. When notified by either the parents or the institution/hospital the student's counselor will schedule a parent conference.
- b. A parent conference will be conducted to include the following personnel:
 1. Counselor and/or Administrator
 2. Classroom teachers
- c. Topics for discussion shall include, but not be limited to:
 1. Current status in each class, i.e. current grade, attendance prior to hospitalization, prognosis for academic success.
 2. Most recent information concerning the student's health.
 3. Recommended areas of instructional focus, including grade options; credit, dropping the class or audit. Final decision on option remains an Administrative decision.
 4. Grade and credit status of any dropped students.
 5. Development of goals and strategies for a hospitalized student's program. Development of minimum standards for receiving credit options.

- d. Procedures to be followed during hospitalization:
 1. Assignments, answer keys, etc. will be provided by the teacher(s) in the home school to the student's counselor on a weekly basis and sent, by mail, to the hospital/institution.
 2. Assignments will be monitored on a daily basis by the tutor.
 3. All grades will be assigned by the hospital tutor.
 4. Hospitals will be asked to notify the student's counselor when it is determined that a hospitalized student's discharge staffing will be held. When possible, a representative from the home school will attend the discharge staffing.

A post hospitalization parent conference will be held a minimum of one-day preceding the hospitalized student's return to school. No student will return to classes without a parent conference and no conferences will be held the day of a scheduled return to school. This conference will determine how well the student has attained previously determined goals. Strategies for transitioning post-hospitalized students back to the classroom will be developed. Parents may share insights which would make transition easier for the student. A determination may be made to provide further support services and the length of time these are needed, i.e., tutoring.

POLICY ON STUDENT ALCOHOL AND DRUG ABUSE

Rochelle Township High School establishes a program to provide education, assistance and support for students affected by alcohol and drug abuse problems or dependencies according to the following guidelines:

1. In accordance with the Rochelle TWP HS District Student Discipline Policy students are not to use, possess, distribute, purchase, sell, or offer any tobacco or nicotine products, e-cigarettes, vapes, vape pens, other vaping-related products, hooka pens, illicit drug, cannabis, drug paraphernalia, prescription medications, alcoholic beverage, or any substance taken with the intention of causing a physiological or psychological change in the body while on school property or at any school-sponsored activity, whether conducted at Rochelle or at another school.
2. School officials will cooperate fully with law enforcement agencies in the performance of their efforts to control tobacco/drug/alcohol abuse.
3. The main responsibility for operating this program will be the Rochelle Twp. High School Principal (or his/her designee) who will interpret the school's policy to students, staff, parents, community and resource persons, who will assess the nature and scope of alcohol and drug problems in students referred, and make recommendations for the appropriate form of assistance.
4. An essential feature of the program is that students and their families are encouraged to contact staff persons or Principal regarding problems with tobacco/alcohol/drugs with assurance that contacts will be handled confidentially.
5. Students using tobacco/alcohol/drugs who request help from school staff before discovery by school personnel will be offered assistance without school penalties or disturbance of the student's educational program, except as necessary to benefit the student or protect students, staff and the educational program.
6. Any student found using, possessing, distributing, purchasing, selling, or offering any tobacco or nicotine products, e-cigarettes, hooka pens, illicit drugs, cannabis, drug

paraphernalia, prescription medications, or alcoholic beverages may be suspended from school for up to ten (10) days or recommended for expulsion, in accordance with applicable laws which require an individual determination of appropriate treatment, disfavor expulsion or suspension, and require provision of available supportive services before major suspensions or expulsions. The school's interpretation of under the influence is "having consumed, including but limited to, alcohol or a controlled/illegal substance prior to coming to school or while attending a school sponsored activity." During the period of suspension, the student, parents/guardian and school Principal (or his designee) meet and discuss re-engagement of the returning student.

7. At all times it is the prerogative of the student and families to accept referral to the resource person, pursue outside assistance, or to reject it. Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to maintain satisfactory or acceptable levels of performance and conduct, or face such legitimate disciplinary action as may be warranted.

8. If a student accepts referral and/or treatment, that fact will be regarded as it would be for any illness, with respect to confidentiality, benefits and privileges. So long as a student is involved with the program, and is making satisfactory progress, there is no reason why he/she may not remain in school.

9. No records of a student's participation in the program will become part of his/her permanent record.

10. In cases where either students or parents/guardians do not wish to cooperate in utilizing assistance available, the student's status in school may have to be reevaluated, taking into account the Board's disciplinary decision, the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.

11. The following procedure is for students and parents/guardians who elect to participate in the Tobacco, Alcohol and Drug Abuse Program:

- a. During the suspension period the student and parents/guardians will make arrangements for assessment services.
- b. The students must participate and complete the five- (5) sessions self-help/education group. If the student fails to complete the program he/she will be recommended for expulsion.
- c. Students must complete the total program as recommended by the resource person or be subject to the recommendation for expulsion.

12. It shall be the responsibility of the Rochelle Township High School Principal (or his/her designee) to develop procedures consistent with this policy and to provide the necessary orientation and training of staff. The Principal (or his/her designee) and the resource person shall evaluate the progress of the program and its effectiveness and make reports and recommendations to appropriate administrators and/or boards.

REFUSAL TO USE BREATHALYZER

If a student gives a staff member reasonable suspicion to suspect that the student is under the influence of alcohol, the student will be asked by the Principal or Assistant Principal to blow into a breathalyzer. Reasonable suspicion could include, but not limited to, student smelling of alcohol, acting as if possibly being under the influence, being with others under the influence, or information implicating the use of alcohol.

If a student refuses to take the breathalyzer, this will be taken as an admission of being under the influence and the student will be subject to all discipline for an alcohol violation.

SEARCH AND SEIZURE

The superintendent of schools or school personnel authorized by the superintendent of schools will be charged with the responsibility to search a student's person, locker on school property or vehicle on school property in the event such personnel reasonably suspects the presence of any illegal drug, drug paraphernalia, alcohol or weapon.

The Superintendent or Principal may request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds, lockers and parking lot for illegal drugs, including searches conducted through the use of specially-trained dogs.

In all cases, there must be a reasonable cause to conduct any search. What is reasonable cause shall be determined by the building Principal. And in all cases, a search will be conducted with the interest of the student's privacy respected, and in the presence of another school personnel.

Any evidence that may be considered dangerous, harmful, or illegal will be confiscated and may be used as evidence in the event of any hearing or conference. Any drug or controlled substance that is considered illegal will be confiscated and eventually turned over to the proper law enforcement agency along with the student's name. The parents/guardians will also be contacted.

If a student refuses to allow the search of person or vehicle on school grounds, this will be taken as an admission of being in possession of illegal drug, drug paraphernalia, alcohol, or weapon and will be subject to all discipline for a drug, alcohol, or weapon violation. State law now requires the district to notify students and their parents/guardians that school officials may request a student or his or her parent/guardian to provide a password or other account information to gain access to the student's account profile on a social networking site. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or board policy.

SCHOOL EXPULSION AND SUSPENSION

A student may be suspended by the Administration or expelled by the Board of Education if his conduct is causing or tending to cause a material disruption in the education process. After weighing the evidence, the principal or his designee determines if the charge is supported by the evidence and the appropriate disciplinary action if in accordance with District policies and guidelines and professional judgment. Examples but not all inclusive are as follows:

1. Destroying school property.
2. Disobeying rules outlined in handbook.
3. Obscene language or gestures in classrooms, halls, or any school function.

4. Pulling or otherwise triggering a false fire alarm.
5. Fighting.
6. When an In-School Suspension is not served when assigned.
7. Possession or use of tobacco products, vapes, vape pens, other vaping-related products on school property.
8. Possession of, or under the influence of drug paraphernalia, alcohol, and/or illegal drugs.
9. Calling in or otherwise making bomb threats.
10. The possession of any potentially harmful device or substance (fireworks, knives, firearms, etc.) is prohibited.
11. Gang related activities.
12. Acts of vandalism or gross disrespect to Administration, Faculty or Staff on or off school property may result in suspension or expulsion.
13. To write or verbalize plans to harm others or cause destruction to school facility or personal property of school employees.
14. Any form of sexual, racial or other prohibited harassment.
15. Harassment or bullying of other students in any form.
16. Any other action which substantially disrupts or interferes with the educational environment of school or extra-curricular activities.

SUSPENSION SYSTEM

Two types of suspension are used, In-school and Out-of-School. All suspensions will be assigned by an administrator, e.g. Principal or Assistant Principal.

I. **IN-SCHOOL SUSPENSION:**

In-school suspension means that a student is required to spend one or more periods or school days in the suspension room for inappropriate behavior. A student may receive credit for assignments during that day or time period only if he complies with instructions set by each individual teacher. In most cases this means the student must make arrangements to take a test and/or secure the assignment(s) from each teacher before he goes to the suspension room.

OUT-OF-SCHOOL SUSPENSION:

Any student behavior or conduct not deemed to be proper during In-school suspension may result in Out-of-School Suspension. In all cases, upon returning to school the student must complete the unserved In-School Suspension days. The Assistant Principal or teacher will attempt to contact parents for In-School Suspensions of more than one day. The Administration will consider forms of non-exclusionary discipline prior to using out of school suspensions. The School will use out of school exclusion of three days or less only if the student's continued presence poses a threat to school safety or a disruption of other students' learning opportunities. The School will make such determinations on a case by case basis. School officials shall make all reasonable efforts to resolve such threats, address such disruptions and minimize the length of suspensions to the greatest extent practicable.

Unless otherwise required by law, such as violations of our Gun Free Schools policy, out of school suspensions of greater than three days, expulsions, and disciplinary removals to alternate schools may be used only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continued presence in school would either i) pose a threat to the safety of other students, staff, or members of the school community or ii) substantially disrupt, impede, or interfere with the operation of the school.

For purposes of this policy, i) and ii) will be determined on a case by case basis. School officials shall make all reasonable efforts to resolve such threats, address such disruptions and minimize the length of extended suspensions, expulsions or disciplinary removals to alternative schools to the greatest extent practicable. The Administration shall document for all extended suspensions, expulsions, or disciplinary removals to alternate schools - whether other interventions are to be provided or whether it was determined that other appropriate and available services were available.

During an expulsion, the Board may refer the student to appropriate and available support services.

II. IN SCHOOL SUSPENSION ACTIVITIES AND RULES:

ACTIVITIES

Writing: Students will be required to write sections of the student handbook.

1. Students will write continuously.
2. Writing will be collected at the end of each class period. The amount of writing must be of sufficient quantity and legibility as determined by the ISS supervisor.
3. If a sufficient amount and quality of writing for a class period is not completed, the following penalties will be enforced:
First Offense--The student will repeat one class period of ISS the next school day. The class period will be the student's study hall. If the student does not have a study hall, another fifty-minute time period will be arranged.
Second Offense--The student will repeat a full day of ISS.
Third Offense--The student will serve 3 days of out-of-school suspension and serve uncompleted days of ISS.

Mediation: Students will be required to spend one hour involved in a mediation writing activity. Quality and quantity of mediation writing will be supervised and enforced the same as the handbook writing activity. Mediation writing will be sent to the Assistant Principal and then forwarded to the student's counselor.

Homework: Students will be allowed to work on homework assignments for approximately 1 and one half hours if the following conditions are met:

1. Successful completion of writing and mediation activities
2. Completed homework assignment sheet with teachers' initials (assignment sheets can be obtained in the office)

If the above two conditions are not met, students will continue writing the student handbook.

Counselor Contact: Students will meet as needed with their counselor following their suspension to discuss their behavior and methods of achieving appropriate behavior.

RULES

1. No talking except by permission of the supervisor.
2. Restroom breaks will be taken as a group at 10:30 and 1:30. Students will not be allowed to leave the room between periods.
3. Absolutely no eating or drinking will be allowed except for the designated lunch time.

4. Homework assignments are to be worked on during the allotted time and turned in according to the teachers' instructions.
5. All students must bring textbooks and materials to the suspension room.
6. Vocational students who are suspended must also serve the full day until 3:05. The Vocational Center and employer will be notified of the suspension.
7. Lunch will be eaten in the cafeteria. Students can bring a sack lunch or purchase food from the cafeteria. No lunches may be brought in from McDonald's, Pizza Hut, etc. for any individual other than your student. If lunches are brought in by a parent/guardian, they must be given directly to the student. We will not hold lunches for students in the office.
8. All students will have assigned seats.
9. Students will receive credit for work completed during the suspension.
10. In case of an emergency students may be dismissed from the suspension room but must serve the remaining time upon returning to school.
11. Any student not complying with the suspension rules may be given an out-of-school suspension with loss of credit for ISS time served. Upon returning to school the remaining days of the In-School suspension will be served.
12. In case of illness, the supervisor will contact the nurse who will then see the student. If the student is sent home, he/she must serve the remaining time upon returning to school.

ISS SCHEDULE (Tentative due to 4/5/6 Lunch Schedule)

| | | |
|-----------|---------------|---|
| Period 1 | 8:05 – 8:55 | Writing of handbook |
| Period 2 | 9:00 – 9:50 | Writing of handbook |
| Period 3 | 9:55 – 10:45 | Writing of handbook (restroom break at 10:30 until 10:35) |
| Period 4 | 10:50 – 11:15 | Writing of handbook |
| Period 5 | 11:20 – 11:45 | Writing of handbook |
| Period 6 | 11:50 – 12:15 | Lunch |
| Period 7 | 12:20 – 12:45 | Mediation writing |
| Period 8 | 12:50 – 1:15 | Mediation writing |
| Period 9 | 1:20 – 2:10 | Homework (restroom break at 1:30 until 1:35) |
| Period 10 | 2:15 – 3:05 | Homework |

III. ONE PERIOD SUSPENSIONS

Students may be given a one period In-School Suspension. Students will write the Student Handbook for the period. The amount of writing must be of a sufficient quantity and legibility as determined by the ISS supervisor. All rules and penalties of ISS apply to one period suspensions. One period suspensions will not be counted towards the 8 accumulated suspensions.

IV. OUT OF SCHOOL SUSPENSION

Any student suspended out of school may not be on school property at any time and may not attend any school functions during the days of suspension.

1. A parent/guardian may pick up homework during the suspension in the main office. If homework is not picked up in the main office, then the student will be responsible for completing all work and will be allowed one day for every day OSS to make up the work

2. Makeup work completed on suspension should be handed in when the student returns to school. Any work that is not completed while on suspension should be turned in within the allotted time as referenced in number 1 of Out of School Suspension.
3. Students will receive full credit for all daily work completed during the suspension and work turned in the allotted amount of time.
4. Tests during the suspension time will be allowed to be made up.
5. If a student or parent would like to contest an Out-of-School Suspension, he/she may request a hearing with the board of education discipline committee. The request must be filed in writing to the superintendent within 10 days of the issuance of the suspension. The student will serve the assigned suspension.
6. In lieu of an Out of School Suspension, students may be offered the Alternative to Suspension program. This program may allow for a reduction in OSS days and provides a supervised environment where students will receive academic services to stay up to date with school assignments and work with program staff to acknowledge the consequences of their behavior.
7. Re-Engagement of Returning Students. The building Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

2018-2019 Extra-Curricular Staff

BASEBALL

Jarrod Reynolds - Head Coach (V)
David Cartwright
Adrian Smith
Bobby Gardner

BASKETBALL (Boys)

Tim Thompson - Head Coach (V)
Ryne Vrana
Jared Johnson
Josh Johnson

BASKETBALL (Girls)

Tony Rowan - Head Coach (V)
Katie Roush
McKayla Snedeker
Elise Maliszewski

BOWLING

Joey Johanning– Girls Coach
Jim Lyles – Boys Coach

CHEER TEAM

Trish Rodeghero (V)
Mychaela Hurst

CROSS COUNTRY

Mark Zilis - Head Coach (V)
Dale Bergeson

FOOTBALL

Kyle Kissack - Head Coach (V)
Mike Dale
John Gonzalez
Richard Harvey
Erick Olson
Adrian Smith
Brian Worthington
Vic Worthington
TC Hager
Brett Zick
Brad Winterland

GOLF

Glen Mehrings - Head Coach (V)
David Cartwright

POM PON

Kass Smith - Head Coach

SOCCER (Boys)

Brad Male – Head Coach (V)
Koby Stern

SOCCER (Girls)

Koby Stern - Head Coach (V)
Brad Male

SOFTBALL

Lindsay Suess - Head Coach (V)
Elise Maliszewski
Molly Sly
Desa Richards

SPEECH and DRAMA

Laurie Pillen - Coach
Amy Creuzinger - Director

TENNIS (Boys)

Kristi Eckardt - Head Coach (V)
Jeff Truckenbrod

TENNIS (Girls)

Elizabeth Cartwright - Head Coach (V)
Jeff Truckenbrod

TRACK (Boys)

John Dobbs – Head Coach (V)
Dale Bergeson
Vic Worthington
Mark Zilis

TRACK (Girls)

Alison Vrana
Katie Roush
Bruce Anderson
Zach Miller

VOLLEYBALL

Molly Sly – Head Coach
Lindsay Suess
Bryant Suess
John Pfaff

WRESTLING

Alphonso Vruno - Head Coach (V)
Carl Harvey
TC Hager
Chris Hager

EXTRACURRICULAR ACTIVITIES

The purpose of this section is to establish a uniform policy regarding eligibility, training, awards, care of equipment, and other items relating to all extracurricular activities. All items placed in this handbook will be subject to a yearly evaluation by the advisors, coaches and administration, with the purpose of making changes as required by new circumstances and conditions.

Principle I: Objectives of Extracurricular Activities

- A. To encourage the development of good sportsmanship and fair play through competitive experiences with other participants.
- B. To exemplify the highest standards of moral integrity and good citizenship both in and out of school.
- C. To stress fundamentals of all activities at all levels and to raise the skill level through additional practice and study.
- D. To increase enjoyment and social growth through extra-curricular participation.
- E. To develop an overall team concept through disciplined competition.
- F. To develop a competitive spirit through individual competition.

Principle II: Administration

- A. Principal
 - 1. The administrative head of extracurricular activities is responsible to the Superintendent of Schools and to the State Association for the conduct of school's activities.
 - 2. The Principal will implement policies as stipulated by the Board of Education and the Superintendent of Schools.
 - 3. The Principal is responsible for all extracurricular activities.
- B. Athletic Director - Agriculture Advisor - Speech and Drama Advisor - Music Advisor
 - 1. Is directly responsible to the Principal.
 - 2. Works with the Transportation Director in securing transportation to and from contests.
 - 3. Has on hand an inventory of all equipment and orders all approved equipment.
 - 4. Makes a check to see that all students participating in athletics, music, speech and FFA are eligible.
 - 5. Sees that all local conference, school, and State Association rules are followed.
 - 6. Schedules all contests and officials for these contests.
 - 7. Assists coaches with program concerns.
 - 8. Assists the Principal in the evaluation of all staff members.
 - 9. Coordinates with the Principal, the scheduling of the gymnasium, auditorium and rooms.
 - 10. Exchanges eligibility lists with other schools.
 - 11. Coordinates the award ceremonies.
 - 12. Informs administration of all activities on the master schedule.
 - 13. The Athletic Director is the school representative at the Booster Club meetings.
 - 14. Yearly schedule changes must be first approved by the Principal.
- C. Head Coach or Advisor

The high school coach in each sport shall be in control of the entire program throughout the school.

1. The coach or advisor will be responsible for parent information.
 2. The coach or advisor has the option of closed practices.
 3. The head coach or advisor has the authority of assigning coaching positions.
 4. Direct and develop the coaching philosophy and practices for all teams.
 5. Assigns all athletes in the program to the appropriate level. Athletes sign up to participate in a program, not a particular level of competition. The athletic director and/or Principal will monitor movement of athletes to a higher level of competition.
- D. Coach or Advisor Responsibilities
1. To use conduct in such a way as to bring credit to the student body, Board of Education, administration, and community.
 2. To supervise all practices.
 3. To keep accurate records of attendance at contests and practices.
 4. To keep an accurate inventory of equipment, supplies, and uniforms.
 5. To inform squads of departure time, dressing time, and practice schedule.
 6. To discuss with participants any and all training rules.
 7. To provide the Athletic Director with a list of participants as soon as the season begins. (This list will be used for eligibility and programs.)

Principle III: Student Information

Extracurricular Activities

- | | | |
|-----------------------|-------------------|-------------------------|
| 1. Baseball | 14. Track (Boys) | 27. Madrigal Cast |
| 2. Basketball (Boys) | 15. Track (Girls) | 28. Color Guard (Flags) |
| 3. Basketball (Girls) | 16. Volleyball | 29. Indoor Guard |
| 4. Bowling | 17. Wrestling | 30. Pep Band |
| 5. Cross Country | 18. FFA | 31. Indoor Drumline |
| 6. Football | 19. Agriculture | 32. Cheerleading |
| 7. Golf | 20. Horticulture | 33. Pom Poms |
| 8. Softball | 21. Speech | 34. Student Council |
| 9. Soccer (Boys) | 22. Drama | 35. Class Officers |
| 10. Soccer (Girls) | 23. Jazz Bands | 36. International Club |
| 11. Tennis (Boys) | 24. Vocal Jazz | 37. Ballet Folklorico |
| 12. Tennis (Girls) | 25. Jazz Combo | 38. Key Club |
| 13. Interact Club | 26. Bass Fishing | |

All of the previous activities participate in full interscholastic schedules, both conference and non-conference. They are also eligible for competition in the state-sponsored tournaments at the conclusion of the regular seasons. All of the above listed activities are subject to IHSA eligibility and participation rules.

NCAA INITIAL ELIGIBILITY SHEET

ATTENTION: All prospective student-athletes first entering a collegiate institution on or after August 1, 2015, who want to play NCAA Division I or II intercollegiate athletics.

SUBJECT: NCAA Eligibility Requirements

To be considered a qualifier at a Division I institution and be eligible for financial aid, practice and competition during your first year, you must:

1. Graduate from high school.
2. Present a minimum combined test score on the SAT verbal and math sections or a minimum combined score on the ACT in English, mathematics, reading, and science as indicated on the index scale below.

| <u>CORE GPA</u> | <u>SAT sum</u> | <u>ACT sum</u> |
|-----------------|----------------|----------------|
| 3.550 and above | 400 | 37 |
| 3.250 | 520 | 46 |
| 3.000 | 620 | 52 |
| 2.750 | 720 | 59 |
| 2.500 | 820 | 68 |

This is a sliding scale that can be found at www.eligibilitycenter.org

3. Present a minimum grade-point average of 2.000 in at least 16 core courses in the following areas:
 - English - four years
 - Mathematics - three years (Algebra I or higher)
 - Natural or physical science - two years (1 year must be lab)
 - One additional year in English, mathematics, or natural or physical science
 - Social Science - two years
 - Additional academic courses (in any of the above areas, foreign language or comparative religion/philosophy) - four years

To be a qualifier at a Division II institution, you must:

1. Graduate from high school
2. Present a minimum grade-point average of 2.000 in at least 16 core courses in the following areas:
 - English - three years
 - Mathematics - two years (Algebra I or higher)
 - Natural or physical science - two years (1 year must be lab)
 - Three additional years in English, mathematics, or natural or physical science
 - Social Science - two years
 - Additional academic courses (in any of the above areas, foreign language or comparative religion/philosophy) - four years
3. Present a minimum 820 combined score on the SAT verbal and math sections or a minimum ACT sum score of 68.

Be sure to ask your Coach and Guidance Counselor about these new requirements or contact the NCAA National Office at 913/339-1906.

The official source can be found at www.eligibilitycenter.org. This page is a resource only. The NCAA Eligibility Center should be referenced for up to date information to determine eligibility.

Supplied by NCAA.

CODE OF CONDUCT

EXTRACURRICULAR PARTICIPANTS

Preamble

Participation in extra-curricular activities means more than competition between two individuals or teams representing different high schools. It teaches fair play and sportsmanship, understanding and appreciation of teamwork, and the fact that quitting means failure while hard work and commitment means success. Participation in extra-curricular activities is a privilege that should only be accepted by a student who is totally committed year-round. With these goals in mind, this guide has been formulated for the use of all concerned. As the conduct of an extra-curricular participant is closely observed, be above reproach in all of the following areas:

The true competitor will give 100% at all times while in a competitive confrontation. A competitor has complete control of his/her self at all times. A competitor realizes that profanity is a sign of weakness rather than strength, and will refrain from its use. Although it is a most important goal that one hopes to realize, a competitor must learn that losing is a part of the game and that a competitor should congratulate his/her opponent on a well-played game after the contest. However, if there is nothing good to say to your opponent, leave the area immediately. Officials in a game or contest are there for the purpose to insure that both teams will receive a fair deal. Officials do not lose a game or contest for you. All dealings with the officials should be done by either the coach or designated captain and should be handled with total respect for the purpose of clarification or interpretation of a ruling. Any behavior that is contrary to this is a direct reflection on the school, team and coaches. Derogatory action toward officials will not be tolerated.

Behavior and appearance in school is of great importance to the competitor. Competitors should be leaders and set the best possible example since fellow students respect and follow them.

The competitor should present themselves with a “neat, clean, and professional” look at all times. As a member of an extracurricular program, you represent Rochelle Twp. High School. It is important to remember that your appearance, behavior, and attitude are not only a reflection on you as an individual, but is also a reflection on Rochelle Twp. High School and its extracurricular programs. If there is any doubt about appearance, the building Principal, or designee, will make the final decision.

The competitor should:

1. As a member of an extracurricular program, you represent Rochelle Twp. High School. It is important to remember that your appearance, behavior, and attitude are not only a reflection on you as an individual, but is also a reflection on Rochelle Twp. High School and its extracurricular programs. If there is any doubt about appearance, the building Principal, or designee, will make the final decision.
2. Speak with respect to all students and faculty.

The true competitor realizes that he/she will have great influence over many fellow students in their school. A competitor will use this influence to set a good example toward the betterment of this school. The good competitor is also a good student. A competitor plans their time and energy so as to succeed both in competition and in the classroom. All competitors must meet the following eligibility requirements:

All participants must fulfill the scholastic standing requirements as stated in **I.H.S.A. By-Law 3.020:**

- 3.021 You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- 3.022 You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.
- 3.023 They shall not have graduated from any four-year high school or its equivalent.
- 3.024 Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
- 3.025 Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted credit toward graduation from high school by the local Board of Education.

Additional Eligibility Rules

- A. Any extracurricular participant who is absent from school any part of the last half of a school day will not be permitted to participate in the contest or practice and will not be allowed to make the trip on the bus. Exception: Dentist or doctor appointment, funeral or an absence excused by the Principal, or Athletic Director.
- B. In case of injury, the coach may require the athlete to attend practice, but participation is not mandatory.
- C. If a participant goes to a doctor for an injury, he or she must obtain a written release from the doctor before he or she may return as a participant.
- D. Students suspended in-school will be eligible for practice and contests during the suspension.
- E. Students suspended out of school will not be eligible to participate in contests or practice.
- F. If an athlete quits a sport, he or she may not start or practice in another seasonal sport until that one sport is complete.

Extracurricular Rules and Regulations

- A. The coach or advisor may reduce the number of team members to the number the I.H.S.A. allows to dress for a tournament or fewer.
- B. The coach may reduce the number of members of the squad to a lower number than specified by state organizations (I.H.S.A.) because of disciplinary action.
- C. If another school activity conflicts with performance or a game, the coach or advisor should be notified immediately so that the conflict may be resolved. Activities outside the school should not conflict with performance or practice or games unless cleared through the coach. If approved by the coach, no penalties will result.

In addition to earning satisfactory grades, the competitor should give respectful attention to all classroom activities and show respect for students and faculty at all times. Horseplay and fooling around in the classroom and halls does not constitute behavior approved of in the Rochelle Township High School extra-curricular program. If conduct of this nature is repeated and cannot be corrected, the student may lose the privilege of participation.

The Rochelle Township High School competitor should strive for a fine attendance record. A competitor should under no circumstances be truant from either school or class. If they must leave school for an important reason, they should follow the accepted procedure for being excused from the office. Truancy may carry an out-of-school suspension as a penalty. When a competitor is suspended from school, he/she misses valuable practice time and thus must miss or be inadequately prepared for the competition. Competitors who have been suspended from school shall not be allowed to practice or participate in any competitive event during the time of suspension.

- D. No stereos or radios will be allowed during athletic contests.
- E. Practice and Goals:
 - 1. If there is any reason why a participant has to miss practice, he or she should notify the Coach personally. Notifications must be made as far in advance as possible. Punishment for missing practice will be left to the discretion of the Coach or advisor.
 - 2. All extracurricular participant members must cooperate in seeing that the equipment is not damaged, lost or stolen.
 - 3. School equipment and uniforms should be worn only by the participant, and only at practices, on game days, or at the discretion of the coach or advisor.
 - 4. All participants are responsible for their equipment and must pay for each item lost or damaged through negligence. Stolen equipment will be confiscated.
 - 5. Theft of another school's equipment will result in ten school day suspension from the activity. (Administered by the Principal and/or Athletic Director)
 - 6. The Certified Athletic Trainer will keep medical equipment clean and in good repair and is responsible for all injuries.
 - 7. The coaches' and advisors' office and training room are off limits to students unless they are invited in by the coach and/or advisor.

8. Athletes may lift weights only if a coach is present in the weight room.
9. Musical rooms, auditorium and locker rooms should be left in an orderly condition.
10. All participants must ride the bus to and from away contests, but may return with their parents or legal guardians if approved by the coach or sponsor. Due to liability factors, participants may not return with another parent or guardian without written parental approval and the consent of the Principal or Athletic Director. It is preferable athletes ride the bus and the coach may require participants to do so.
11. When enroute to and from a scheduled contest, and in the presence of the public, athletes not attired in team uniforms should dress to the standards set by the respective coaches.
12. Curfew:
 - a. 11:00 P.M. - weeknights
 - b. 12:00 midnight - Friday and Saturday
 - c. Night before a performance - to be determined by the coach or advisor.
 - d. Additional in-season curfew restrictions may be imposed by the coach or advisor.
13. When the school is closed due to inclement weather, extracurricular practices shall be held only with the consent of the Principal or Athletic Director. (If a participant cannot attend, no recourse will be taken.)

F. Injuries:

1. All participants in the athletic program must submit a signed insurance waiver.
2. Any school-connected injury shall be immediately reported to the coach. The Athletic Trainer shall be notified as soon as possible.
3. If an individual has any special medical problems, the Athletic Director, coach, and Certified Athletic Trainer shall be informed.
4. It is the responsibility of the athlete to bring to the coach a written release from the doctor if that athlete has received a disabling injury. The Certified Athletic Trainer will keep such releases on file.

G. Uniforms:

1. All equipment and uniforms issued will be the responsibility of each individual team member with respect to care and maintenance.
2. No awards will be given until the equipment and uniforms have either been turned in or paid for by the participant.
3. Equipment and uniforms are not to be worn at any time other than at the performance or contest or at the discretion of the coach.
4. Individuals who do not turn in all equipment/uniforms may be excluded from participation in another sports season until all equipment/uniforms are returned or paid in full.

COMMUNICATION PROCESS FOR PARENTS

If at any time you have a question or concern about a situation regarding your child, the following process of communication will best facilitate appropriate information and resolution:

Extra Curricular Issues:

1. Talk with Coach involved
2. Talk to Head Coach
3. Talk to Athletic Director
4. Talk to Principal
5. Talk to Superintendent
6. Meet with the Board of Education

WHO MAY COMPETE IN ATHLETICS

- A. Any student who maintains a passing grade in five credit subjects.
- B. Has submitted waiver forms signed by their parents or guardians.
- C. Has passed five credit subjects the previous semester.
- D. Has parental permission.
- E. Have passed a physical examination satisfactorily.
- F. Has met the eligibility rules of the Illinois High School Athletic Association.
- G. Athletes must have physicals and waivers (or insurance) before they can receive equipment or practice.
- H. Agrees to conform to the requirements of the coach/sponsor in that activity.
- I. Athletes sign up for a program. The level at which they play is determined by the coaching staff.

The Rochelle Township High School athletic teams are known as the Rochelle Hubs and Lady Hubs. Our interscholastic athletic teams are members of the I8 Conference. The schools in this conference are Sandwich, Kaneland (Maple Park), La Salle-Peru, Morris, Ottawa, Rochelle, Plano, and Sycamore.

Training Rules

Training regulations are in effect for both on-school property and off-school property and premises, during and between seasons. All school competitors will be governed by these regulations. The consequences are progressive and are in force for the entire four (4) school years of a student's high school career. Any violation of these regulations may jeopardize status as a participant in school district competitive activities. These training regulations include:

- A. Possession and/or use of any tobacco products.
- B. Possession, use, delivery or attempted delivery of alcohol, drugs, or narcotics. (including steroids)

Possession or use of Alcohol, Drugs, Narcotics, Tobacco Products or Steroids

First Violation

Option (A) Suspension from all phases of the extra-curricular program for one calendar year from the date of the infraction, unless option B is completed.

Option (B) **1.** Suspension from competition for ten percent (10%) of the contests (performances) allowed by the Illinois High School Association in the season bylaws. **2.** Completion of a Substance Abuse Assessment by a school approved agency and satisfactory participation in the recommended rehabilitation program. **3.** If option B is not fully completed, Option A will be enforced.

Second Violation

Option (A) Suspension from all phases of the extra-curricular program for one calendar year from the date of the infraction, unless option B is completed.

Option (B) **1.** Suspension from competition for twenty-five percent (25%) of the contests (performances) allowed by the Illinois High School Association in the season bylaws. **2.** Completion of a Substance Abuse Assessment by a school approved agency and satisfactory participation in the recommended rehabilitation program. **3.** If option B is not fully completed, Option A will be enforced.

Third Violation

Option (A) Suspension from all phases of the extra-curricular program for one calendar year from the date of the infraction, unless option B is completed.

Option (B) **1.** Suspension from competition for fifty percent (50%) of the contests allowed by the Illinois High School Association in the season bylaws. **2.** Completion of a Substance Abuse Assessment by a school approved agency and satisfactory participation in the recommended rehabilitation program. **3.** If option B is not fully completed, Option A will be enforced.

Fourth Violation

Option (A) Suspension from all phases of the extra-curricular program for two calendar years from the date of the infraction, unless option B is completed.

Option (B) **1.** Suspension from competition for one calendar year from the date of infraction. **2.** Completion of a Substance Abuse Assessment by a school approved agency and satisfactory participation in the recommended rehabilitation program. **3.** If option B is not fully completed, Option A will be enforced.

Fifth Violation

Removal from extra-curricular program for a period of three (3) calendar years.

In all activities in which there is not a specific season, the suspension from competition or performance will be decided by the Principal and Athletic Director. The suspension will reflect as closely as possible the percentages outlined in the training rules.

Note: These suspensions are the minimum required and return to interscholastic competition is at the discretion of the in-season coach.

Voluntary Admission -First time offender (Under #I or II)

If an extra-curricular participant seeks out a coach or other school authorities to admit to a substance abuse problem, the competitor must complete a substance abuse assessment, and if so directed by school authorities, participate in a substance abuse program. If the substance abuse assessment is not completed, the preceding penalty (II-option (B) step I) will be enforced.

Other Infractions

At anytime that a member of an extra-curricular team/squad is not living up to the highest standards of sportsmanship and citizenship or is regarded as a detriment to the best interest of the extra-curricular program, the competitor is subject to suspension or dismissal from participation. The Principal and Athletic Director will serve as hearing officers as such cases warrant. The Principal and Assistant Principal will serve as hearing officers if the coach involved is the Athletic Director. If the Athletic Director and/or the Assistant Principal are the coaches involved the Principal and other designated administrators will serve as hearing officers as such cases warrant. The Principal will determine if there is a conflict of interest concerning the Athletic Director and/or Assistant Principal as coach or hearing officer. These violations include but are not limited to:

- A. Use of excessive profanity, as a spectator and/or participant on or off the field.
- B. Derogatory action toward officials and/or the public.
- C. Inappropriate behavior on trips, when going to or returning from extra-curricular events.
- D. Unexcused absences from practice or competition.
- E. Repeated truancy from school.
- F. Destruction or loss of school property or equipment. (Each competitor is responsible for the care of the equipment assigned to them, and they shall be held accountable for its return upon the completion of the season).

Competitors are to wear and use school issued equipment only with permission of the head coach of their activity.

Participants found to be in violation of the extracurricular code will be informed of the charges and given an opportunity to respond. The parent/guardian may request a meeting to clarify the charges and/or penalty assessed. The participants of this meeting will include the Athletic Director and/or Principal, the parent, the student, and the in-season coach (if applicable). All others in attendance will be at the discretion of the administration.

Source of Alleged Violation

If a violation is made known by the coaching staff or advisor, administration, and/or law enforcement agencies the individual will be suspended from the activity by the Athletic Director. If knowledge of the violation comes from a source other than those listed, the information will be investigated by the Athletic Director and/or Principal.

AWARDS IN ATHLETICS

Letters, numerals, and other awards are earned by students participating in the sports programs and completing the season in good standing. The criteria for how these awards are earned are determined by the coach of each sport and will be reviewed at the beginning of the season. Special awards in all sports are determined by team vote or highest number of points in a given sport.

Each year the News Leader Award will be presented to a senior boy and girl who have achieved the greatest number of points during his and her four years in athletic competition. These points will be added to points earned according to his and her scholastic standing in class.

ADMISSION TO HOME ATHLETIC CONTESTS

Admission to football and basketball games for the 2020-2021 school year will be by single game admission or season ticket. Students and adults who purchase a reserved seat season ticket for the basketball season will be guaranteed a seat for each game. Others may purchase a ticket for admission to each game. There is a 25% discount on season tickets for parents of Varsity and Sophomore players of the sport and Cheerleaders, Chelletes, and Band members. This 25% discount does not apply to Family Passes, as they are already discounted.

Admission fees per contest for the 2020-2021 school year are as follows:

| <u>BOYS SPORTS</u> | Adults | Student |
|---------------------------|--------|---------|
| Football | \$5.00 | \$3.00 |
| Basketball | 5.00 | 3.00 |
| Wrestling | 5.00 | 3.00 |

| <u>GIRLS SPORTS</u> | | |
|----------------------------|------|------|
| Basketball | 5.00 | 3.00 |
| Volleyball | 5.00 | 3.00 |

Season passes for individual sports, family passes for individual sports and reserved season tickets for Football and Boys Basketball are available by contacting the Athletic Office.

Ticket prices do not reflect IHSA series or tournaments.

STUDENT CLUBS AND ACTIVITIES

| | |
|-------------------|-----------------------|
| Fine Arts Club | Foreign Language Club |
| GACME | International Club |
| Math Team | Natural Helpers |
| Pins & Needles | Student Council |
| Fiction Addiction | GSA+ |
| Tech Club | |

RULES IN EFFECT THIS YEAR ARE AS FOLLOWS:

Do not sign up or agree to any type of money raising schemes presented to you by club members or outside agencies without the consent of the Administration. A Board of Education policy covers this rather specifically.

NAME: Spanish Club

SPONSORS: Eva Lenkaitis

PURPOSE: It is the purpose of the RTHS Foreign Language Club to enhance students' understanding and enjoyment of different languages and cultures. Officers are elected each year to help organize activities.

NAME: GACME (Graphic Anime Comic Manga Enthusiasts)

SPONSORS: TBD

PURPOSE: GACME Club is a fun place for members to discuss their favorite graphic novels, anime, comics, and manga while discovering new authors, artists, and films.

NAME: International Club

SPONSORS: Katie Strietelmeier

PURPOSE: The club's main purpose is to promote peace and understanding within our school and community. Activities include disseminating information regarding multicultural events and raising awareness of issues that threaten the dignity or safety of people anywhere. Members take field trips to ethnic communities, such as Chicago's Pilsen (Latino) neighborhood and Devon Avenue's (Indian) neighborhood and share ethnic foods and customs here at school. Students also raise money to support projects that foster cooperation and harmony, such as the Peace Pole. In addition, club members maintain a connection with Peace Corp volunteers through a pen pal program. Membership is open to all students, staff and teachers.

NAME: Math Team

SPONSORS: TBD

PURPOSE: Students who are talented in mathematics are given abilities through competition. Through these competitions, students also gain leadership skills, the ability to work cooperatively, and self-confidence. Students are invited to participate on the Math Team by recommendation of their math teacher. Math Team practices begin in December and continue through March.

NAME: Natural Helpers

SPONSOR: Natasha Hacaga & John Pfaff

PURPOSE: Natural Helpers is a peer support group, which makes use of the informal helping network, which exists among all high school students. An anonymous schooled survey is used to identify students at RTHS seen as people their peers would seek out for help or advice. The identified students are then trained on a weekend retreat and in monthly meetings throughout the school year to equip them to be better able to help their peers. Natural Helpers are not professionally trained therapists or counselors; they are skilled helpers.

NAME: Pins & Needles

SPONSORS: Ann Marie Jenkins, Beth Mock

PURPOSE: Pins & Needles Club members learn to make beautiful, creative projects while learning important skills like selecting fabric, measuring, reading patterns, and using a sewing machine.

NAME: Student Council

SPONSORS: Erin Bergeson & Lizze Cartwright

PURPOSE: Its purpose is to promote closer student cooperation with the school's faculty and administration, to help to develop an understanding of democratic processes, and to encourage the advancement of scholarship, school spirit, character, and citizenship. The Student Council tries to help coordinate the activities of the different organizations within the school, and bring to the attention of the Administration the suggestions and ideas proposed by members of the student body.

REQUIREMENTS: The membership of the Council is determined in two ways. The initial Student Council is composed of 10 students from each class, elected by an at-large vote of their classmates in the spring of the year. Other students may then join the Council through a petition and essay process, which is offered after elections. In this way, Student Council is made up of approximately 50 members. Freshman elections are held in the fall of each year using the same process. Qualifications for membership require members to have personal qualities of good citizenship, leadership, loyalty, spirit, and a GPA of 2.0 or above.

OVERVIEW: The Student Council of Rochelle Township High School was first organized in the fall of 1935.

The council sponsors such activities as Homecoming in the fall, Make a Difference Day, and the Giving Tree. Council members help orient new students at the opening of school; aid the faculty in whatever ways requested, and act as liaisons between the students and the administration through the Principal's Advisory Committee. Members participate in district and state meetings, workshops, conventions, and summer leadership classes.

NAME: Fiction Addiction

SPONSORS: Kristin Flanagan and Ann Marie Jenkins

PURPOSE: Fiction Addiction members read and discuss books at monthly meetings, with movie and author events throughout the year.

NAME: GSA+

SPONSORS: Scott Campbell

PURPOSE: The RTHS GSA+ club is a student-run organization that brings together LGBTQI+ and straight students to support each other. Our weekly meetings provide a safe place to socialize and discuss racial, gender, and LGBTQ issues.

NAME: Technology Club

SPONSORS: Kurt Wolter

PURPOSE: Technology Club is for students interested in all aspects of technology.

We will focus on use of computers for gaming, use of quadcopters both indoor and outdoor, and other technology-related subjects students are interested in.

DISTRICT 212 BOARD OF EDUCATION POLICIES FOR SEX EQUALITY IN EDUCATION

TITLE IX

Nondiscrimination on the Basis of Sex in Education Programs and Activities

- A. General. Title IX of the Education Amendments of 1972 declares, in part, that no person in the United States shall the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. This district receives federal financial assistance. In order to continue receiving such federal assistance, this district must comply with Title IX and the regulation promulgated through the U.S. Department of Health, Education and Welfare by the Department's Office for Civil rights interpreting Title IX. If any program or activity of this district fails to comply with Title IX, or the Federal

administrative regulations implementing Title IX, public hearings would be held by the Federal government, which could result in the termination of Federal funds to this district.

In addition to the sanction of non-receipt of Federal funds, however the board of education is of the general view that discrimination on the basis of sex in any education program or activity of this district is not to be permitted except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students of employees of this district are required by this policy to comply with the provisions of:

1. This policy as in the case of any rule or regulation adopted by the Board of Education of this district; and,
2. Title IX of the Education amendments of 1972 and the regulations promulgated hereunder by the U.S. Dept. of Health, Education, and Welfare, as Part 86, title 45, U.S. Code, printed also in U.S. Federal Register, Vol.40, No. 108, Wednesday, June 4, 1975, as amended, as Title IX and as such regulations are applicable to this district.

B. Application to Specific Education Programs and Activities. This policy's prohibition against action by employees or other persons acting in the name and on the behalf of this district which bases any exclusion from participation in, denial of benefits from or discrimination in, any educational program or activity because of the sex of a student or employee, applies to all education programs and activities conducted by this district, including, but not limited to, the following:

1. Education Programs
 - a. Course Offerings. Applies to all courses, except that with respect of physical education classes and activities, compliance shall be attained as expeditiously as possible but in no event later than July 21, 1978. This policy's prohibition does not prohibit:
 - (1) grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex;
 - (2) separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball and other bodily contact sports;
 - (3) separation of students by sex in classes dealing exclusively with human sexuality; and,
 - (4) full separation of persons based on vocal range or quality even though such separation may result in chorus or choruses of one or predominately one sex.
- (86.41)b. Athletics. Applies to all athletic programs or activities, except that separate teams for members of each sex may be operated:
 - (1) When the sport involved is a contact sport; or
 - (2) Where selection for the separate teams is based upon competitive skill, provided that where there is not now and has been no such team for the excluded sex, members of the excluded sex must be allowed to try out for the team unless the sport involved is a contact sport, as defined by paragraph 1.a. (2) of this policy, above. Moreover, equal athletic

- opportunity shall be provided for members of both sexes, including dual provision for equipment, supplies, coaching, facilities, services and publicity, except that unequal aggregate expenditure of funds for members of each sex or male and female teams will not in and of itself constitute a violation of this policy. Full Compliance with this shall be attained as expeditiously as possible but in no event later than July 21, 1978.
- (86.36)c. Counseling. Applies to all counseling and guidance activities.
 - (86.42)d. Textbooks. Nothing in this policy shall be interpreted as requiring or prohibiting or abridging in any way the use of particular textbooks or curricular materials.
2. Other Activities or Facilities
- (86.37)a. Financial Assistance. Applies to offering scholarship or other aid or assisting non-school organizations in the offering of scholarships or other aid to students of this district.
 - (86.38)b. Employment Assistance. Applies to all efforts to place students in employment. The district shall, as part of any employment assistance for students, ensure that all employment opportunities are made available without discrimination on the basis of sex and refuse participation in its student employment program to employers who would practice such discrimination.
 - (86.39)c. Health and Insurance. Applies to all health or insurance policies offered to students.
 - (86.33)d. Toilet, Locker, and Shower facilities. Separate toilet, locker, and shower facilities may be provided on the basis of sex. Such facilities shall be comparable to similar facilities provided for students of the other sex.
 - (86.40) No rule on marital, family, or parental status that treats one sex different from the other sex shall be applied or enforced.
3. District Employment Activities. Applies to all aspects of the district's employment programs, including but not limited to, recruitment, advertising, process of application for employment, promotion, granting of tenure, termination, layoffs, wages, job assignments, leaves of absence of all types, fringe benefits, training programs, employer-sponsored programs, including social or recreational programs and any other term, condition or privilege of employment. Specifically, the following personnel employment practices are prohibited:
- (86.52)a. Tests. Administration of any test or other criterion which has a disproportionately adverse effect of persons on the basis of sex unless it is a valid predictor of job success and alternative tests or criteria are unavailable;
 - (86.53)b. Recruitment. Recruitment of employees from entities which furnish as applicants only or predominately members of one sex, if such action has the effect of discriminating on the basis of sex;
 - (86.54)c. Compensation. Establishment of rates of pay on the basis of sex;
 - (86.55)d. Job Classification. Classification of jobs as being for males or females;
 - (86.56)e. Fringe Benefits. Provision of fringe benefits on basis of sex; all fringe

- benefit plans must treat males and females equally;
- (86.57 f. &86.60) Marital and Parental Status. Any action based on marital or parental status; pregnancies are considered temporary disabilities for all job-related purposes and shall be accorded the same treatment by the district as are all other temporary disabilities. No inquiry shall be made by the district in job applications as to the marriage status of the applicant, including whether such applicant is "Miss or Mrs". But, inquiry made be made as to the sex of a job applicant for employment if made of all applicants and is not a basis for discrimination.
- (86.60 g. &86.61) Employment Advertising. Any expression of preference, limitation, or specification based on sex, unless sex is a bonafide occupational qualification for the particular job in question.
- C. Policy Enforcement. To ensure compliance with this policy, the Superintendent shall:
- (86.3; 1. 86.41; 86.8; 86.23; &86.36)
1. Designate a member of the administrative staff;
 - a. to coordinate efforts of the district to comply with this policy;
 - b. to develop and ensure the maintenance of a filing system to keep all records required under this policy.
 - c. to investigate any complaints of violations of this policy;
 - d. to administer the grievance procedure established in this policy
 - e. to develop affirmative action programs, as appropriate, and
 2. Provide for the publication of this policy on an ongoing basis to students, parents, employees, prospective employees, and district employee unions or organizations, such publication to include the name, office address and telephone number of the compliance administrator designated pursuant to this policy in paragraph C.1., above.
- D. Grievance Procedure. Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, on any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator designated in paragraph C.1, of this policy, above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement. The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed sessions, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

- E. Evaluation. The Superintendent shall present a report to (86.3) the Board of Education in a public hearing on or about July 21, 1976. and in a public meeting to be held on or about the anniversary of that date each year thereafter, describing this district's compliance with this policy during the previous year, which report can be the basis of an evaluation of the effectiveness of this policy by the Board of Education and a determination as to whether or not additional affirmative action is necessary in light of all the facts.

POLICY ON TREATMENT OF CONCUSSION AND HEAD INJURIES

The Board of Education seeks to protect student athletes against the risk of concussions and head injuries. The Board finds that a concussion is caused by a blow or motion to the head or body that causes the brain to move within the skull. Concussions are a type of injury which can range from mild to severe and can disrupt the way the brain normally works. Concussions may occur in any organized sport or recreational activity. Concussions may be caused by a fall or collision with the ground, other players, or obstacles. Although concussions can occur with or without loss of consciousness, the vast majority of concussions occur without a loss of consciousness. Students who have a concussion may experience temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms, or altered sleep patterns and loss of consciousness.

Continuing to play with a concussion or symptoms of a head injury may enhance the risk to student athletes of additional injury. In addition, students may experience academic and social problems related to a concussion or head injury. The Board recognizes the importance of proper evaluation and management of possible head injuries and concussions. In furtherance of this goal, the Board adopts the following policy on treatment of concussion and head injuries.

PURPOSE

Student athletes are an important part of the Rochelle High School Community. In addition to the demands of practice, travel, and games, our student athletes run an enhanced risk of injury. One of the most challenging injury risks is concussion or head injury. Identification, treatment, and reintegration of student athletes to school and athletics is one of the most challenging issues for coaches, trainers, teachers, students and their families. In adapting this Policy, the Board seeks to minimize the risks of misidentification and increase the benefits of appropriate treatment, including reasonable modifications to permit students to reintegrate in school and inter-scholastic athletics.

THE BOARD WILL SEEK TO EDUCATE STUDENTS, PARENTS, AND COACHES ABOUT THE RISK OF CONCUSSION OR HEAD INJURIES

This Policy shall be a part of any student athletic participation agreement, contract, or code which a student signs before participation in practice or interscholastic competition. The Board shall obtain from the Illinois High School Association education materials or other comparable source on the nature and risk of concussion injuries or other comparable materials and provide them to help educate and inform coaches, student athletes, parents and guardians of the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

PERMISSION TO PLAY INCLUDES ACKNOWLEDGMENT THAT THE PARENT OR GUARDIAN HAS BEEN PROVIDED AND READ MATERIALS ON THE RISK OF CONCUSSION

A student may not participate in an interscholastic athletic activity during a school year until both the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student have signed an IHSA approved form for that school year that acknowledges receiving and reading written information that explains concussion prevention, symptoms, treatment, and oversight, and that includes guidelines for safely returning to athletic participation following a concussion.

DEFINITIONS

As used in this policy, the following terms mean:

"Advanced practice nurse" means an advanced practice nurse licensed under *The Nurse Practice Act* or successor enactment.

"Athletic trainer" means an athletic trainer licensed under *The Athletic Trainers Act* or successor enactment.

"Coach" means head coaches and assistant coaches.

"Concussion" means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may: 1) include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns; and 2) involve loss of consciousness.

"Concussion Oversight Team" is the group which establishes school return to play and return to learn protocols for all students and for individual students suspected of having a concussion or head injury.

"Licensed health care professional" means an advanced practice nurse, athletic trainer, neuropsychologist, or physician assistant.

"Neuropsychologist" means a psychologist who holds a license under *The Clinical Psychologist Licensing Act* or successor provision.

"Physician" means a physician licensed to practice medicine in all its branches under *The Medical Practice Act of 1987* or successor provision.

"Return to Learn Protocol" is an individual plan based on peer reviewed scientific evidence consistent with the Center for Disease Control and Prevention guidelines for the student's return to the classroom after that student is believed to have experienced a concussion, whether or not the student was participating in an interscholastic athletic activity at the time of the possible injury. Included in this plan will be any accommodations or modifications, formal or informal, necessary to permit the student to return to school while minimizing the impact of the possible injury and any lost school time.

TREATMENT OF SUSPECTED CONCUSSION **OR HEAD INJURY**

STEP 1: REMOVAL FROM PLAY

Students shall be removed from interscholastic practice or competition immediately whenever a coach, physician, licensed health care professional, student's parent or guardian or another person with authority to make medical decisions for the student communicates the belief that the student might have sustained a concussion.

STEP 2: CONCUSSION OVERSIGHT TEAM **OVERSIGHT TEAM COMPOSITION OF THE CONCUSSION**

Whenever a student is removed from practice or competition due to suspicion he or she has sustained a concussion, the Board shall convene a concussion oversight team including at least one physician and one or more of the following: (1. an athletic trainer; (2. an advanced practice nurse; (3. A neuropsychologist; or (4. a physician's assistant. The athletic trainer will be a participant in the Concussion Oversight Committee to the extent practicable. The Superintendent shall appoint one or more persons to personally oversee compliance with return to competition and return to learn protocols in every instance.

DUTIES

The concussion oversight team will prepare a return to play protocol for a student's return to interscholastic competition and a return to learn protocol where the student's education has been or reasonably foreseeably will be impacted by his possible injury. The student must successfully complete all requirements of the return to play protocol before returning to play. The student must successfully complete all components of the return to learn protocol to complete Concussion Surveillance Team oversight.

QUALIFICATIONS & TRAINING

Each member of the concussion oversight team must have received training in the evaluation, treatment, and oversight of concussions at the time of becoming a team member. A physician who serves as a member of the concussion oversight team must to the greatest extent practicable, periodically take an appropriate continuing medical education course in the subject matter of concussions. At least every two years, an athletic trainer must take an athletic training course on the subject matter of concussions approved by the Illinois Board of Athletic Trainers, offered by an individual and organizations approved for such training. Coaches will take not less than two hours of training on concussions approved by The Illinois High School Athletic Association. Included subjects shall be at a minimum: evaluation; prevention; symptoms; risks; and long term effects of concussions. Training will be provided by individuals and organizations approved by the Association to provide training on concussions.

At least every two years the following persons must take a training course on concussions as appropriate to their position: interscholastic athletic activity coaches; licensed health care

professionals who serve as a member of a concussion oversight committee and are employees, representatives, or agents of the School District or who serve as volunteers on one or more concussion oversight committees. A physician who serves as a member of one or more concussion oversight committees shall, to the greatest extent practicable, periodically take an appropriate medical education course on the subject matter of concussion.

Each person who wishes to serve on one or more concussion oversight committee must submit timely proof of appropriate training to the Superintendent. During the 2016-2017 School Year members of the Concussion Oversight Committee must submit proof of training to the Superintendent by September 1, 2016. Thereafter, proof must be submitted before serving on one or more concussion oversight committees.

THE RETURN TO PLAY PROTOCOL

The return to play protocol must include certain components. They include the following. A list of steps the student must complete to be cleared to return to active participation in athletic practice, training and competition. The Concussion Oversight Team must be assured that the student has satisfactorily completed the steps listed in the return to play protocol.

The person responsible for ensuring compliance with the return to play protocol must be identified by name and title in the Student's protocol.

The return to play and return to learn protocols must provide that before a student is cleared to return to school and/or practice the student has been evaluated by a treating physician chosen by the student or student's parent, guardian, or other person with authority to make medical decisions for the student using established medical protocols based on peer-reviewed scientific evidence. The treating physician must provide a written statement indicating that in his or her opinion following established medical protocols it is safe for the student to return to play.

The parent, guardian, or other person with legal authority to make medical decisions for the student must provide the physician's written release to return to competition along with a signed consent form indicating that the person signing has been informed concerning, understands and consents to the risks of the student in returning to play or returning to school in accordance with the applicable protocol and will comply with any ongoing requirements in the return to play and return to learn protocol, and consents to the disclosure to appropriate persons pursuant to *The Federal Health Insurance Portability Act* or successor provision of the treating physician's written diagnostic and treatment statement and return to play recommendations. At a minimum, appropriate persons to have access to this medical information shall include the team coach or coaches, the person responsible for determining compliance with the protocols, the Concussion Oversight Team, and the Superintendent. Others may be added to the list of persons released to view medical records at the Superintendent's discretion.

A coach may not authorize a child's return to play or act as the person who determines compliance with the Return to Play Protocol. The Superintendent or Superintendent's designee shall supervise an athletic trainer or other person responsible for supervising the return to work protocol.

THE EMERGENCY ACTION PLAN

The Board requires the Superintendent, School Nurse, Athletic Director, School Trainer and such other participants or consultants as the Superintendent deems appropriate to form an Emergency Action Team. The purpose of the Emergency Action Team is to develop a venue-specific emergency action plan for interscholastic activities to deal with serious injuries and acute medical conditions in which the condition of the patient may deteriorate rapidly. The plan shall be in writing and shall include such components as are then required by law, including roles, methods of communication, available emergency equipment, and access to and a plan for emergency transport. The Superintendent must approve the Emergency Action Plan, distribute the Emergency Action Plan to all appropriate school personnel, post the Emergency Action Plan at all venues for interscholastic athletic practices or contests. The Athletic Director shall be responsible annually for conducting a rehearsal of the Emergency Action Protocols which rehearsal shall include all athletic trainers, first responders, coaches, school nurses, the Athletic Director, and volunteers involved in interscholastic athletic activities.

NOTES:

1. This Policy has been developed prior to the publication of ISBE Rules on Concussion Protocols. It is intended to be read in conformity with any ISBE Rules on Concussion Protocols or any other subsequent statute, regulation or interpretation of existing or subsequent law regarding the subject matter of this Policy. To the extent the Policy may be inconsistent with subsequent statutes, regulations or legal interpretations, the statute, regulation or legal interpretation shall control.
1. This Policy was not intended to create nor does this Policy create a private right of action in any person. Nor does this Policy waive, limit or otherwise impact Local Governmental Tort Immunities, whether statutory, regulatory or common law.

GUIDANCE

Each student is assigned to a counselor upon entering high school and remains with that counselor until graduation. The counselor is interested in all phases of student life, i.e. academics, social adjustment and growth, vocational-career plans, and future school beyond high school. Students are strongly encouraged to meet with their counselor to review and discuss situations that involve:

1. Course selection
2. Course changes
3. Job and career planning
4. Understanding of test results
5. Planning for college, trade/technical school, etc.
6. Financial aid for colleges, trade/technical schools.
7. Personal, family, other social concerns
8. Discipline
9. Attendance

Various programs are planned specifically to assist each student in these areas sometime during the four years of high school.

FRESHMAN ORIENTATION

In May, students and parents will receive a letter inviting them to a conference with their counselors to go over their placement test results and to review their schedule of courses for the freshman year. In the fall, the counselors will meet with freshmen to begin work on their Four Year Plan. In this Plan, students include graduation requirements and electives which aim toward future schooling and career plans. Each year their Plan is updated, as they sign up for specific courses for the next year.

CAREER INTEREST SURVEY

The Career Cruising Planning Program considers the student's occupational preferences, subject preferences, future educational plans, self-reported abilities, and interest scale scores in order to suggest career areas to explore.

POLICY ON STUDENTS MEETING WITH REPRESENTATIVES FROM COLLEGES, MILITARY, TRADE SCHOOLS, ETC.

Throughout the year representatives are scheduled to be in the Counseling Center to visit with prospective students and answer their questions. Since it is impossible to schedule them when all interested students have study halls, some students will have to see them during class time.

SUMMER SCHOOL

The courses taught during summer school depend on student enrollment and teacher availability. The primary purpose for attending summer school is to make-up past failures. Classes that will be made available will be posted prior to Summer School signup which is held early in March.

COURSES AT KISHWAUKEE COLLEGE

There are circumstances when students may need to take course(s) in order to meet graduation requirements or supplement their curriculum. Students considering these courses should discuss possibilities with their counselors. **ALL COURSES MUST BE APPROVED BY THE STUDENT'S COUNSELOR AND THE HIGH SCHOOL PRINCIPAL.**

STUDENT PROGRESS REPORTS

Report cards are distributed electronically at the end of each semester and are posted to the RTHS online portal. Deficiency (D&F) calls are made regularly on Fridays to identify areas of focus and encourage families to come up with a plan, involving the student to come in and receive extra academic assistance. Additionally, once per semester student profiles will be distributed to families via email. If more specific information is desired, or if information is desired at other times, parents are encouraged to contact their student's teachers regarding behavior, attendance, class participation, work habits, homework, overall cooperation and present grade. If you see multiple problem patterns and desire assistance in forming helpful strategies, please contact your child's counselor.

Teachers are available by calling (815) 562-4161. If you cannot reach them directly, please leave a message for them on their voice mail and they will return your call. Messages may be left 24 hours a day. When leaving a message please leave the following information:

- 1) Your name
- 2) Student's name
- 3) Phone number(s) for return call
- 4) Best time(s) to call
- 5) Specific information desired from teacher

If a phone call is not returned in a reasonable time, please contact the Principal's office.

REQUEST FOR SPECIAL EDUCATION EVALUATION

As part of the district responsibility for Special Education Child Find, the district requires all requests for special education evaluations be put in writing and addressed to the building Principal where your child attends.

SENIOR GUIDANCE

During the senior year, each student will meet individually with his/her counselor to discuss plans beyond high school. Post high school education (including colleges and universities, business schools, vocational-technical training centers) work opportunities and the military will be reviewed. Also during the senior year students will have the opportunity to participate in a Financial Aids Seminar. Scholarships, loans and grants will be discussed and the procedures for applying for financial aids will be outlined in detail.

PREPARATION FOR COLLEGE

Recommended College Preparation

Students planning to attend college after graduation are advised to follow a course of study designed to develop the necessary skills and provide a well-rounded educational experience.

The following program would provide the appropriate preparation.

- 4 English (emphasizing written and oral communications and literature)
- 3 Social Studies (emphasizing history and government)
- 3 Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- 3 Science (laboratory sciences)
- 2 Foreign languages (Music or Art may sometimes be substituted)

Individual public universities and community colleges may have other subject requirements as well as other requirements involving test scores and grade point averages. Applicants must contact each college or university individually for details about all of its requirements.

The Board of Higher Education has adopted minimum subject requirements for public colleges and universities in an effort to help high school students improve their academic preparation for baccalaureate degree programs. Students who have not taken the required subjects but wish to enter a baccalaureate degree program may be admissible to public colleges and universities on a provisional basis. Policies for provisional admission will be determined by each institution individually. Such policies will include requirements to make up preparation not completed in high school or provisions for opportunities to demonstrate competency in the required subject areas.

Some students will pursue the maximum program of preparation; a few will choose the minimum. Others will elect a program somewhere in between depending on individual interests, aptitudes, and goals. However, if a student is seeking the minimum educational experiences, he/she should understand that they may lack the necessary courses which are expected of the typical college student. Also, a maximum or near maximum preparation will give the student more freedom to choose among college majors.

Any student planning to pursue any type of education beyond high school is encouraged to consult periodically with their counselor regarding entrance requirements, course pre-requisites, required tests, etc. Although entrance requirements vary from college to college, it is strongly advised that students have adequate skills and aptitudes in READING, WRITING and MATHEMATICS.

THE CURRICULUM
GENERAL INSTRUCTION COVERING THE FULL PROGRAM OF STUDIES

1. The recommended class load for the freshman year is 6 units. One unit or credit is given for successful completion of an academic subject for one school year if the course meets for one hour per day. Other courses have fractional credits.
2. Graduation Requirements - 22 credits
 - A. 4 credits of English (total credits must include 1 credit of English I, ½ credit Speech, ½ credit Writing, and ½ credit Literature)
 - B. 3 credits of Math (to include Algebra content by the time of graduation)
 - C. 2 credits of Science
 - D. 2 credits of History/Social Science to include World History, American History I and II and Government
 - E. ½ credit Health
 - F. ½ credit of Consumer Education
 - G. The number of credits of elective courses is dependent on the number of required classes
 - H. 3 ½ credits of Physical Education courses
 - I. 1 credit of music, art, foreign language, and/or vocational
 - I. Passing state & federal constitution tests
3. It is suggested that the student follow the Four-Year Plan which is written at the beginning of the freshman year.
4. Elective courses will become a part of the curriculum only when the total class enrollments justify offering those particular courses.
5. Driver Training is available to all students. Students will be scheduled based on their birthdate, with oldest students first. Behind-the-wheel instruction is optional but highly recommended. This instruction is given during study halls, before or after school, or in the summer. The Board of Education provides the opportunity for a student to proficiency out of Driver Education.
6. Students attending RTHS as part of a Foreign Exchange program are not eligible to receive a District 212 Graduation Diploma. Exchange students may participate in the graduation ceremony and will receive a certificate of attendance. All credits earned while attending RTHS will be transferred back to the students' home school.
7. As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:
 - File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
 - File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

RTHS may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i)

the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

CLASS MEMBERSHIP

In order to remain on track for graduation, students need to have completed the following credits each year:

- Freshman - 0 - less than 5 1/2 credits
- Sophomore - 5 1/2 - less than 11.0 credits
- Junior - 11.0 - less than 16.5 credits
- Senior - 16.5 - 22.0 credits

Class membership will be determined by the number of credits a student has earned.

COURSES OFFERED AT KISHWAUKEE COLLEGE

Juniors and Seniors are encouraged to, first of all, consider taking the elective courses offered here at RTHS by the various departments; however, they should also be aware of the course offerings at Kishwaukee College. It is possible to take evening courses and receive college credit, which will be held in escrow until graduation from high school. Also, it is possible to receive partial high school credit depending on the number of hours the course meets. Course descriptions and registration information are available in the Counseling Center.

RELEASE TIME FOR WORK AND EMERGENCIES

Students may be excused for work or an emergency.

1. Students approved by the administration may be excused.
2. Parent must sign permission and/or request form.
3. Employers must confirm student's employment and hours he or she will be working.
4. Employer is to notify the school when the student is no longer an employee of his business or firm. The student will then be required to attend school full time.

STUDENT WITHDRAWING FROM SCHOOL

All school property shall be returned to the main office. Also, it is the student's responsibility to secure a clearance slip from the office and present it to his counselor, teachers, librarian, and Principal. The student's parents must also sign the clearance slip.

STUDENT GRIEVANCE PROCEDURE

Definition: For purposes of this Procedure, a grievance is defined and limited to be a complaint by a student of Rochelle Township High School, District 212, alleging that he/she has been discriminated against on the basis of sex or handicap under any district program or activity which received federal funding.

Procedure: A grievance shall be processed in the following manner:

Step One: A student shall submit a grievance in writing to the Principal of Rochelle Twp. High School within ten (10) days of the alleged act of discrimination. A meeting between the student and the Principal shall be held within ten (10) days of the filing of the grievance. The Principal shall make a written response to the student within ten (10) days following the conclusion of the meeting.

Step Two: If the grievance is not settled at Step One and the student wishes to appeal the Principal's response, the student shall submit the written grievance to the Superintendent within five (5) days after receiving the Principal's response. A meeting between the student and the Superintendent shall be held within ten (10) days of the submittal of the grievance to the Superintendent. The Superintendent shall make a written response to the student within ten (10) days following the conclusion of the meeting.

Conduct of Meetings: A student may be accompanied and represented by his/her parents, legal guardian or any other adult at each step of the Procedure.

Time Limits: If a grievance is not submitted or appealed to Step Two within the time limits set forth above, it shall be considered waived.

Sexual Harassment: Sexual harassment grievance is also covered by a separate grievance procedure. Grievances regarding sexual harassment will be accepted by the Principal or Superintendent whether or not the program involved receives Federal funding. The Principal or Superintendent will explain the separate sexual harassment procedure and provide you with a copy of the policy upon request. Confidentiality of your sexual harassment allegations and identity will be protected to the extent it is possible to do so while investigating and correcting any identified concerns.

STUDENT GROUP SCHOOL FACILITIES ACCESS POLICY

Whereas, student groups are encouraged to study matters of mutual concern; and
Whereas, the Board of Education can neither endorse any faith or ideology nor discourage the free flow of ideas including religious concepts which are the pillars of our democracy; and

Whereas, the Board of Education has determined to make school facilities available for non-school sponsored student activities; and

Whereas, the Board recognizes its obligation to schedule the use of its facilities, to assure the safety of persons using its facilities, and to protect students and others from harassment or coercion:

Therefore, be it resolved:

1. Voluntary non-school sponsored student groups wishing to use District facilities must apply in writing to the Principal to use an identified facility no less than ten school days before a planned activity;
2. The application shall identify by name the students desiring to use the facility, the name, address and occupation of any adult sponsor of the meeting, a brief description of the group's purpose, and the name, address and telephone number of any adult desiring to attend the meeting. Copies of any flyer announcing the meeting must be included in the package;
3. The Principal shall approve the use of the facility if:
 - a. it has not been scheduled for use by a school sponsored activity or another non-school sponsored activity;
 - b. the school facility is open on the date and time requested;
 - c. the meeting will not substantially interfere with the educational environment;
 - d. no communication has occurred which indicated that the meeting is being sponsored by the School District;

- e. any non-school attendee does not direct, conduct, control, or regularly attend such student activity or meetings;
 - f. Board of Education employees are present only to monitor or observe the activity or meeting; and
 - g. any unlawful activity will be grounds for revocation of access;
4. The recitals are made a part of this policy as if specifically enumerated in the paragraph 4.

HOME SCHOOL / CORRESPONDENCE SCHOOL CREDIT / IHSA PARTICIPATION

Parents may elect to educate their child at home or in a nontraditional setting, rather than enrolling the child in District 212. In such instances, a child who is not currently enrolled in District 212 on either a full-time or part-time basis

1. Shall not receive grades or be included in grade point averaging or rank in class from District 212 for education provided by the parent or a third party in the child's home or elsewhere.
2. Coursework credit for coursework completed at home or a third party will be indicated on the transcript as a Pass (P), or Fail (F). To receive a (P) the student will be required to successfully complete final assessments of the course(s) at Rochelle Township High School. (Exceptions: See #5)
3. Shall not receive a diploma or certificate of graduation from District 212. For a student to receive a District 212 diploma who is enrolling from a home school or third party program, the student must satisfactorily complete 11 credits at Rochelle Township High School, and the last semester the student must be a full-time student.
4. Shall not be allowed to utilize textbooks or other educational materials and supplies owned or in the possession of District 212, unless the same is arranged through a cooperative program recognized by the Board of Education.
5. Acceptance of home school or third party credit for courses not offered by District 212 is at the superintendent's discretion or their designee.

Students who enroll in District 212 on a full-time or part-time basis who previously had received their education at home or from a third party program shall be assessed to determine proper placement and/or credit. All such determinations to be made within the discretion of the Superintendent or their designee.

Parents will be expected to provide coursework syllabi, evaluation instruments, including written assignments, tests, a list of textbooks used and topics covered within each book, and grades, if given. The material will be assessed at an intake interview coinciding with registration.

FULL-TIME HOME SCHOOL **Guidelines for Participation in Illinois High School Association Activities**

Rochelle Township High School Board of Education does not prohibit participation in interscholastic athletics by home schooled students. However, RTHS officials recognize that participation in extra-curricular activities is not a material or property right, rather a privilege. Meeting the following policies and procedures does not guarantee being selected to participate on interscholastic teams or guarantee playing time.

The following policies and procedures have been adopted to meet the IHSA By-Laws and Eligibility Requirements. (Appendix 1)

Enrollment Status

1. As per IHSA guidelines, home school students will be required to register as an RTHS student and fulfill all enrollment requirements as full-time students.
2. RTHS student status must be maintained throughout the entire school year.

Compulsory Attendance

1. A School Calendar of Instructional Days will be required prior to the start of the RTHS school year.
2. Instructional minutes per Content Area will be required, documented, and provided weekly to district administration.

Curriculum

1. Home school parents will provide name and contact information of the comprehensive home school curriculum and/or home school consortium in which you are a member.
2. Parents will submit a list of courses to be completed for eligibility four weeks before the beginning of each semester. The Superintendent or his designee will review and approve.
3. Upon approval, each course of study shall be broken down by main learning objectives to be mastered.
4. RTHS will provide district learning objectives of like or parallel content areas. Home school instructor will be responsible for identifying common learning objectives and submit to the Superintendent or his designee.
5. RTHS district officials reserve the right of final approval for all courses to be accepted for eligibility.

IHSA Eligibility

1. Home school instructor will submit copies of all work completed on a weekly basis including but not limited to: daily work, quizzes, Lab experiences, written assignments, assessments.
2. Home school instructor will submit weekly grade updates in a format approved by the district.
3. At any time school officials have reason to believe the stated curriculum is not being followed school officials have the right of review and/or immediate denial of participation.

Benchmark Assessments

1. Where applicable, home school students will be assessed using district comparable tools. (Formative & Summative Assessments in core content areas)
2. Where applicable, home school students will be required to sit for College Board sequence of exams.
3. Where applicable, home school students will be required to sit for NWEA MAP testing.

Credit Earned

1. All credits earned through home school instruction will be recorded as pass/fail on RTHS transcripts.
2. Credits earned through home school instruction will not count toward Grade Point Average (GPA) or class rank.
3. To be eligible to receive an RTHS District 212 diploma, students must complete a minimum of 11 credit hours (four semesters) at RTHS and the last semester as a full-time student.

If at any time the above policies and procedures fail to meet IHSA Bi-Laws or Eligibility Requirements, or jeopardize the district membership or a team's eligibility, this policy will be immediately suspended and home school students deemed ineligible.